

TAYLOR ROAD ELEMENTARY SCHOOL

Parent/Student Handbook 2009-2010

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Reynoldsburg City Schools Board of Education

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August 2009

Dear Families,

Welcome to Taylor Road Elementary for the 2009-2010 school year. Whether this is your first year with us or you are returning, you are part of a community with a proud tradition of working together for the good of our children.

Communication between the school and home is vital to the successful academic experience for the child. We look forward to working with you to develop your child's maximum potential. Also, we encourage your direct and frequent participation in activities at the school to make Taylor Road Elementary a better place for everyone. With this partnership, every child can make at least one year's academic growth every year.

The purpose of this handbook is to provide you with information about the school. After carefully reading the 2009-2010 Taylor Road Elementary School Parent/Student Handbook, page *please sign and return the signature pages* to the school.

Please contact the office at 614-367-2930 if you have any questions or I can be any help to you.

Best wishes for a wonderful school year,

Darrell Propst, Principal



The 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.

The regularly scheduled meetings of the Reynoldsburg Board of Education are held on the third Tuesday of every month for the remainder of the 2009. At the January Organizational Meeting of Board the dates and times of Board meetings in 2010 will be established. Meetings are held at the Reynoldsburg City Hall at 7:00 PM

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



The Reynoldsburg Compact on Respect

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

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

Taylor Road Elementary Staff 2009-2010		
Group	Staff	Assignment
Kindergarten	Kelly Brinkmeyer	Classroom Teacher
	Moe Lambert	Classroom Teacher
First Grade	Debbie Gibbons	Classroom Teacher
	Michelle LaPrad	Classroom Teacher
	Rebecca Love	Classroom Teacher
	Amy Ripple	Classroom Teacher
Second Grade	Denise Hopkins	Classroom Teacher
	Kelly Hosste	Classroom Teacher
	Andrea Langworthy	Classroom Teacher
	Christine McGlumphy	Classroom Teacher
Third Grade	Amy Kanzigg	Classroom Teacher
	Melissa Smith	Classroom Teacher
	Noelle Spence-Thomas	Classroom Teacher
	Louann Widdoes	Classroom Teacher
Fourth Grade	Joann Codrea	Classroom Teacher
	Holly Hartman	Classroom Teacher
	Wayne Kanzigg	Classroom Teacher
	Cortney Shipton	Classroom Teacher
Special Educ.	Donna Calloway	Intervention Teacher
		Speech
	Barb Pfan	ELL Teacher
	Deb Milliken	Intervention Specialist
	Amy Whitt	Intervention Specialist
Support Staff	Jodi Fabish-Greene	Guidance Counselor
		Psychologist
	Janine Wright	Nurse
Classified	Vickie Cosner	Custodian
	Patti Green	Paraprofessional
	Barb Jones	Cook
	Julie Morgan	Secretary
	Jill Martie	Head Cook
	Larry Rader	Head Custodian
	Janis Smith	Librarian
	Jean Thomas	Cook

Taylor Road Elementary School Calendar for 2009-10

August		January	
6	Office opens	1	Winter Vacation – No School
10 - 11	KRAL Screening	11	PTO Meeting
19	1 st Grade Orientation – 6 pm	15	End of Second Grading Period
19	4 th Grade Orientation – 7 pm in Commons	18	MLK Day – No School
19	Market Day Pick-up 5 – 6 pm	19	Teacher In-Service – No School (1/2 day for teachers)
20-21	Teacher In-Service	22	Report Cards Go Home
20	Kindergarten Orientation – 6 – 7:45 pm	26	Market Day Pick-up – 5 – 6 pm
20	2 nd Grade Orientation – 6 pm	29	K-1 Assembly – “The Empty Lot”
24	First Day – A – L		
25	First Day – M – Z		February
25	3 rd Grade Orientation – 6 pm	4	Spring Conference – 4 – 8 pm
25	PTO Ice Cream Social – 6 – 7:30 pm	8	PTO Meeting
		9	Spring Conference – 4 – 8 pm
	September	12	Valentine’s Party
7	Labor Day – No School	15	Presidents’ Day – No School
14	PTO Meeting	19	Interim Reports Go Home
22	Market Day Pick-up 5 – 6 pm	23	Market Day Pick-up – 5 – 6 pm
23	Picture Day		
28-10/2	Book Fair		March
29, 10/1	Evening Book Fair	5	COSI on Wheels
		8	PTO Meeting
	October	11	Spring Pictures
2	Interim Reports Go Home	18	Math / Science Night
6	3 rd Grade Reading OAT	23	Market Day Pick-up – 5 – 6 pm
6	Literacy Night	23	Half Price Book Fair
12	PTO Meeting	26	End of Third Grading Period
16	No School	29 – 31	Spring Break – No School
20	Market Day Pick-up – 5- 6 pm		
23	Fall Party		April
29	Picture Make-up Day	1 - 5	Spring Break – No School
30	End of First Grading Period	7	One Hour Early Dismissal
		9	Report Cards Go Home
	November	12	PTO Meeting
2	Teacher In-Service – No School	23	K-1 Assembly – “The Lorax”
3	No School	27	Market Day Pick-up – 5 – 6 pm
5	Fall Conference – 4 - 8 pm	19 - 30	3 rd & 4 th Grade OAT’s
6	Report Cards Go Home	30	RHS Orchestra Assembly – 2:30 pm
9	PTO Meeting		
10	Fall Conference – 4 – 8 pm		May
17	Market Day Pick-up – 5 – 6 pm	10	PTO Meeting
26 - 27	Thanksgiving Holiday	14	Interim Reports Go Home
		25	Market Day Pick-up – 5 – 6 pm
	December	28	Fourth Grade Recognition
4	Cookies with Santa	31	Memorial Day – No School
10	Activity Pictures Taken for Yearbook		
11	Interim Reports Go Home		June
14	PTO Meeting	3	Student Last Day
15	Market Day Pick-up – 5 – 6 pm	4	Teacher Last Day
18	Winter Party	18	Office closes
21 - 31	Winter Vacation – No School	22	Market Day Pick-up – 5 – 6 pm

The School Day

8:40 AM	Earliest time for student arrival
8:40 AM	Breakfast served until 8:48
8:50 AM	School day begins for morning kindergarten and grades 1-4
8:51 AM	Any student entering the classroom is considered tardy; Students who are tardy must be brought to the office by the parent and signed in before going to class
9:05 AM	Deadline for parents to notify the office of a student's absence
9:50 AM	Any morning kindergarten student arriving after this time will be considered absent for ½ day
10:05 AM	Any morning kindergarten student leaving after this time will be considered absent for ½ day
10:50 AM	Any grade 1-4 student entering school after this time will be considered absent for ½ day
11:20 AM	Morning kindergarten dismissal
11:45 PM	1 st grade lunch
12:00 PM	2 nd grade lunch
12:15 PM	3 rd grade lunch
12:30 PM	4 th grade lunch
12:50 PM	Any grade 1-4 student leaving school before this time will be considered absent for ½ day
12:50 PM	School day begins for afternoon kindergarten.
1:50 PM	Any afternoon kindergarten student arriving after this time will be considered absent for ½ day.
2:20 PM	Afternoon kindergarten student leaving after this time will be considered absent for ½ day
3:20 PM	Dismissal of side lot car riders (front lot car riders, day care van riders, walkers, and latchkey students are dismissed from their classrooms at 3:15)

Children are not to be brought to school before 8:40 AM. There will be no adult supervision of children before that time. Children are not allowed on the playground without parent supervision prior to and after the school day.

Absences and Tardies

Parents are to notify the school by 9:05 AM if their child is going to be absent. Please call the office at **367-2930** or email jmorgan@reyn.org to report an absence.

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 a child the parent must report to the office and the child will then be called to the office. This prevents disruption of classroom instruction.

Excessive tardies and any absence from school will count against perfect attendance.

Board of Education Policy: **JED** is in agreement with S.B. 181 and states the Reasons for which students may be excused, but are not limited to:

1. personal illness of the student
2. illness in the student's family
3. death in the family
4. quarantine for contagious disease
5. religious reasons

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

The student is to bring a note from the parent excusing an absence within **5 days** of returning to school. The note is to include the exact days and reason for the absence. If no note is brought in by that time the absence is considered unexcused. All students who are absent for **5 consecutive days** must turn in an excuse signed by a physician. The physician's excuse must be on the physician's letterhead. Individual circumstances will be considered. Any days missed due to disciplinary action will be considered unexcused absences.

The events that lead to a Franklin County Juvenile Court referral are the following:

1. **Five unexcused absences and a letter will be sent to the parent by the building principal.**
2. **Ten absences, excused or unexcused, and a conference will be scheduled with parents, the school social worker, and the principal to create an action plan that will prevent future absences and/or tardies.**
3. **Fifteen absences, excused or unexcused, and a referral may be made to Juvenile Court.**

If charges are filed with the courts regarding a student's attendance record, those charges will be filed by the Principal. Again, any absences due to discipline issues will be considered unexcused absences. Individual circumstances will be considered.

Emergency Closing

There are times during the year that due to inclement weather or an unforeseeable event school will need to be closed or delayed. Please have an alternative plan for your child in case of an unscheduled closing of schools. The following list of television and radio stations will broadcast the closing or delay of schools.

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

Academic-Related Services

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

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

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

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

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

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

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

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

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

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

FIELD TRIPS

Stay with chaperone
at all times

Please Follow All
School and Bus Rules

Insist on Showing
Tornado Pride

Neat and Appropriate
Clothing



Field Trips & Assemblies

Each year our students are given the opportunity to participate in a variety of field trips and assemblies. At all special events, students are expected to use their best behavior. At assemblies, students will sit in areas designated by school staff. 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.

ASSEMBLIES

Show Appreciation

Please Sit

Interrupt No One

Now Watch,
Listen, & Learn



School Fees

The school fees for students in grades 1 through 4 are \$25.00. The fee for kindergarten students is \$12.50. This money is used to pay for consumable supplies such as workbooks, science materials, art supplies, etc. Individual teachers may determine the need to use other resource materials at an additional cost.

K – \$12.50	1 – \$25.00
2 – \$25.00	3 – \$25.00
4 – \$25.00	

We do ask that you not send cash to pay for school fees. Checks or money orders for school fees should be made *payable to Taylor Road Elementary*.

School fees are not used to pay for textbooks and library books. Textbooks and library books are loaned 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.



Fire, Tornado, & Safety Drills

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

Health Services

Our school has a health clinic available to students who have medical needs during the school day. The school nurse or her designee will assist the child and determine the immediate medical need. It is important that updated medical information for your child is on file at all times. This form contains the necessary contact information to be used in case of emergency. If your child has been sick, please ensure that there has been no fever or vomiting for 24 hours before returning to school.

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

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

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

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

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

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

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.

Traffic Safety

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

Due to the amount of traffic at the school we ask that all parents be aware of the proper traffic patterns when dropping off a child. Day care busses and vehicles picking up kindergartners (and their siblings) will enter the front lot. Day care busses will pull all the way forward to the fire hydrant, while the cars will stop even with the flagpole. Vehicles picking up all other students should enter the side lot, maintain two lanes until the final turn, then pull as far forward in line as possible. Display the first name, last initial, and grade level of the children you are picking up in the passenger window on the sign provided by the school. These signs are pink for the front lot and cream for the side lot.

Students are allowed to ride their bicycles to and from school with permission from their guardians. Any misuse of, or unsafe movement on a bicycle will result in the revocation of the bicycle riding privilege. All bicycles are to be walked onto school property, parked and locked.

Playground Safety

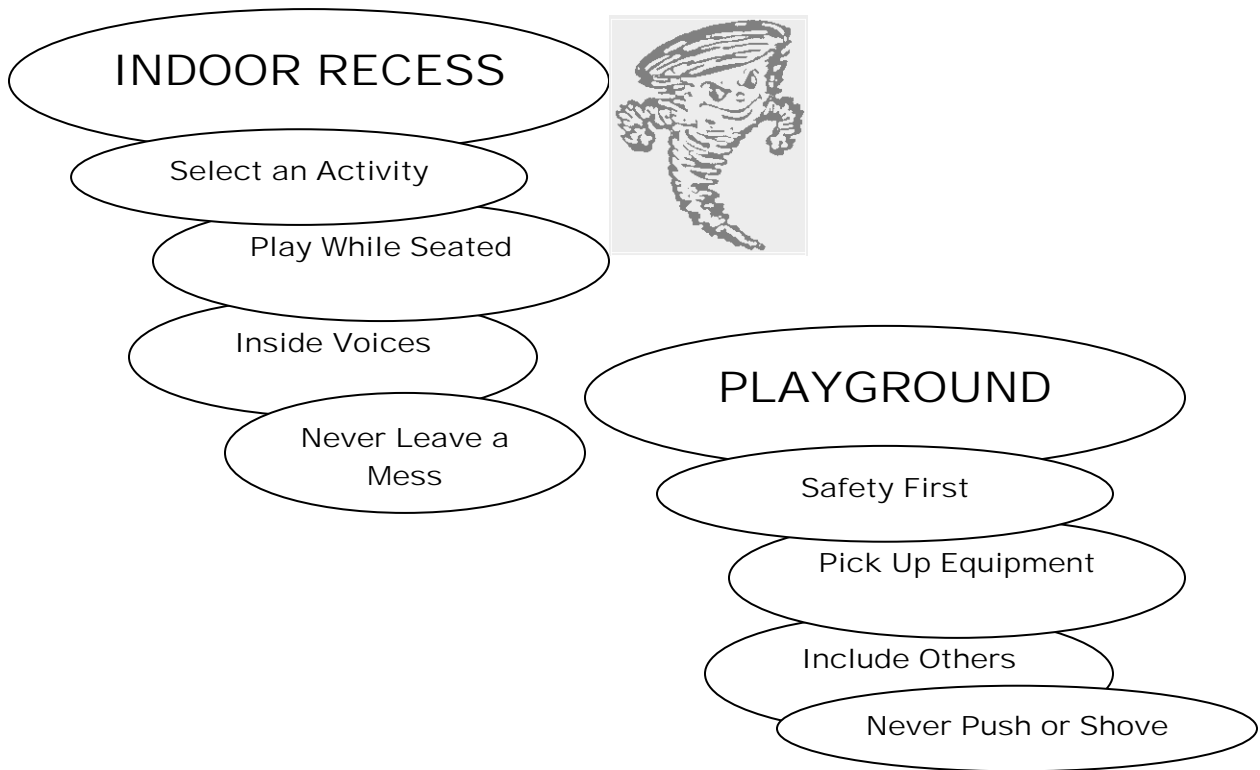
We closely monitor all activities on the school playground. There will be supervision on the playgrounds at all times. Students will be made aware of importance of safety and behavior both while in the classroom and out of the classroom. Teachers will review the

playground rules with their classes. For the reasons of safety, we have disallowed skateboards, rollerblades or scooters to be brought to school. The following guidelines are enforced:

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

Students are not permitted on the gym floor without proper footwear (gym shoes or shoes with rubber soles). Additionally, all children at Taylor Road Elementary must wear safe, appropriate footwear that fastens securely across the back of the heel.

Students should always be properly clothed for daily outside recess. Indoor recess will be announced to the classes if the either the temperature or wind chill is below 25 degrees Fahrenheit or outdoor conditions do not permit safe play.



Food Services

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. Full school lunches cost \$1.65. Extra milk cost \$.35. Menu magnets for the year will be distributed at the beginning of the school year and the menus will also be posted on the school website. Our cafeteria payment system is fully automated, requiring students to type or scan their 6-digit student identification numbers to access their accounts. Please help your children by reviewing their numbers with them and keeping an adequate balance on the accounts.

Students may also purchase a breakfast before school for \$.75. However, they are still expected to be in class by 8:50.

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

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



Contacting the School

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

Telephone Use

The school telephone is our primary business telephone. Students should only use the phone in emergencies. Students are not permitted to call home for homework, books, or gym shoes.

Visitors

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

Volunteers

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. Our school also has a very strong WatchDOG program for dads and granddads to volunteer. We appreciate the role of volunteer in our schools and encourage you to contact the PTO or your child's teacher if you are available to help in any way. Adults who volunteer in the school will need to have a criminal background check before they can begin their work. The school administration will be able to facilitate a criminal background check if needed. Please contact Michelle Slonaker at RCS central office to be fingerprinted.

Release of Information

Ohio law states 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, and telephone number, date of birth and dates of attendance. If you do not want any information about your child released by the school submit your request in writing to the school principal.

Occasionally we have activities in our school that are covered by the media. If you do not want your child's name or photograph to be in the newspaper, on radio, or television please submit your request on the form provided. If we do not receive this notification, it is assumed that consent is given.

Family Contact Information

Any changes of address or telephone numbers need to be reported to the school in a timely fashion. The updated information allows for effective communication between the home and school. You may report changes to Julie Morgan, secretary, at jmorgan@reyn.com.

Reynoldsburg City Schools Website

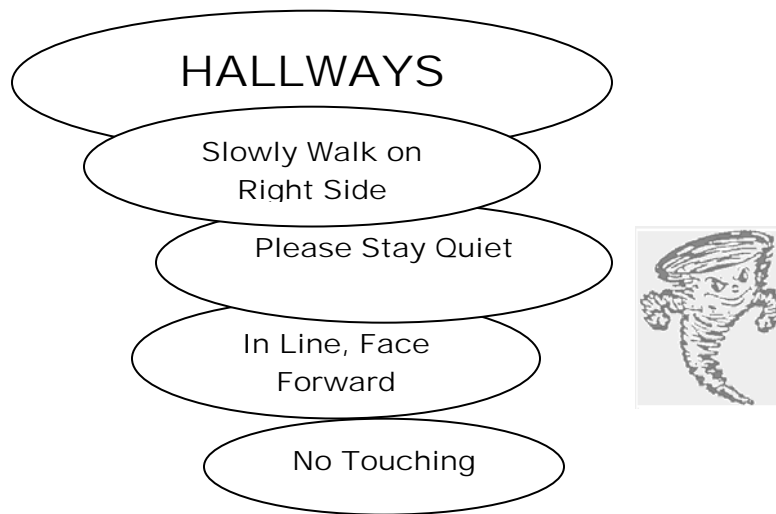
We do have a website for Reynoldsburg City Schools. You can access the website at www.reyn.org. This website will give you information about the school district and each of our eleven schools. Check the Taylor Road Elementary page frequently as valuable information is posted there weekly.

Parties

During the year, the PTO will plan parties for special holidays. Please coordinate your contribution with the representative for your child's classroom. The individuals take into account special dietary restrictions and equity among all classes when planning. If you wish to provide a simple treat for your child's class at some other time, contact the teacher.

Parent Teacher Organization

Our school has a Parent/Teacher Organization. The PTO is very active in working to provide classroom parties, school newsletters, a scholarship program, fundraising, and a volunteer aide program for our students. Every Taylor Road family is a member of this wonderful group! All you need to do is register your family. To register and for more information from the online newsletter, please visit the PTO website at taylor.ptomanager.com. The PTO also requests that every family volunteers 2 hours of time to make our school a better place. If you have any questions about the PTO please contact the President, Jason Martin.



Other Services

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

Adjacent to the lost and found racks is the school store. The store is open Thursdays from 8:40 AM – 8:50 AM.

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

School insurance forms are available in the office for each child at the beginning of the school year. If you decide to purchase the insurance please send the form and payment as indicated on the insurance application.

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.

Reynoldsburg City Schools Code of Conduct

INTRODUCTION

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

Good conduct is based on respect and consideration for the rights of others. The Reynoldsburg City Schools support and promote the Reynoldsburg Compact on Respect.

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

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

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

Discipline policies are designed to

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

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

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

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

CODE OF CONDUCT VIOLATIONS

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

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

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

1. **Alcohol/Drugs** – A student will not knowingly use, possess, sell, conceal, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, controlled substance, drug paraphernalia, look-alike drug, alcoholic beverage, or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.
2. **Assault** – A student shall not knowingly or with reckless disregard cause physical injury, or threaten to cause physical injury, to any person.
3. **Cheating** – A student shall not plagiarize (i.e., use another's thoughts, words or ideas as one's own). A student shall not provide work for another student's use or use unauthorized materials or devices. Cheating may result in no credit for an assignment as well as other disciplinary consequences.
4. **Dangerous Weapon other than a Firearm or Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Dangerous weapons include, but are not limited to laser pointers, knives, metal knuckles, pocket chains, martial arts devices, or other dangerous instruments which could be mistakenly identified as dangerous instruments.
5. **Disrespect** – A student shall not demonstrate disrespect through action, attitude, or word to any school staff member, guest or other students.
6. **Disruption of School** – A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the school. Such behavior includes violence, force, coercion, threat, noise, passive resistance, or other disorderly conduct (e.g., setting fires; firing explosives) that causes or attempts to cause disruption or obstruction to the normal school operation.
7. **Dress Code** – A student must wear appropriate clothing and footwear at all times that is in accordance with the established dress code and Board Policy. Student clothing and appearance must be appropriate for the educational climate and should not create a safety hazard or distraction to the educational process.
8. **Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge, a missile having an explosive or incendiary charge or a similar device. This includes any

weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant.

9. **Extortion** – A student shall not use force or intimidation to obtain anything (e.g., privileges, property, money) from another person. This would include begging, borrowing and panhandling.
10. **False Alarms/Bomb Threats** – A student shall not make any threat (verbal, written or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
11. **Fighting** – A student shall not strike, push or fight with another person. This includes mutual participation in an incident involving physical violence, regardless of who initiated the incident. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant, and may receive consequences as a result of their actions.
12. **Firearm** – A student shall not use, handle, transmit, transport, sell, conceal, distribute or possess any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm or firearm silencer; or any machine gun. This includes, but is not limited to, zip guns, starter guns and flare guns.
13. **Firearm Look-a-Likes** – A student shall not use, possess, sell or distribute any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance. This includes, but is not limited to, toy guns, cap guns, bb guns and pellet guns that are indistinguishable from a firearm.
14. **Forgery, Falsification and Lying** – A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.
15. **Gambling** – A student shall not play a game for money or other considerations. Gambling includes, but is not limited to, casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.
16. **Hazing** -- Hazing is prohibited. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
17. **Inappropriate Materials** – A student shall not possess, bring, transmit, conceal, sell, or offer to sell material which is considered by reasonable standards of the school community to be offensive, obscene, sexually explicit, gang-related, violent and/or pornographic.
18. **Insubordination** – A student shall comply with any reasonable instruction(s) of school staff/employees during any period of time when he or she is under the authority of such school personnel (e.g., identification of student by name when requested).
19. **Interference with an Investigation** – A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, serving as a “look-out” for a person(s) violating rules, or attempting to prevent the apprehension of another person.
20. **Internet/Computer Abuse** – The internet and school computers and computer equipment will be used for educational purposes only. A student will not submit, publish, print or display any defamatory, threatening, sexually explicit, racially offensive or illegal material, nor shall a student

encourage the use of controlled substances. A student shall not transmit material, information, or software in violation of any local, state, or federal law. A student will obey the electronic network/internet user contract. Parents and students will be required to sign a contract prior to student internet access.

21. **Loitering** – A student shall not loiter in restrooms, hallways, or on school grounds during, or after the school day or during school activities. Students are not to be in any area of the building or ground without permission.
22. **Persistent and Expanded Behavior/Repeat Violations/Failure to Serve Consequences** – A student shall not persist in inappropriate behavior or escalate to a point of danger to self or others. Students who continually break school rules will face greater consequences. A student shall not fail to report, report on time or serve the full duration of consequences.
23. **Possession of Unauthorized Devices** – A student shall not bring or possess unauthorized devices that interfere with the educational process and/or safety of the school community. Unauthorized devices include, but are not limited to, pagers, cell phones, beepers, radios, CD players, MP3 and tape players, expensive jewelry, electronic games, toys, water guns, and laser pointers. The administration reserves the right to hold any unauthorized device, and release the item only to the student's parent or guardian. A student bringing an unauthorized device does so at his/her own risk. The school will not investigate lost or stolen unauthorized devices.
24. **Profanity/Abusive Language** – A student shall not use profane, vulgar, abusive, obscene, or other words, which under the circumstances, are offensive by reasonable standards of the school district community or which disrupt normal school activities.
25. **Public Display of Affection/Sexual Misconduct** – A student is prohibited from demonstrating physical actions which are considered by reasonable standards of the school district community to be inappropriate for the school environment. This includes, but is not limited to, kissing and hugging, pinching, grabbing, suggestive comments or jokes, welcome or unwelcome sexual advances, requests for sexual favors or other physical or verbal communication of a sexual nature that creates an intimidating, hostile or offensive educational environment.
26. **Serious Bodily Injury** – A student shall not cause serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty" (18 U.S.C. Section 1365(3)(h)).
27. **Theft** – A student shall not take, receive, nor attempt to take or receive into his or her possession property of the school district or property of another student, teacher, visitor, or employee of the school district without privilege to do so. The school will make a reasonable effort to recover or obtain restitution, but is not held responsible for stolen items.
28. **Threatening Behavior (including Bullying, Harassment, Intimidation and Gang-related Behavior)** – A student shall not engage in any behavior which threatens or degrades another person by written, verbal, or nonverbal means. Threatening behavior consists of any words or deeds that intimidate, harass or cause fear concerning a person's physical well-being or is intended to degrade or disgrace the person toward whom the behavior is directed. (See Non-Discrimination Policy)

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

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

DISCIPLINARY CONSEQUENCES/DEFINITIONS

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

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

7. Emergency Removal from School or School Activity: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal or assistant principal may remove a student from curricular activities or from the school premises, and a teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements for out-of-school suspension.
8. Out-of-School Suspension: The denial of attendance at school and the suspension of the student's normal instructional activities by the Superintendent or school principal due to discipline reasons. Suspension from school shall not exceed 10 days for each occurrence. During the suspension, students are not permitted on school grounds or at school functions throughout the district without permission from the Principal or designee.

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

9. Recommendation to Superintendent for Expulsion: The involuntary removal of a student from school by the Superintendent. The Superintendent may expel a student from school for a period of 80 school days or up to one (1) calendar year, depending on the severity of the infraction. The student may not take part in any school activity or on school property without permission of the Principal or designee. Within one week prior to returning to school, the student and parent must schedule a reenrollment conference with his/her grade level administrator.

Appeal: The student or the parent/guardian may appeal an expulsion to the Board of Education and has a right to be represented at such a hearing. Under State law, appeal of the Board's decision may be made to the Court of Common Pleas.

10. Community Service
11. Parent Shadowing
12. Notification of Civil Authorities
13. Court Citation
14. Other alternative comparable, acceptable and fair consequences (e.g., withholding grades and transcripts for a student who owes money for materials used in a course of study, or damage to school property)

2009-2010 Rules and Regulations for Bus Riders

BEFORE THE BUS ARRIVES:

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



BOARDING THE BUS:

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

CONDUCT ON THE BUS:

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

LEAVING THE BUS:

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

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

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

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

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 to 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 and/or viewing inappropriate material and
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, 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 the risks and regulations for computer/on-line services use. The District has 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 genitals 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 REFS.:

U.S. Const. Art. I, Section 8

Family Educational 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



COMPUTER/ON-LINE SERVICES (Acceptable Use and Internet Safety)

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or on-line services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Systems managers have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of on-line etiquette are subject to change by the administration.
8. The user in whose name an on-line service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers, home addresses and telephone numbers private. They shall use this system only under their account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and on-line communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment or disparagement of others based on their race, national origin, citizenship status, sex, sexual orientation, age, disability, religion or political beliefs.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher or the principal or immediate supervisor.

(Approval date: January 21, 2003)

REYNOLDSBURG SCHOOL DRESS CODE POLICY

Students in the Reynoldsburg School District, in grades kindergarten through six, starting with the 2009-2010 school year, are to adhere to the following 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

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

PANTS, SHORTS, CAPRIS, SKORTS

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

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 writing or pictures on tops, except for small logos. **(for fifth and sixth graders only)**
- No coats or cold weather jackets inside the school during the school day.
- This provision does not prohibit Reynoldsburg School District “spirit wear.”

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.

Students who violate this policy shall be subject to the following disciplinary actions: 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. If the student misses any class time due to a uniform violation, the student’s absence shall be considered unexcused. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but not be limited to, detention, suspension, and/or expulsion. Building Administrators will make the final decision at the building level if a student’s attire does not meet the requirements of this policy.

Revision adopted: April 24, 2007

Adoption date: August 15, 2006

Reynoldsburg City School District, Reynoldsburg, Ohio

Taylor Road Elementary Compact of Respect

Taylor Tornadoes treat others the way they want to be treated.

As a Taylor Tornado...

- **I am friendly and kind to others.**
- **I am truthful and honest.**
- **I am responsible for myself.**
- **I am respectful of people and property.**
- **I am safe when I work and play.**

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

SIGNATURE PAGE

Student's Full Name: (Please print clearly): _____

Class: _____ Grade: _____

Parent/Guardian's Name (Printed): _____ Phone: _____

STUDENT/PARENT HANDBOOK

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

Signature of Parent/Guardian

Date

Student Signature

Date

COMPUTER NETWORK AGREEMENT FORM

I hereby apply for a student account on the District computer network:

Name: _____

School: _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein. I further state that all information provided for the creation of this account is truthful and accurate.

Signature: _____ Date: _____

Parental Release Form

(For students under 18 years of age)

I/We, _____, the parent(s) of

(student name) _____, have read and understand the computer policy and its guidelines and regulations and we agree to its terms and conditions. We confirm our child's intentions to abide by the terms and conditions therein. We also agree to supervise our child's use of the computer network from home or outside of the classroom.

Signature: _____ Date: _____

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

Student's Name: _____ **Grade:** _____

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

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

These media-based presentations may be used in:

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

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

X _____
Parent/Guardian Signature _____ Date

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

Parent/Guardian Signature _____ Date