

# REYNOLDSBURG HIGH SCHOOL

STUDENT HANDBOOK 2020-2021

<b>BELL ACADEMY</b>	Phone	Fax
Livingston Campus 6699 East Livingston Ave. Reynoldsburg, OH 43068	(614) 501-4000	(614) 501-4003

<b>ENCORE ACADEMY</b>	Phone	Fax
Summit Campus 8579 Summit Road Reynoldsburg, OH 43068	(614) 501-2300	(614) 501-2299

<b>ESTEM ACADEMY</b>	Phone	Fax
Summit Campus 8579 Summit Road Reynoldsburg, OH 43068	(614) 501-2310	(614) 501-2250

<b>(HS)<sup>2</sup> STEM ACADEMY</b>	Phone	Fax
Livingston Campus 6699 East Livingston Ave. Reynoldsburg, OH 43068	(614) 501-4030	(614) 501-2260

<b>9X ACADEMY</b>	Phone	Fax
Livingston Campus 6699 East Livingston Ave. Reynoldsburg, OH 43068	(614) 501-4009	(614) 501-4080

**Board of Education**

[www.reyn.org](http://www.reyn.org)

7244 E. Main Street, Reynoldsburg, Ohio 43068

(614) 501-1020

## 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,
- recognizing that each person is different and has an individual contribution to make to the community.

## DISTRICT STRATEGIC PLAN

The staff of Reynoldsburg High School upholds the basic premise that all students can learn.

The mission of RHS is to have our students:

1. Demonstrate a mastery of communication skills
2. Exercise the rights and responsibilities of citizenship in a democratic society
3. Develop an understanding of the global interdependence of people, society, and the environment
4. Use of effective thinking skills across the curriculum
5. Develop a tone of trust, decency, and respect among staff and students
6. Engage in meaningful work to develop a sense of belonging and a readiness to learn through goal setting, self-evaluation, and the ability to reflect on one's work

## MISSION AND VISION

Reynoldsburg City Schools places a high degree of importance on ensuring that all children have the opportunity to reach their full potential inside and outside of the classroom. We view each student individually and work to ensure they enter the world well-rounded and experienced.

### Mission

Empowering leaders who impact the NOW and innovate the FUTURE

### Vision

**Student Learning:** Enable students to take ownership of their learning and achieve full potential through challenging, engaging and relevant learning experiences.

**Student Experience:** Build an inclusive community where students feel safe, supported and engaged.

**Communication:** Promote a school community culture that allows all involved to have a voice and remain informed.

**Finances:** Equitably distribute resources to promote instructional programs that will support the district mission.

To support our mission and vision, we have designed the high school experience to prepare students for future employment, further study at the college and university level, and to be effective citizens. This is evident in three areas:

## **INNOVATION & PARTNERSHIP**

The Reynoldsburg City School District delivers an innovative, high-quality and cost-effective education to all students. Schools provide hands-on learning experiences in highly personalized environments. Academic programs focus on growing sectors like science, technology, engineering and math while providing a well-rounded curriculum including educational basics along with arts and citizenship. Strong partnerships with universities, healthcare institutions, local and state government agencies and businesses enhance student learning. We are proud to have long-standing partnerships with companies such as Battelle, BalletMet, Columbus State Community College, the Ohio STEM Learning network and many more.

## **CARING EDUCATORS**

Reynoldsburg teachers and staff go above and beyond for students and their families. Staff members stay on top of educational innovations, attracting educators from across Ohio to Reynoldsburg to see what’s happening in our classrooms. Reynoldsburg employees are passionate about education and focus on every student’s success.

## **PREPARED STUDENTS**

Reynoldsburg students are prepared for their future jobs, higher education, and roles in society. Our diverse student body competes regionally and nationally in academics, the arts and athletics. Our students engage in service learning and volunteerism to help make Reynoldsburg better every day. They are learners today, leaders tomorrow.

### **Non-discrimination**

The Reynoldsburg City School District provides an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the district or social or economic background, to learn through the curriculum offered in this district.

All of the courses, programs, and activities presented in this booklet are open to all students without regard to race, color, national origin, sex, or handicap. This policy meets all requirements and directions of the U.S. Department of Education under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

## **ACADEMIC POLICIES & PROCEDURES**

### **ACADEMIC REPORTS TO PARENTS – REPORT CARDS**

Students receive a report card four times each school year. Report cards for 1st quarter and 3rd quarter will be handed out. Second quarter and 4th quarter will be mailed. Below are the end dates for each of the nine weeks; report cards will follow a week or so after the end of the grading period. Grades shall not be issued until all fees and fines are paid and textbooks returned.

### **INSTRUCTIONAL FEES AND COURSE FEES**

The Reynoldsburg Board of Education adopts fee schedules as recommended by the Superintendent. **The fee structures will be included in the Handbook once the Board has approved the structures.** Failure to pay course fees, fines, and other financial obligations (including but not limited to broken and/or lost equipment) may result in the withholding of grades and credits.

### **SENIOR FEES**

Seniors are required to pay a \$55 Senior Fee. This fee covers senior specific items and events such as graduation. This fee is not reduced or waived for those students who are eligible for free/reduced price lunch. The fee may be reduced to the cost of \$15 for students that will only receive a diploma and diploma cover and who will not be participating in the graduation ceremony. Students paying this reduced fee will not receive any of the academic honor awards such as, but not limited to, Raider Scholar Medallion, Honor Cords and academy pennants even if the student has rightly earned such awards. Students desiring such awards regardless of participation in the graduation ceremony will pay the full \$55 fee.

### **CLASS RANK COMPUTATION**

Reynoldsburg City Schools do not rank students by grade point average.

### **CUMULATIVE RECORDS**

Parents may request to view their child's school records. This request should be done in writing and given to the academy principal. Arrangements will be made for the view of the records. Parents must present identification before being allowed to review student records. Classes with a pass/fail grade do not calculate into the grade point average.

## DROP COURSE

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

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

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

## TITLE IX REGULATION

In compliance with Final Title IX Regulation Implementing Education Amendments of Prohibiting Sex Discrimination in Education, effective date July 22, 1975, please be advised that Reynoldsburg High School does not provide any courses or otherwise carry out any of its education programs or activities separately on the basis of sex. We neither require nor refuse participation in any of our classes on such basis and this includes health, physical education, business education, work and family studies, and music.

## GRADE PLACEMENT INFORMATION

### GRADE REPORTING

The following is a list of grades that may appear on a student's report card at the final printing for both Mastery and Traditional Assessment systems and explanations of the assignments of each grade.

Traditional Assessment Bell, Encore, HS2	Mastery Assessment eSTEM only	Meaning	Explanation
A	A - Mastery	Exemplary	90% - 100% College and Career Ready.
B	B - Mastery	Good	80% - 89% College and Career Ready
C	C - Mastery	Average	70% - 79% Additional coursework in the content may be required to be career and/or college ready.
D	Non-Mastery	Below Average	60% - 69% It is recommended that the student retake the course.
F	Non-Mastery	Failing	59% - 0% Student will need to retake the course.
I	I - Non-Mastery	Incomplete	Student has not completed the requirements of the course. Student will be given the opportunity to repeat the course.

U	Non-Mastery	Unfinished Work	Does <b>not</b> mean “Unsatisfactory.” The student has work that has yet to be completed because of reasons such as illness. Does not count against student in GPA calculations.
P	N/A	Passing	Used for “Pass/Fail” classes. Will not figure into GPA calculations
S	N/A	Satisfactory	Used on the recommendation of counselors only. Will not figure into GPA calculations.

\*\* If a student is taking courses with an Institution or Partner other than Reynoldsburg High School, they will adhere to that institution or partner’s grading scale.

## GRADE CALCULATIONS

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

Semester 1 Average = (Quarter 1 Grade x .40) + (Quarter 2 Grade x .40) + (Midterm Exam Grade x .20)

Semester 2 Average = (Quarter 3 Grade x .40) + (Quarter 4 Grade x .40) + (Final Exam Grade x .20)

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

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

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

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

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

### Semester Blocked classes

Semester 1 Average = (Quarter 1 Grade x .40) + (Midterm Exam Grade x .10) + (Quarter 2 Grade x .40) + (Final Exam Grade x .10)

Semester 2 Average = (Quarter 1 Grade x .40) + (Midterm Exam Grade x .10) + (Quarter 2 Grade x .40) + (Final Exam Grade x .10)

## PROMOTION GUIDELINES

Students in grades 9-12 are assigned to a grade level based on the total credits earned by the first day of the new year and the English course the student previously completed.

Total Credits	Promotion to grade...
Promotion from grade 8	9
5 credits	10
10 credits	11
15 credits	12

## **TRANSFER CREDITS**

Any credit awarded within Reynoldsburg High School regardless of academy is concurrently awarded across all high school academies. For example, if a student from Bell Early College Academy transfers to Encore, all credit earned at BEL apply equally to graduation from Encore.

## **REQUIRED COURSEWORK**

Student work completed prior to the ninth grade is applied towards graduation credit if the course is taught by an appropriately certified/licensed teacher and is designated by the board as meeting the curriculum requirements.

If a student chooses to accept credit for coursework taken prior to the ninth grade, all credit will be counted toward the student's accumulated GPA and class rank.

Programs such as special education or career education at Eastland-Fairfield Career Technical School shall meet the requirements for graduation in accordance with the program standard as established by the Ohio Department of Education and the Reynoldsburg Board of Education.

## **CREDIT FLEXIBILITY**

This education option gives students a way to be in charge of their learning. Some students see more value in school ("Why do I have to learn this?") when they can connect learning with real world situations and future jobs. Credit flexibility is one way to increase a student's interest in school and motivation to learn.

The key to credit flex is that the student drives the request to learn differently as well as the plan to earn the credit. A specific interest of the student is the basis for the request. The family starts by listening to their child.

1. Every school district has a policy on credit flexibility. The student and family should find and review the policy.
2. The student and family talk with the principal, counselor and teachers about the way to fulfill the student's request and to meet requirements for earning a high school credit or credits.
3. The school approves the plan which includes how the student will know he or she has succeeded. In some cases, the "how" could be a test, a project or a combination of several measures.

The teacher assigned with the plan ensures the student is doing the work, meeting the goals, and making progress in learning. If the student does not complete all elements in the plan or is not successful in demonstrating the knowledge and skills needed, then the student will not earn the credit. If this occurs, the student can go into a traditional classroom to earn the credit. It is the responsibility of the student to do the work to succeed in the plan. The teacher guides the student with feedback.

There is not one way to develop a credit flexibility plan, and the Ohio Department of Education does not provide a model plan. The student, school and family create the plan together. This includes discussion about any costs associated with the plan. The school may cover some costs, while families may need to handle some costs. The plan should include the costs and responsibility for payment.

## HOW TO EARN FLEX CREDIT

Students work on an Individualized Credit Flex Plan in conjunction with the Guidance Counselor and a highly qualified teacher to develop a plan for earning credit outside of the school day. The teacher of record is responsible for monitoring work completion and giving a final grade, and the guidance counselor is responsible for proper reporting of the course in PowerSchool

## GRADUATION REQUIREMENTS

Any student who transfers to Reynoldsburg High School from a public, private, or community school other than Reynoldsburg High School will be placed in accordance with Board of Education Policy. Placement and credits may be made based upon the student's demonstrated abilities as determined by testing, journals, interviews, portfolios, and other performance-based assessment measures.

To graduate from Reynoldsburg High School, a student must meet the standards adopted by the State of Ohio and the Reynoldsburg City Schools Board of Education.

You must earn a minimum total of 20 credits in specified subjects and take your required tests. Then, decide how you will round out your diploma requirements.

Subject	Minimum Credit Requirement	
English language arts	4	
Health	1/2	
Mathematics	4	1 credit Biology; 1 credit Physical Science
Physical Education	1/2	Must include Integrated Math II or Integrated Math II Enriched
Science	3	
Social Studies	3	Students may waive the physical education requirement with participation in athletics, marching band, and/or cheerleading.
Electives	5	1 credit must be earned in fine arts unless 2 semesters of fine arts coursework were successfully completed in middle school (grades 7-8). Fine arts are not a requirement for students following a career technical pathway.  Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, pre-engineering or English, Mathematics, Science, or Social Studies not otherwise required.



		*You also must receive instruction in economics and financial literacy and complete at least two semesters of fine arts (ODE).
<b>Total Credits: 20</b>		

Counselors will work closely with the student and his/her parents to develop a program in compliance with the standards of graduation set forth by the State of Ohio and Reynoldsburg Board of Education and the student’s best interests. Final approval rests with the principal.

## GRADUATION REQUIREMENTS: STEP 2

### DEMONSTRATION OF COMPETENCY

In addition to earning a minimum of 20 credits, you must also earn a passing score on Ohio’s high school Algebra 1 and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. Is testing not your strength? After you have taken your tests, there are three additional ways to show competency.

#### OPTION 1: CAREER READINESS

Students must meet two criteria – of which one must be foundational

<b>Foundational Demonstration</b>	<b>Supporting Demonstration</b>
Proficient scores on 3 or more WebXams	250-hour Workplace Experience
Earning an approved industry-recognized credential	Earn the required score on WorkKeys

A pre-apprenticeship or acceptance into an approved apprenticeship program	Earn the OhioMeansJobs Readiness Seal
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**OPTION 2: MILITARY ENLISTMENT**

Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.

**OPTION 3: COLLEGE CREDIT PLUS**

Earn credit for one college-level math and/or college-level English course through Ohio’s free College Credit Plus program.

**GRADUATION REQUIREMENTS: STEP 3**

**DEMONSTRATION OF READINESS**

Earn two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

Seals	Requirements
OhioMeansJobs Readiness Seal	Demonstration of professional skills and competencies. Students must have 3 mentors to validate the 15 professional skills needed to earn the seal.
Industry-Recognized Credential Seal	Earn an industry-recognized credential that is aligned to a job that is determined to be “in-demand” in this state and its regions.
College-Ready Seal	Earn remediation-free scores on the ACT or SAT.
Military Enlistment Seal	Providing evidence of enlistment in an armed services branch of the military; <b>OR</b>

	Participating in an approved Junior Reserve Officer Training (JROTC) program.
Citizenship Seal	Proficient on American History and American Government; <b>OR</b> Advanced Placement or International Baccalaureate; <b>OR</b> Earning a “B” or higher in approved College Credit Plus Courses.
Science Seal	Proficient on the Biology test; <b>OR</b> Advanced Placement or International Baccalaureate; <b>OR</b> Earning a “B” or higher in an approved CCP course.
Honors Diploma Seal	Meeting the criteria for one of six honors diplomas: <ul style="list-style-type: none"> <li>• Honors Diploma</li> <li>• Career-Tech Honors Diploma</li> <li>• IB Honors Diploma</li> <li>• STEM Honors Diploma</li> <li>• Civics and Social Sciences</li> <li>• Fine Arts Honors Diploma</li> </ul>
Seal of Biliteracy	The student must demonstrate proficiency in English and high levels of proficiency in at least one other world language.  Students can demonstrate proficiency in English and at least one other world language through a series of test-based options.
Technology Seal	Advanced Placement or International Baccalaureate; <b>OR</b>  Earning a “B” or higher in an approved College Credit Plus Course; <b>OR</b>  Completing a course offered through the student’s district or school that meets guidelines set by the Ohio Department of Education.
Community Service Seal	Students must document at least 120 hours through community service experiences or work in employment positions, which can include activities such as paid or unpaid internships, work studies, co-ops and apprenticeships. Students’ experiences must take place during their senior year.

	<p>Students must have their planned work or community service experiences approved for graduation before completing those experiences. Students must complete experience agreements outlining four key components of the work or community service experiences they will complete.</p>
<p>Fine and Performing Arts Seal</p>	<p>Complete the requirements of a Fine Arts pathway; <b>OR</b></p> <p>Participate in and pass classes in Eastland-Fairfield PA program; <b>OR</b></p> <p>Complete a sequence of Fine Arts courses (at least 3 courses) that lead to a portfolio. Exhibit, or demonstration of learning as a final project. (This could include performances, art exhibits, band orchestra, and choir courses including concerts, and other activities with teacher/principal approval.); <b>OR</b></p> <p>Complete private lessons within the visual arts, performing arts, or design that results in a final exhibition of work or learning. Pre-approval is required for this option, and the outside provider must be willing to sign off on the hours and performances and the student will submit a log of hours and work; <b>OR</b></p> <p>Receive an individual rating of Superior or Excellent at a state sponsored music event, or being selected for a state sponsored art exhibition. (Other judged or jurored performances or exhibitions will be considered.); <b>OR</b></p> <p>Pass a CCP or AP course in Fine Arts</p>
<p>Student Engagement Seal</p>	<p>The Club, Activity or Organization must be an official school sponsored club or organization with a Club and Activity Application on file at District Office; <b>OR</b></p> <p>Students must be included on the official roster for the group. Rosters will be submitted to designated Academy Secretaries and then submitted to District Office to the EMIS Coordinator; <b>OR</b></p>

	Participation must span two school years total or the student must participate in at least two clubs over the span of one school year.
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## EARLY GRADUATION

Students who desire to graduate from Reynoldsburg High School in less than four years must submit a letter of intent to the high school principal. Students who are referred for possible early high school graduation are evaluated based on past academic performance, measures of achievement based on state academic content standards and successful completion of state-mandated graduation requirements. The committee considers the student's own thoughts on possible accelerated placement in its deliberations. For students the acceleration evaluation committee recommends for early high school graduation, the committee develops a written acceleration plan designed to allow the student to complete graduation requirements on an accelerated basis. This may include the provision of educational options in accordance with Ohio Administrative Code 3301-35-06(G), waiving District prerequisite requirements for enrolling in advanced courses, waiving District graduation requirements that exceed those required by the state and early promotion to sophomore (or higher) status to allow the student to take the Ohio Graduation Test.

## DIPLOMA OPTIONS


### GLOBAL SCHOLARS DIPLOMA ENDORSEMENT

The [Global Scholars Diploma](#) is an endorsement designed by the Columbus Council on World Affairs that students can earn on top of their regular diploma. The Columbus Council on World Affairs has worked closely with industry partners and local Universities to develop a program that creates globally affluent graduates that are well prepared to work for international companies. This endorsement will be beneficial on career resumes as well as college and scholarship applications.



The Global Scholars Diploma program is a three-year program that students begin their sophomore year of high school.

## GLOBAL SCHOLARS DIPLOMA ENDORSEMENT REQUIREMENTS

Sophomore Year 1	Junior Year 2	Senior Year 3
Attend two cultural events.  Complete any Google classroom assignments.  Attend four Global Scholars Diploma summits.   Columbus Council on World Affairs	Attend four cultural events.  Complete Google classroom assignments.  Attend four Global Scholars Diploma summits.	Complete Columbus Council on World Affairs activities that focus on five key global issues: global migration, human rights, food security, global security, and the environment.  Complete a global issues capstone project and present at GSD capstone fair.  Complete the Global Scholars Diploma student portfolio.
All Global Scholars		
<ol style="list-style-type: none"> <li>Must be in solid academic standing.</li> <li>Must have a passion for learning about global issues and participating in related events.</li> </ol>		

Students successfully meeting these criteria by the time of graduation will earn the Global Scholars Diploma endorsement through the Columbus Council on World Affairs.

## DIPLOMA WITH HONORS

High school students can gain state recognition for exceeding Ohio’s graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

For the Academic and Career Tech Honors Diplomas, students who entered the ninth grade between July 1, 2013 and June 30, 2017 may choose to pursue the diploma by meeting the requirements of these criteria or the previous criteria. Students entering the ninth grade on or after July 1, 2017 must meet these criteria.

Diplomas with Honors Criteria			
Criterion	Ohio Diploma	Academic Honors Diploma	Career Tech Honors Diploma
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content	4 units, Algebra, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content
Science	3 units	4 units, including two units of advanced science	4 units, including two units of advanced science
Social Studies	3 units	4 units	4 units

<b>World Languages</b>	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	2 units of one world language studied
<b>Fine Arts</b>	2 Semesters	1 unit	N/A
<b>Electives</b>	5 units	N/A	4 units of Career Technical minimum
<b>GPA and ACT, SAT or WorkKeys</b>	N/A	3.5 on a 4.0 scale and 27 ACT or 1280 SAT	3.5 on 4.0 scale and 27 ACT or 1280 SAT or 12 WorkKeys
<b>Field Experience</b>	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the area of focus that is reviewed and validated by external experts
<b>Additional Assessments</b>	N/A	N/A	Earn an industry--recognized credential or achieve proficiency benchmark for appropriate Ohio Career Technical Competency Assessment or equivalent

<b>Diplomas with Honors Criteria</b> Students need to fulfill all but one of the applicable criteria for the Diploma with Honors.				
<i>NOTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas</i>				
Criterion	Ohio Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama or theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
<b>Math</b>	4 units, must include one unit of algebra II or equivalent	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher-level course or 4-course sequence that contains equivalent or higher content

<b>Science</b>	3 units	5 units, including two units of advanced science	3 units, including one unit of advanced science	3 units, including one unit of advanced science
<b>Social Studies</b>	3 units	3 units	3 units	5 units
<b>World Languages</b>	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
<b>Fine Arts</b>	2 Semesters	1 unit	4 units	1 unit
<b>Electives</b>	5 units	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
<b>GPA and ACT, SAT or WorkKeys</b>	N/A	3.5 on a 4.0 scale and 27 ACT or 1280 SAT	3.5 on a 4.0 scale and 27 ACT or 1280 SAT	3.5 on a 4.0 scale and 27 ACT or 1280 SAT
<b>Field Experience</b>	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
<b>Additional Assessments</b>	N/A	N/A	N/A	N/A



# ATHLETIC ELIGIBILITY AND GUIDELINES

## OHSAA GUIDELINES FOR STUDENT ATHLETIC ELIGIBILITY

Grades 7-12:



- All beginning seventh graders are eligible insofar as the scholarship bylaw.
- All high school students MUST be enrolled in and earn passing grades in a minimum of five one-credit courses (or the equivalent) each and every grading period to have continuing eligibility.
- All beginning ninth graders must have passed a minimum of five of all subjects in which enrolled the immediately preceding grading period.
- Eligibility for each grading period is determined by grades received in the preceding grading period. Per Bylaw 4-4-1, a grading period is defined as the school's Board- adopted calendar (e.g. six-week, nine-week, 12-week or semester). Semester and yearly grades have no effect on OHSAA eligibility.
- Grades 9-12: To be eligible, a student-athlete must have received passing grades in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period (Note: Students taking post-secondary options must comply with these standards along with those participating via state law that permits home educated, non- public, community and STEM school students to participate at public schools in the district of residence of the parents).
- Grades 7-8: To be eligible, a student-athlete must have received passing grades in a minimum of five of all subjects in which enrolled the immediately preceding grading period. Students who are participating via state law that permits home educated, non- public, community and STEM school students to participate at public schools in the district of residence of the parents must also comply.
- For eligibility purposes, summer school and other educational options, including College Credit Plus, may not be used to substitute for failing grades received in the final grading period of the regular school year OR for lack of enough courses taken in the preceding grading period. (See athletic Code of Conduct for greater detailed information).

NOTE: "Grading period" is defined as your school's board-adopted calendar. In most school districts, this is a nine-week period, while some districts use six- or 12-week periods or semesters. It should also be noted, however, that interim, biweekly or weekly evaluations are not considered "grading period," and restoration of eligibility is NOT permitted after such evaluations.

### EXAMPLES OF DETERMINING STUDENT ELIGIBILITY – GRADES 9-12

Passing grades must have been received in a minimum of five one-credit courses, or the equivalent, in the immediately preceding grading period. To determine credit equivalency, multiply full-year courses by a factor of 1; semester courses by a factor of 2; twelve-week courses by a factor of 3; and nine-week courses by a factor of 4.

NOTE: In addition to any local standards or state mandated standards, the OHSAA standards must be met without exception in order to maintain athletic eligibility.

### **QUICK REFERENCE FOR PROTECTING STUDENT ELIGIBILITY**

- Parents and students share the responsibility to comply with scholarship standards. Therefore, a student should not to drop a class without first consulting with the athletic administrator to determine whether it will affect athletic eligibility
- Any student- athlete who transfers may affect his or her eligibility. Should a student-athlete plan to transfer, contact your school principal or athletic administrator to review what affect the transfer will have on athletic eligibility.
- Be knowledgeable of the OHSAA eligibility requirements.
- Review class schedules each semester to ensure that the student-athlete is taking enough courses to meet the eligibility requirements so that he or she may participate the next grading period.
- Work closely with the coaches and athletic director.
- Contact the athletic director or principal on questions pertaining to eligibility and ask them to discuss any unresolved issues with the administrators in the OHSAA office who handle eligibility issues.

NOTE: The OHSAA has no minimum grade point (GPA) requirement, thus issues regarding eligibility when only the GPA is of concern is strictly a local school district matter and not an OHSAA matter. Reynoldsburg City Schools has a 2.0 GPA requirement. The NCAA has a 2.3 GPA requirement. If you would like further information about NCAA eligibility, please visit their website.

For additional information, contact:

Ohio High School Athletic Association

4080 Roselea Place, Columbus, Ohio 43214

Office Hours: Monday – Friday 7:30 a.m. – 4:30 p.m.

Telephone: (614) 267-2502

Fax: (614) 267-1677

Website: [ohsaa.org](http://ohsaa.org)

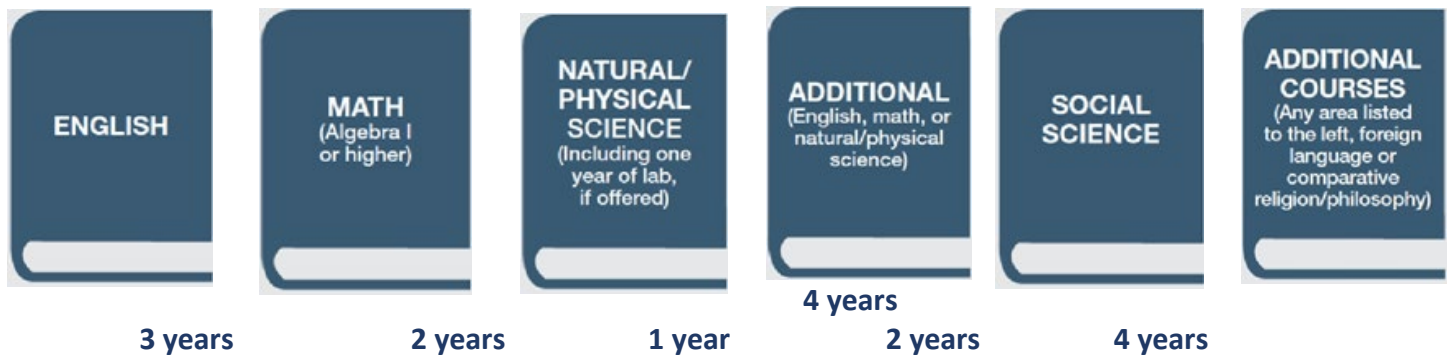
The complete text of the Bylaws and Regulations is published in the OHSAA Handbook, which is mailed to your school each summer and is posted on the OHSAA website.

### **NCAA DIVISION I ACADEMIC GUIDELINES**

College-bound student-athletes will need to meet the following academic requirements to practice, receive athletic scholarships, and/or compete during their first year.

### **CORE-COURSE REQUIREMENT**

Complete 16 core courses in the following areas:



### FULL QUALIFIER

College-bound student-athletes may practice, compete and receive athletics scholarships during their first year of enrollment at an NCAA Division I school.

- Complete 16 core courses.
  - Ten of the 16 core courses must be completed before the seventh semester (senior year) of high school.
  - Seven of the 10 core courses must be in English, math or natural/physical science.
- Earn a core-course GPA of at least 2.300.
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale (see back page).
- Graduate high school.

### ACADEMIC REDSHIRT

College-bound student-athletes may receive athletics scholarships during their first year of enrollment and may practice during their first regular academic term, but may NOT compete during their first year of enrollment.

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.000.
- Earn the ACT/SAT score matching your core-course GPA on the Division I sliding scale.
- Graduate high school

### NONQUALIFIER

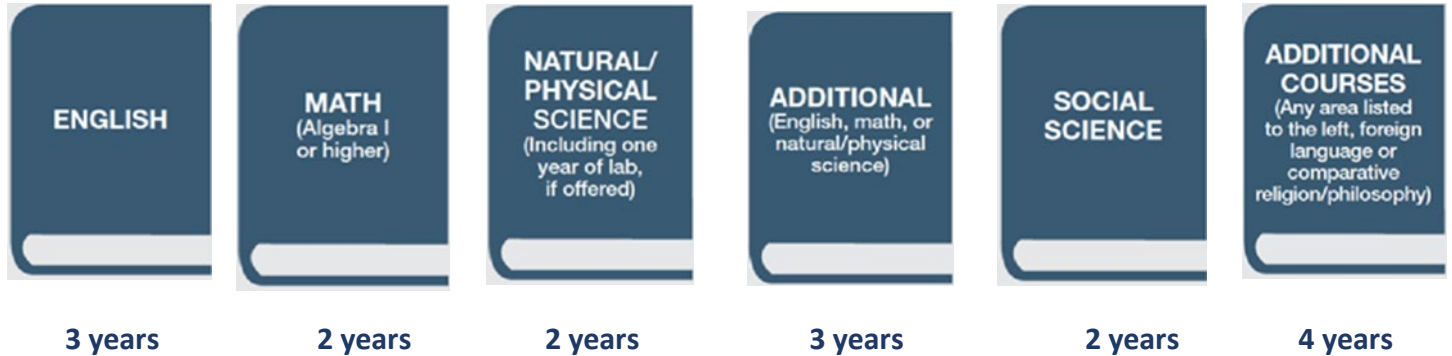
College-bound student-athletes cannot practice, receive athletics scholarships or compete during their first year of enrollment at an NCAA Division I school.

## NCAA DIVISION II ACADEMIC REQUIREMENTS

College-bound student-athletes first enrolling at an NCAA Division II school on or after Aug. 1, 2018, need to meet new academic rules to practice, compete and receive athletics scholarships.

### CORE-COURSE REQUIREMENT

Complete 16 core courses in the following areas:



### FULL QUALIFIER

College-bound student-athletes may practice, compete and receive athletic scholarships during their first year of enrollment at an NCAA Division II school.

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.200.
- Earn the ACT/SAT score matching your core-course GPA on the Division II full qualifier sliding scale.
- Graduate high school.



### PARTIAL QUALIFIER

College-bound student-athletes may receive athletic scholarships during their first year of enrollment and may practice during their first regular academic term, but may OT compete during their first year of enrollment.

- Complete 16 core courses.
- Earn a core-course GPA of at least 2.000.
- Earn the ACT/SAT score matching your core-course GPA on the Division II partial qualifier sliding scale.
- Graduate high school.

### **NONQUALIFIER**

College-bound student-athletes may not practice, compete or receive athletic scholarships during their first year of enrollment at an NCAA Division II school.

### **ATHLETIC CALENDAR**

The calendar for athletic events can be found at <http://www.reynoldsburg RAIDERS.org>.

### **ATHLETIC PARTICIPATION**

The purpose of interscholastic athletics is to teach discipline, skills, teamwork, self-sacrifice, and to build character. With this purpose in mind, Reynoldsburg High School offers a wide variety of athletic competition for young men and women. Reynoldsburg High School offers the following interscholastic athletics:

Baseball	Cross Country	Softball	Volleyball
Basketball	Football	Swimming	Wrestling
Bowling	Golf	Tennis	
Cheerleading	Soccer	Track & Field	

### **CAREER CENTER PROGRAMS**

Students may choose to attend either Eastland or Fairfield Career Centers to work toward a vocational certificate. A student attending a career center will earn both a vocational certificate and high school diploma. Opportunities are available to complete college preparatory courses and participate in post-secondary options while attending a career center. Students meeting eligibility requirements may take advantage of the delayed entry program first semester, which allows them to begin their program at a career center after the school year has started. Students interested in learning more about the wide variety of vocational career opportunities available at the career centers should contact their academy guidance counselor or college and career readiness counselor. Any students attending the Career Center will follow the grading scale of the Career Center. Grades will NOT be converted to the Reynoldsburg High School grading scale.

## **EASTLAND FAIRFIELD CAREER AND TECHNICAL SCHOOLS**

Reynoldsburg High School students who have the desire may obtain career training during their final two years of high school by attending the Eastland or Fairfield Career Centers. Those students who elect to attend the career center enjoy several advantages including:

- The opportunity to participate in extracurricular activities at both Reynoldsburg High School and the Career Center they attend
- Graduation from RHS including participation in commencement as well as earning a certificate in a chosen field of training
- Assistance in finding employment. Eastland and Fairfield have a history of 95% job placement for graduating seniors
- An opportunity to expand career choices while at the same time maintaining relationships with Reynoldsburg High School

[Eastland and Fairfield Career Centers and Satellites](#) are an educational extension of Reynoldsburg High School. The Career Centers offer college preparatory and dual college credit academics in addition to nearly 40 career and technical programs designed to prepare students for college and a career. The Eastland-Fairfield Career and Technical School District provides programs at Eastland Career Center (ECC), Fairfield Career Center (FCC), and 5 satellite schools. Satellite programs are offered at Gahanna-Lincoln (GLHS), Groveport Madison (GMHS), New Albany (NAHS), Pickerington North (PNHS), and Reynoldsburg (RHS) High Schools.

Eastland-Fairfield programs prepare students for the future – whether planning to go to college or right into a career. In a career center program, students will learn skills hands-on, using industry standard procedures and tools. Opportunities to earn college credits and industry certifications are available. Many Eastland-Fairfield students participate in internships and apprenticeships as well. All students who successfully complete a career center program receive a career passport, which contains many valuable documents that will benefit them in their future career path in addition to the RHS diploma.

Career Center programs are explored during presentations in English class and opportunities to attend exploration field trips during the fall of the tenth-grade year. Eastland-Fairfield Career and Technical School programs are open to all Reynoldsburg eleventh and twelfth grade students who demonstrate the ability and interest to attend and are accepted into a program.

Students remain enrolled in and graduate from Reynoldsburg High School. Students are encouraged to continue participation in extracurricular activities at Reynoldsburg.

It is the policy of the Eastland-Fairfield Career and Technical Schools that activities, programs, and services are offered and conducted without regard to race, color, national origin, sex, religion, disability, age, or financial situation. Financial assistance may be awarded to students who are economically disadvantaged and qualify under federal and state guidelines.

If a student is taking courses with an Institution or Partner other than Reynoldsburg High School, they will adhere to that institution or partner's grading scale.



Eastland-Fairfield Career & Technical School District programs are open to all eleventh and twelfth grade students within our district who demonstrate the ability and interest to attend.

Students remain enrolled in and still graduate from this school and are encouraged to continue participation in our high school extracurricular activities.

With programs on two campuses and five satellite locations, Eastland-Fairfield is closer than you think. Satellite programs are offered at Canal Winchester, Gahanna, Groveport Madison, New Albany, Pickerington North, and Reynoldsburg High Schools.

### **CONNECTING ACADEMIES TO REAL-WORLD SUCCESS**

Eastland-Fairfield Career & Technical Schools allows students to immerse themselves in a career field or profession, spending a half-day with hands-on learning and gaining real-world experience. Classrooms and labs are equipped with the latest technology. Students learn from teachers who are seasoned professionals in their career field. Combine that with top-notch academics, and you have what employers call added value.

### **FAST TRACK TO A SATISFYING CAREER**

The Eastland-Fairfield learning environment extends far beyond the classroom. Internships, job shadowing, community service, field trips, guest speakers, and cooperative education all provide valuable experiences, connections, and practice in using technical and people skills.

### **JUMP START ON COLLEGE AND SAVING MONEY**

Not only do Eastland-Fairfield programs prepare students for further study, but many also allow students to earn college credit or enter college with advanced standing. Students can earn college credits in selected programs, graduating with a college transcript that can be taken nearly anywhere!

### **PROGRAMS LOCATED AT REYNOLDSBURG HIGH SCHOOL LIVINGSTON CAMPUS PERFORMING ARTS**

Combine a love of the theatre and the desire for a successful performance career into a reality through the Performing Arts program located at Reynoldsburg High School. The state-of-the-art theatre and lab, including a dance studio, scene shop, dressing rooms, and a theatre library, set the stage for many impressive performances.

Students of the Performing Arts programs have many opportunities to be involved in program production and are also encouraged to participate in their home school performances.

## AWARDS AND RECOGNITION

### DISTINGUISHED RAIDER SCHOLAR

RHS recognizes all graduating seniors with a 3.8 GPA at the end of the 7<sup>th</sup> semester of high school as a Distinguished Raider Scholar. Graduates are recognized with medallions worn at Commencement.

### HONORS CORDS

Blue Honors Cords are worn at Commencement by students who earned a Cumulative Weighted Grade Point Average of 3.50-3.99 during their high school career.

Green Honors Cords are worn at Commencement by students who earned a Cumulative Weighted Grade Point Average of 3.00-3.49 during their high school career.

White Honors Cords are worn at Commencement by any student with an overall Weighted Grade Point Average of 4.00 or above after completing the final semester of their graduating year. These students will be designated as valedictorians.

Red, White and Blue Honors Cords will be given to those seniors who have enlisted in the military prior to Commencement. Official verification of enlistment is required to receive this award.

Silver Honors Cords will be awarded to students who have earned a College Associated Degree during their high school career.

Gold Honors Cords are worn at Commencement by students who meet all National Honor Society criteria.



### OTHER HONORS RECOGNITION

Honors Diploma, CCP credits earned and Capstone/Internship students will be awarded a gold seal specific to the honor on the diploma.

### PRESIDENTIAL AWARD FOR EDUCATIONAL EXCELLENCE

The Presidential certificate is a seniors-only award. Senior Eligibility is based upon the seventh semester overall Grade Point Average. The criteria for earning this award include meeting the requirement in #1 plus either #2 or #3. Graduates are recognized with certificates given prior to Commencement.

1. Students are to earn a GPA of 90 on a 100-pt. scale (an A- on a letter scale or a 3.50 on a 4.00 scale) **AND** either
2. Standardized Achievement tests score of ACT/SAT score at the 85<sup>th</sup> percentile or higher in math or reading; **OR**



3. Recommendation from a teacher plus one other staff member to reflect outstanding achievement in one or more Academic areas reflecting the school's core curriculum. These recommendations must be supported by tangible evidence of the student's outstanding achievement. Some examples include teacher-made tests, portfolios, special projects, volunteer/community service, and demonstration of creativity.

### **PRESIDENT'S AWARD FOR EDUCATIONAL ACHIEVEMENT**

The Presidential certificate is a seniors-only award. The purpose of this award is to recognize students that show outstanding educational growth, improvement, commitment or intellectual development in their

academic subjects but do not meet the criteria for the President's Award for Educational Excellence. This award should not be compared to the President's Award for Educational Excellence or be seen as a second-tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, often in the face of special obstacles to their learning.

This award is given at the principal's discretion based on the criteria developed at the school. The criteria should reflect the purpose of the award and must be applied fairly to all students.

The following are examples of criteria for which the President's Award for Educational Achievement may be presented:

- Show tremendous growth but did not meet all the criteria for the President's Award for Educational Excellence.
- Demonstrate unusual commitment to learning academics despite various obstacles.
- Maintain a school record that would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work.
- Achieve high scores or show outstanding growth, improvement, commitment or intellectual development in particular subject, such as English, math, science, etc.
- Demonstrate achievement in the arts such as music or theater.



## **INCOMPLETE ASSIGNMENT POLICY**

Assignments missed because of illness will be made up within a period determined by the teacher but at least equivalent to the number of days absent unless specified by the teacher prior to the absence. Assignments missed because of pre-excused absences (family trips, school sponsored field studies, etc.), will be due upon the first day back to school. Teachers will notify students of their procedures regarding making up missed work. Excused absences will allow students to earn credit for missed work.

If missed work is not made up within the allotted time, a student may be assigned an incomplete for the nine-week grading period.

When an incomplete is assigned for terms 1 through 3 in a traditional grading system, students will have a maximum of ten (10) school days, counted from the last day of the grading period, to complete missed work resulting in a grade change. Teachers must notify the students of specific due dates for incomplete work. In our Mastery Grading system, students with an incomplete have up to one calendar year or graduation to complete at mastery. If a student fails to complete mastery in that time frame, they will receive a failing grade for the course.

Students who have not completed all work will not have met the requirements for the course and will be assigned an "I" for core coursework or a failing grade for non-core coursework for that grading period.

Incompletes remaining at the end of the year may have one of two results, the student may re-take the course to earn Mastery in eSTEM Academy or the student may be marked as having failed the course. A "U" may be used in special circumstances, i.e. hospitalization or another exceptional reason. The "U" for unfinished work is not included in a student's GPA calculations. Final grades will be adjusted upon Mastery of the course. Final decisions will be at the discretion of Academy Administrator.

## **PHYSICAL EDUCATION WAIVER**

The Reynoldsburg City Schools Board of Education has adopted a policy to excuse from the high school physical education requirement each student who, during high school, has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons. The Reynoldsburg City School Board shall not require the student to complete any physical education course as a condition to graduate. However, the student shall be required to complete one-half unit, consisting of at least sixty hours of instruction, in another course.

Students wishing to pursue the exemption option must notify the academy guidance counselor prior to the season in which they are participating in the activity. This will be verified by the athletic department or marching band director to ensure full participation was obtained.

## **RETAKE COURSES**

Students who retake entire courses at RHS during the school year that did not master (I), failed (F) or earned the grade of "D" previously may replace the course and receive a new grade for GPA calculation. All records appear on the student's transcript if the previous grade was a "D" or "F". Incompletes (I) do not appear on the student's transcript unless the student fails to attempt to meet mastery. **For Summer Academy coursework, students completing credit recovery will earn Pass/Fail with appropriate credit.**

*For College Credit Plus coursework, students receiving a grade below "C" who wish to retake the course must pay for the course and course fees in order to retake. Payment for the retake must be made prior to entering the class for the second time.*

## SCHEDULE CHANGES

### Purpose of Schedule Change Procedures

- Because of the complex nature of our scheduling process, after the fact changes of any kind are to be treated seriously.
- During the course selection process, students had the opportunity to confer with parents, teachers, and guidance counselors to assure that they selected the appropriate courses.
- Reynoldsburg High School's master schedule is organized around the requests of students.
- Your scheduling requests are met to the best of our ability as we build our schedule. Once the schedule is constructed, changes in requested courses play havoc with the balance and efficiency of the schedule.

## PROCEDURES FOR CHANGING A SCHEDULE

- All drops and changes must be completed through the academy guidance counselor within the first two weeks (10 school days) of the course; *this includes College Credit Plus courses*. The student must request a meeting with his/her academy guidance counselor to discuss the reasons for the drop/change. The academy principal has the final authority on all schedule changes. The Fall CSCC deadline is June 1.
- Students who drop a course after the first 10 days of the course do so as a "Withdraw Failure" and will receive an "F" for the course. Students who are enrolled in College Credit Plus coursework may be responsible for any fee or book costs incurred.
- Students must test into all CSCC courses.
- The student must continue to go to the course that he/she wants to drop until the academy guidance counselor gives him/her a new schedule with his/her new course listed. **Not attending the course until it is officially dropped constitutes truancy to that course.**

## CHANGING LEVELS OF COURSES

- Before consideration of a schedule change, the parent, student, teacher, and counselor must develop and implement an improvement plan. The parent, student, teacher, and counselor will then meet to determine a course of action so that the student's best interests will be served.
- When changes are made, all grades will transfer and every effort will be made to keep the student with the same teacher.
- In some cases, with the recommendation of the teacher, a student may be able to take a class for a second time to improve his/her grade and establish a stronger base for future courses in that subject.

## CHANGING ACADEMY POLICY

The Reynoldsburg Academies go to great lengths to provide families with information and tools that help them decide with their student what academy will be best. Resources, such as staff and funding, are driven by the initial enrollment. Changes in academies have a negative impact on these resources and may adversely impact student progress. To that end, it is the expectation of Reynoldsburg City Schools that a student remains in their current assigned academy until the completion of the student's current school year. Forms can be obtained from the Welcome Center and all academy offices.

- **HS Academy change request** (see form for details; form is time sensitive)

- **Academy change meetings will be conducted by the end of June.**
- **Emergency Transfer:** In cases determined by Reynoldsburg City Schools to be an emergency a transfer may occur. This transfer will be remediated per individual case by academy leadership.

## STATE TESTING

If a student passes a State end of course exam but do not have a passing score in the class, a pass/fail will be given for the course.

## WEIGHTED CLASS GRADING PROCEDURES (AP/COLLEGE CREDIT PLUS/ENRICHED)

All academies will use the same system to denote the rigor of core coursework on transcripts starting the 2016-2017 school year.

1. All students will be given the choice of take core course for Weighted or Non-Weighted credit.
  - a. Courses that are being taken for *weighted* credit will be denoted as ENRICHED on the student transcript.
  - b. Courses that are being taken for *Non-Weighted* credit will be denoted as a regular course on the student transcript.
    - i. Examples:
      1. Weighted Credit: English 9 Enriched
      2. Non-Weighted Credit: English 9
2. If a weighted grade is desired, Advanced Placement students must take the AP exam (fee required) if dual credit is not available. Students will declare their desire by completing an AP Intent Form by the required deadline. If a student elects to not take the AP Exam, they will be graded on a 4.5 grading scale.
3. At the end of the first nine-weeks only or the equivalent in a double block, students have the option of dropping or transferring from a weighted class, without penalty, if they earn a "C" (2.00) or below.
4. College Credit Plus courses **will** be weighted for GPA calculations in the core areas of Math, English, Science, and Social Studies. College Credit Plus elective courses will count for GPA calculations but **will not** be weighted.
5. Enriched courses are weighted are graded on a 4.5 grading scale.
6. AP/College Credit Plus core courses are graded on a 5.0 grading scale.

## ATTENDANCE POLICIES AND PROCEDURES

### Attendance

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

### Ohio House Bill 410

Ohio law states that attendance is now taken in terms of hours missed, not days absent. Each day of school equals six hours. Each hour of school missed will be calculated and reported as either unexcused or excused

time missed from school. According to the law, if your child misses a certain number of hours, they will be considered *Excessively Absent* or *Habitually Truant*. The following describes the definitions and steps taken by the school district regarding school attendance:

**Warning Notification**

A **warning notification** will be sent out to inform you of when your child is getting close to reaching habitual truancy or excessive absences. This notification may come in different forms, such as by letter, phone call, automated message or email. *If you receive this notification, please turn in excuses as soon as possible to avoid your child becoming habitually truant or excessively absent from school.*

**Excessively Absent Status**

ALL time missed from school (**excused and unexcused**), except any time where a *medical excuse* is provided. This time is calculated from late arrivals, early dismissals, and full day absences. If excessive absences are reached, a letter will be sent home to notify you and the school will continue to monitor your child’s attendance. No plan is required at this time.

**A student will become Excessively Absent if they reach one or more of the following:**

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

**Habitually Truant Status**

Only **unexcused** time counts toward habitual truancy hours. This time is calculated from late arrivals, early dismissals, and full day absences. *\*According to the law, no student shall be suspended, expelled, or removed from school solely on the basis of unexcused absences.*

**A student will become Habitually Truant if they reach one or more of the following:**

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

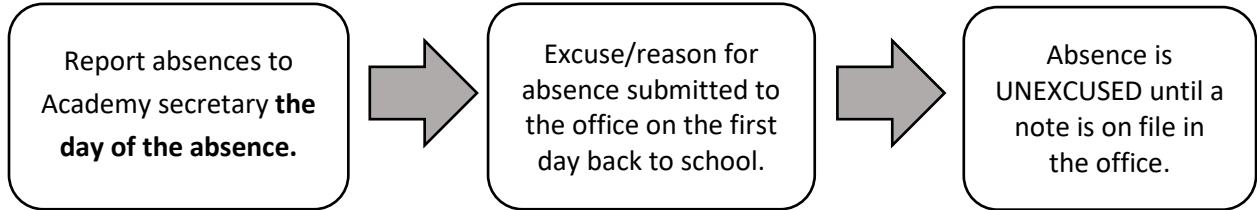
**If a student becomes Habitually Truant, the following will occur:**

- School will notify the parent/guardian in writing of the student’s truancy status.
- Parent/guardian will be invited to meet with the school absence intervention team to develop an **absence intervention plan** for the student.
- Intervention plan will be implemented and attendance will be monitored for 60 days.
- If attendance does not improve during the 60 day plan, the absence intervention team will decide if truancy needs to be filed on the student with juvenile court.
- **However, during the 60 day plan, if the student reaches 30 or more consecutive unexcused absences, or 42 or more unexcused absences in one school month, the truancy team is required by law to file truancy with the juvenile court.**

	<b>Consecutive Hours</b>	<b>Hours per school month</b>	<b>Hours per school year</b>
<b>Habitual Truancy</b> <i>(without legitimate excuse)</i>	<b>30</b> <i>without</i> legitimate excuse	<b>42</b> <i>without</i> legitimate excuse	<b>72</b> <i>without</i> legitimate excuse

Excessive Absences (with nonmedical or without legitimate excuse)		38 with or without legitimate excuse	65 with or without legitimate excuse
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## Notification of Absences by Parent/Guardian



- Parents/Guardians are required to report all absences for their child to the school office the day the child is absent.** Please call the office at \_\_\_\_\_ and speak to the secretary or leave a message, stating your child's first AND last name, your name and the reason for the absence. *The school office must be notified of your child's absence within two hours of the start of the school day.*

**2 Hour Rule:** According to the law, when a student is absent from school, the school is required to make at least one attempt to contact the parent/guardian within 2 hours after the beginning of each school day. If the parent/guardian contacts the school within 2 hours after the beginning of the school day, the school is no longer obligated to make contact.

- Before school begins on the first day of your child's return, the parent/guardian must:**
  - Provide a written note or send an email to the Academy secretary with the following information:
    - The student's first and last name, the exact dates of the absence or tardy and the reason for the absence or tardy. The parent/guardian must also provide their first and last name and a daytime phone number where they can be reached.
  - OR**
  - Provide legitimate documentation from a healthcare professional, government official, college, or board approved activity that states:
    - The student's first and last name, the exact dates and reason for the absence or tardy, the name of the provider or representative, and their contact information.

## Excused Absences

The Board of Education Policy, in agreement with Ohio Revised Code Section 3321.04 and Ohio Administrative Code 3301-69-02, states the reasons for which students may be excused from school, including the following:

- Illness of the student.
- Illness in the student's family necessitating the presence of the student.
- Quarantine of the home for a contagious disease determined by a medical professional.
- Death of a relative.
- Medical or healthcare appointment.
- Observance of religious holiday consistent with his/her truly held religious beliefs.

7. Board approved activity/College visitation with proof of attendance.
8. Mandated court appearance.
9. Absences due to immigration circumstances.
10. Absences due to a student's placement in foster care.
11. Absences due to a student being homeless.
12. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

**All absences will remain unexcused until the appropriate documentation from a parent/guardian is on file in the school office.**

### **Medical and Nonmedical Excuses**

The definitions of *medical* and *nonmedical* excuses are defined by Reynoldsburg City Schools, in accordance with Ohio Administrative Codes 3301-69-02 and 3301-18-01.

**Medical Excuses** refer to any documentation excusing attendance that is from a healthcare professional, including, but not limited to doctors, dentists, and mental health specialists. All medical excuses must be on the healthcare professional's letterhead and it must include the student's first and last name, the dates to excuse and the reason for the absence. All medical excuses can be emailed or faxed directly to the school, or turned in to the school office. **All medical excuses are considered excused absences and DO NOT count toward habitual truancy or excessive absence hours. There is no limit to the number of medical excuses allowed each school year.**

**Nonmedical Excuses** refer to parent notes, or documentation from a government official, college/university, or board approved activity that excuses a student from school.

### **Parent/Guardian Excuses**

**A written or emailed parent note can excuse up to ten (10) absences per school year.** The 10 excuse notes can be used for full-day absences, early dismissals and late arrivals. *For example, if a parent emails the office saying their child was ill on 4/3/19, 4/4/19 and 4/5/19, this one excuse note would count as three (3) of the 10 parent excused absences.* Notes may only excuse absences from the reasons listed in the above *Excused Absences* section, which directly reflects the Board of Education Policy.

Once all 10 parent/guardian excused notes have been used, legitimate documentation, including the exact dates and reason for missing school, must be provided to the school office from a healthcare professional, government official, college, or board approved activity in order for the absence to be excused. **A notification will be sent out to let you know when you have used all 10 parent/guardian excuses for the year.**

### **Student Illness**

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

For conjunctivitis (pinkeye), impetigo, or strep throat, the guidelines include 24 hours of antibiotic treatment prior to re-entering school.

**If a student is sent home from school by the school nurse, the student will be given a notice with information on when he/she can return to school. This note will excuse the time missed from school only for the specific dates listed. Any additional days absent will require a signed doctor or parent note.**

Reynoldsburg City Schools follows the Ohio Department of Health guidelines for all communicable diseases. For control measures, you can contact the ODH at 614-995-5599. Thank you for your assistance with keeping our children healthy.

### **Planned Absences**

The Board of Education Policy states that the Board strongly discourages absences from school for vacations or other non-emergency trips out of the district. In agreement with Ohio Administrative Code 3301-69-02, the Board will allow each student **ONE planned trip/vacation** of up to 30 consecutive hours (5 days) absent from school each year. In order for this time to be **excused**, a **Pre-Authorized Planned Absence Form** **must** be filled out by the parent/guardian **PRIOR** to the planned absence. *All planned absences, such as armed services testing, family trips, non-school sponsored educational activities, or extended college visitations require the completion of this form.* Once the form is received, a note of this will be made on the student's attendance log and reasonable efforts will be made to prepare a list of assignments for the student to do while absent.

Up to 30 additional consecutive hours (5 days) **may be excused upon written request to the Superintendent/designee through the Pre-Authorized Planned Absence Form.** Please note, this additional 30 hours can be added to the first 30, or it can be another separate trip. If this trip is NOT approved, these hours will be marked as UNEXCUSED absences and count toward truancy. **No more than 60 consecutive school hours can be excused at any time, however, the Superintendent/designee can make an exception under certain emergency circumstances within the law.**

If pre-approval is NOT received before the extended absence, parent notes can be used to excuse time missed from school. Keep in mind that each child receives only 10 parent excused absences each school year. Any parent notes used to cover an extended absence will be taken out of the allotted ten. **Parent notes CANNOT be used to extend a trip beyond 60 consecutive hours for any reason.**

### **Unexcused Absences**

The following are examples of unexcused late arrivals or absences: oversleeping, missing the bus or a ride to school, car trouble and any other absence not defined as an excused absence in the Board of Education Policy. *Unexcused absences or late arrivals without proper documentation will remain unexcused and count toward truancy hours.*

### **School Hours**

In the interest of personal safety and for the protection of public and personal property, students may not be in the school building **prior** to the start of school or **after** dismissal unless under the direct supervision of a staff member.

### **Late Arrivals to School**

If a student arrives at school **after** the start time the student is late to school and must report to the office for a pass to enter class. All late arrivals, excused and unexcused, are recorded on the student's grade card and will be marked as a partial-day excused or unexcused absence (PDE or PDU), or as a partial-day excused



medical absence (PDEXMED). The minutes/hours missed from being late to school accumulate into the total amount of time missed per school year.

### **Late to Class**

Students are responsible for being in their classrooms prior to the late arrival bell for each period. Failure to do so results in being marked late for that class. Disciplinary consequences for being late to class will be determined by your student's teacher or team of teachers.

### **Early Dismissals**

A parent/guardian or an adult listed as the student's emergency contact must come into the main office with their ID to sign the student out of the building. At this time, the adult can provide a written note to the office in regards to why the student is leaving early from school.

### **Request for Homework**

A general rule for students to follow is that they have as many days to make-up homework as they missed class, not to exceed five (5) school days under normal circumstances. When assignments are missed due to an absence, it is the responsibility of the student/parent/guardian to contact the teacher for make-up assignments immediately upon return to school. Homework assignment requests can be made through the office if the student has been out for three (3) or more school days. The person requesting the assignments must allow at least twenty-four (24) hours for the collection of assignments.

For large projects, term papers or other assignments where the due date has been established two (2) weeks in advance, students will not be given an extended period of time to complete work. If the student is absent on the due date, they are expected to turn in the project/paper on the day of their return.

### **Make-up Assignments During Out-of-School Suspensions**

Per district policy, in alignment with Ohio law, all students will have the opportunity to make up classroom assignments missed during out of school suspensions. Students will have as many days to make up their assignments as they missed school due to suspension. These make-up assignments must be turned in within the given amount of time in order to receive at least partial credit for their work. If the student does not choose to complete their make-up assignment on time, the assignment will be counted as a zero.

### **Students Excessively Absent – Loss of Driving Privileges**

When the Superintendent of the Reynoldsburg City School District receives information that a student of compulsory school age has been absent from school, without legitimate excuse for more than 60 consecutive hours in a single month or for at least 90 hours in a school year, the following procedure will apply:

1. The Superintendent notifies, in writing, the student and his/her parent(s), guardian(s) and/or custodian(s) and states that information regarding the student's absences has been provided to the Superintendent and, as a result of that information, the student's temporary instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied. This notification also states that the student, and his/her parent(s), guardian(s) and/or custodian(s) may appear before the Superintendent/designee to challenge the information provided to the Superintendent.

2. The notice shall include the scheduled time, place and date of the hearing, which date shall be scheduled between three and five days after the notification is given. Upon the request of the student or parent(s), 10 guardian(s) or custodian(s), an extension may be granted by the Superintendent. The Superintendent must then notify the student and the parent(s) of the new hearing time, place and date.
3. At the hearing before the Superintendent/designee, the student, parent(s), guardian(s) and/or custodian(s) have an opportunity to challenge the information the Superintendent/designee received indicating that the student was absent without legitimate excuse for more than 60 consecutive hours in a single month or at least 90 hours in a school year. State law defines "legitimate excuses" for absence from school to include, but not be limited to:
  - a. enrollment in another school or school district in Ohio or another state;
  - b. possession of an Age and Schooling Certificate;
  - c. a bodily or mental condition that prohibits attendance, as certified in writing in accordance with R.C. 3321.04; or
  - d. participation in a home instruction program.
4. If the student and parent(s), guardian(s) or custodian(s) do not appear at the scheduled hearing, or if the Superintendent or designee determines, after considering any contrary evidence and other information from the student, parent(s), guardian(s) and/or custodian(s), that that the reported unexcused absences are correct, the Superintendent shall so notify the Registrar of Motor Vehicles and the juvenile judge. Such notification must be given to the Registrar and the juvenile judge within two weeks of the receipt of the information regarding the habitual absences without legitimate excuse or, if the hearing for the student is held, within two weeks after the hearing. The notification will include a statement that the Board of Education has adopted a resolution that the provisions of R.C. 3321.13(B)(2) apply in the District and shall otherwise comply with Ohio Adm. Code 4501:1-1-31 and any other applicable law.

***For further information, refer to the RCSD Board Policy, or the Ohio Department of Education's website at: <https://education.ohio.gov/>***

## **REYNOLDSBURG HIGH SCHOOL GENERAL OPERATING PROCEDURES**

### **ASSEMBLY & FIELD TRIPS CONDUCT**

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. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies. No food or drink is permitted in the auditorium at any time.

## **BUS REGULATIONS**

Ohio law does not require that transportation be provided to high school students. Students who fail to cooperate with bus drivers and students who fail to comply with basic safety regulations may be denied the privilege of bus transportation. Such regulations also apply to athletic events, field trips, and other student activities.

Anytime a student is asked to identify his or herself by a bus driver or other school personnel and refuses to do so or gives a fictitious name, the student may face immediate forfeiture of bus privileges for the semester. If a student or his/her parent/guardian wishes to appeal a decision regarding punishment for bus violations, Board Policy applies. The telephone number of the bus garage is 501-1041.

## **EARLY RELEASE**

Upperclassmen may apply for early release or late arrival through their academy office. The following is a list of the reasons a student may request early release or late arrival: capstone, internship, college classes, and work-study. No exceptions will be made to this rule.

## **FACULTY LOCATIONS**

The faculty work-room, lounge, and restrooms are off-limits to students at all times.

## **RESIDENCY AND CUSTODIAL CHANGES**

All residency and custody changes must be reported to Reynoldsburg City School's Welcome Center located at 1555 Graham Rd within **10 days** of the legal date change.

- Any change in residency – moving within or out of Reynoldsburg City School District boundaries – requires new proof of residency be presented in the form of a signed lease or settlement statement.
- Custody Changes – including divorce or changes in existing shared parenting plans – require finalized court papers to be on file, in accordance with Ohio Law.

**Failure to present required documents will constitute a falsification of applications and/or enrollment documents resulting in denial of all new or existing Open Enrollment, Intra-district Agreement, or School of Choice requests.**

## **HEALTH SERVICES**

The school clinic is for first aid to students who are injured or become ill while at school. Students are to request a hall pass from the classroom teacher when it is necessary to visit the nurse in the clinic. If the nurse is not in the clinic, students are to report to their academy office. Students without a hall pass cannot be seen for non-emergency conditions. At no time should a student stay in the restroom because of illness unless receiving permission from the nurse or their academy office. Doing so may be regarded as an unexcused absence from class, and disciplinary actions will result. Ill students must contact parents from the clinic only. If a student needs to leave school due to illness, either the clinic or the academy office will contact the students' parent to obtain permission to dismiss the student from school.

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 an emergency. Students under the age of 18 may only be treated with parental permission.

Screenings are conducted for hearing, vision, and blood pressure on all 9th graders, new enrollees, and upon the request of a student, parent, or teacher.

Students who must take either prescription or non-prescription medication during school hours must have parental permission on file in the clinic. The Parental Permission forms are available in the clinic. Medication cannot be brought to school, taken, or administered except in compliance with these guidelines and board policy.

If it is essential that a student receive medication at school, the **parent** must deliver the medication to 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 are available in the school office and on the main reyn.org website under "Forms".

## **IDENTIFICATION CARDS**

Each student at RHS will be issued a new Identification Card annually. This card is required to check out material and CC+ textbooks from the Student Success Center. Students should carry their ID card while at school. A student who loses his or her ID card must replace it at a cost of \$5.00. Students may not deface, decorate, or alter their ID cards. Doing so may result in disciplinary action and replacement of the ID card.

## **STUDENT SUCCESS CENTER (LIVINGSTON CAMPUS) AND DESIGN AND CREATIVITY CENTER (SUMMIT CAMPUS)**

The Information Center and the Design and Creativity Centers are open during regular school hours. Both Centers provide computers for students to access numerous programs including magazines, newspapers, research databases, word processing, and the Internet. To use center computers, students must *make prior arrangements* to come the centers during appropriate scheduled times. Absolutely no candy, beverage, or food of any kind is permitted in the lab.

## **INTERNET ACCESS**

The Internet system of linked, computerized databases and services offers the possibility of quick access to a wealth of local, national, and international information which can be of tremendous benefit to the education of students enrolled in the Reynoldsburg City School District. The Internet also affords possibilities for abuse and misuse and may make inappropriate materials accessible to school-aged children. Students are subject to the discipline in the Student Code of Conduct for any inappropriate use of the computers. Prior to the start of school, each student will be given an Acceptable Use Policy form. These forms must be on file with the Academy office prior to the use of any hardware or software.

## **LOST AND FOUND**

Students finding property not belonging to them should attempt to find the owner and then take the item(s) to the main office. If a student suspects something has been stolen from him or her, the theft should be reported to an administrator or safety specialist. At that time a decision regarding notification of the police will be made. Students should make every attempt to secure their possessions and purchase a lock for their locker.

## **LUNCH REGULATIONS**

ALL students are required to remain on campus for lunch unless granted early release. Students are to report to the cafeteria at the beginning of their lunch period and remain at that location for the duration of the period unless they have a pass from a teacher. **Any student who leaves the building during the lunch period is considered unexcused from school and will receive the appropriate disciplinary action.** Each student is to be in the lunchroom for his or her assigned period only. Students are not permitted to yell, sit, or stand on tables, run, throw food or other items, or leave the designated cafeteria lunch areas. Each student is expected to clean up after him or herself using the trash containers provided in the lunchroom. Parent/guardians/guests are not permitted in the cafeteria.

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

## **PARENT/TEACHER CONFERENCES**

We encourage you to participate in Parent/Teacher Conferences. Parent/Teacher Conferences will be held four times during the school year. If the parent feels that a conference is needed at any other time throughout the school year, please contact the teacher to schedule a meeting. Visit district website and follow the link to [www.MyConferenceTime.com](http://www.MyConferenceTime.com).

## **PARKING REGULATIONS**

The rules of parking passes are as follows:

Students may not park in the parking lot spaces reserved for special use, visitors and substitute teachers. Students who violate the following parking regulations may have their car towed at the owner's expense.

1. Parking in "striped no parking zone"
2. Parking in a handicapped space without proper authorization
3. Parking in spot reserved for special use, visitors, or substitute teachers

While on Reynoldsburg High School's parking lot, the student's automobile is under the school's jurisdiction. The school reserves the right to search any vehicle on campus if reasonable suspicion exists. A student's parking privileges may be revoked for reasons which include but are not limited to:

1. Parking in unauthorized locations
2. Leaving school grounds without permission
3. Reckless operation of any vehicle on school property
4. Transporting students who do not have permission to leave school grounds

## **POSTING & DISTRIBUTION OF PRINTED MATERIAL**

All postings and locker decorations including but not limited to hallways, common areas and parking lots, must be approved by the academy administration. These postings MUST meet these criteria:

- Must provide school-appropriate and school-related information
- Size requirements:
  - Hallway – minimum size of 8.5" x 11"
  - Lockers – appropriate size; NOT overlapping on to other lockers
- Cleanly cut edges

- Neat legible printing
- Grammatically correct
- Contain accurate information
- Mounted securely to the wall or locker with NO visible tape
- Placed on bulletin board strips when available

All hallway postings and locker decorations MUST NOT have the following in illustration, words, inferences, or implications:

- inappropriate or foul language
- put downs regarding race, ethnicity, gender, sexual preference, religion, or politics
- references to cigarettes, drugs, or alcohol
- violence
- sexual or provocative material
- blood, guts, or base bodily functions

Violation of these guidelines may result in

- removal and destruction of the posting or decoration
- disciplinary action

**Outside Organizations flyers, posters and printed materials for a non-related school function must be submitted to Academy Office for approval before it may be posted in the building.**

## **SAFER SCHOOLS TIPLINE**

Reynoldsburg City Schools utilizes a school safety tip line that is anonymous and available 24 hours a day to alert local law enforcement about potential crisis situations. The Ohio Safer Schools Tip Line - 844-SaferOH (844-723-3764) – provides students, teachers, parents and school administrators a valuable resource to report potential threats of violence, suicide or bullying of a student. Trained professionals at Ohio Homeland Security’s Threat Assessment and Prevention (TAP) Unit answer all calls and texts to 844-SaferOH. The analysts at the TAP Unit may ask for additional information, but the caller can remain anonymous or leave contact information for follow-up questions. When action is necessary, the analysts immediately contact local school officials and law enforcement agencies to ensure the incident is investigated and track the outcome.

Research shows that in 81 percent of violent incidents in U.S. schools, someone other than the attacker had information that may have prevented the incident, but didn’t report it for fear of being identified. The assurance that calls or texts cannot be traced and that action will be taken to end the threat is helping to persuade young people to take a stand against school violence.

## **SCHOOL DANCES**

Any dancing that is sexually suggestive or consists of inappropriate touching is prohibited. If you are warned about your dancing and do not respond appropriately, you will be asked to leave the dance without refund.

## SECURITY CAMERAS

Video surveillance may be in use in any area of the school facility where privacy is not expected. Video surveillance may also be used on the exterior of any District owned building or property as well as on school busses. School bus surveillance may also record sound.

## TELEPHONE MESSAGES

The secretary/receptionist answering the telephone will take EMERGENCY messages from parents only. EMERGENCY MESSAGES ONLY will be sent to the student in the classroom. Forgotten items or messages deemed non-emergency will be held at the secretary's desk in the academy office. A note will be sent to the student to retrieve the item at the end of his/her class period.

## TEXTBOOKS

Students who are issued High School and College textbooks at the beginning of the school year or semester are fully responsible for that textbook. At the end of the year or semester, the textbook **MUST BE TURNED IN TO THE TEACHER** or **DESIGNATED CAMPUS LOCATION**. If the textbook is lost or the book issued is not the one turned in, the student either has to return the book issued or pay for the book before she/he can participate in graduation. The cost to replace the textbook will be the cost of a new textbook due to damage or loss of the textbook because a new one will have to be ordered.

## TRANSCRIPT REQUESTS

A transcript request form can be found with the academy guidance counselor or on the RHS website. Students must hand deliver the request form to their guidance counselor or academy secretary. Transcripts will be processed within five school days; however, if a letter of recommendation is to accompany the transcript, more time may be required. Allow for this processing time when application deadlines or vacation periods approach.

## VISITORS AND GUESTS

All parents are welcome to visit the school. If a parent wishes to visit a class, they must make arrangements with the teacher at least one (1) school day in advance. All visitors to school are required to **show proper government identification**, which will be scanned into the Raptor visitor management system located in each office. The Raptor system provides a consistent and standardized means to track visitors and volunteers while quickly alerting staff to individuals who may present a risk or danger to our students and staff. The system also increases visitor identification by printing visitor badges that include a photo, the name of the visitor, and the time and date. All visitors are required to wear this visitors badge while in the building. Visitors must sign out at the office when leaving the building. Raptor is only scanning the visitor's name, date of birth, partial license number and photo for comparison with a national database of registered sex offenders. Additional visitor data will not be gathered and no data will be shared with any outside company or organization. **STUDENT VISITORS ARE NOT PERMITTED DURING SCHOOL HOURS.** Reynoldsburg High School will not assume responsibility for items including but not limited to house/car keys, forgotten school materials, and lunch money dropped off for students. Reynoldsburg High School will NOT accept non-emergency or non-academic deliveries. These items include but are not limited to floral deliveries, balloon deliveries, etc.

Reynoldsburg City Schools promote a culture and climate that fosters a safe and conducive learning environment for all students and staff. Parents, students, and community members should always feel

welcomed within the school. To provide such an atmosphere it is imperative that adults set the tone for our children by following all rules, regulations, and treating each other with respect. Violations of these expectations, to include the use of profanity, unauthorized entry to the school, failure to comply with reasonable directives of school staff, or aggressive or threatening behavior directed at school staff or students may result in a no-trespass order being issued, prohibiting further entry to Reynoldsburg City School's property and buildings.

## **VOLUNTEERS**

Volunteers in our schools provide an invaluable service to our students and staff members. We have many school activities that rely on 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, attend field trips, work directly with children or have unsupervised access to a child at any time and in any capacity, will need to complete a district volunteer application and release form and clear a criminal background check **before** they can begin their work. The school administration will be able to facilitate this process if it is needed. It will be done at no cost to the volunteer. Per Board Policy IICC, school volunteers must work under the direction of the school staff and are not responsible for instructing, supervising, grading or disciplining students.

## **WITHDRAWING FROM SCHOOL**

Prior to withdrawing from school, the student must pick up an "Intent to Withdraw" form from their academy guidance counselor or academy office. This form must be completed, signed by the parent or legal guardian and returned to the academy guidance counselor or academy office. On the last day the student will be in attendance, the student must pick up the final withdrawal form which will be signed by an administrator and all the student's teachers. Student grades will not be released until the student has returned all school property (including textbooks, media center materials, and music materials) and has met all financial obligations including fees, fines, and fund raising goods or money. Reasons for withdrawal are change of residence or if the student is enrolled in and attending another school. All other withdrawals are considered "dropout" and may result in the loss of driving privileges.

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

The district's policy and administrative guidelines on positive behavioral interventions and supports (restraint and seclusion) are on the district's website. Policy jp and jp-r positive behavioral interventions and supports (restraint and seclusion) can be located at: <http://www.reyn.org/policies.aspx>

## **CONDUCT AT EXTRA-CURRICULAR ACTIVITIES**

Students attending contests involving Reynoldsburg High School teams are expected to follow the OCC guidelines for member schools. This includes no signs in the gym or on the field during a contest, and neither noisemakers in the stands nor the use of confetti by any cheerleader or spectator. The school's administration encourages our students to cheer for our athletic teams, not against our opponents. *BOOING is prohibited.* Persons failing to abide by those rules may be asked to leave the event and may not be permitted to attend other events. In addition to possible removal, students in violation of any league rules may be subject to disciplinary action upon their return to school following the event in question. The Student Code of Conduct is in effect for all school related events.



## **NATIONAL HONOR SOCIETY**

All students become eligible at the end of their sophomore and junior year for membership into the prestigious National Honor Society based upon their scholastic achievement. To be eligible, students must have a minimum of a 3.5 GPA cumulative grade point average. A faculty committee evaluates eligible students in the areas of leadership, service, and character. This committee makes the final decision for selection into the society.

Service –Anything done without payment of any kind to benefit other people in the community, i.e. school, city, church, etc. 100 Service points are needed to be considered for admission. Service will be rated based on the following point scale:

- A. Service outside the school day – 2pts/hr
- B. Service inside the school day – 1pt/hr
  - Up to 40 points can be accrued from category B
  - Remaining points (60+) must come from category A

Character – No substantiated incidents of breaking school or community rules/laws. Examples include but are not limited to: cheating, fighting, out-of-school-suspension, truancy, etc.

Leadership – Two leadership positions and one verifiable accomplishment for each position. Examples include but are not limited to: team captain, club officer, committer chairperson, etc. Examples of accomplishments include but are not limited to: raised funds, increased membership, ran monthly meetings, etc.

Scholarship – Minimum 3.5 cumulative GPA. May apply at the end of the sophomore and junior year.

## **STUDENT ACTIVITIES**

Reynoldsburg High School offers a variety of extracurricular activities. Activities outside the classroom support the academic program by providing opportunities for students to get to know one another and by allowing students to do things they might not otherwise have the chance to do. Students are invited and encouraged to participate in these activities. Student initiatives are important to the climate at RHS. Students are welcome to share new ideas for programs and activities with the administration and staff. Building administrators reserve the right to remove students from activities based on grades, attendance, or behavior.

\*\*Additional information about Hazing and Harassment

## **HAZING AND BULLYING (HARASSMENT, INTIMIDATION AND DATING VIOLENCE)**

As used in this policy, "hazing" means doing any act or coercing another, including the victim, to do any act of initiation into any student organization or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

As used in this policy, "bullying, harassment and intimidation" (hereinafter "bullying") means an intentional written, verbal or physical act that a student has exhibited toward another particular student, staff member or volunteer more than once. The intentional act also includes violence within a dating relationship. The behavior both causes mental or physical harm to the other person and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other person.

This behavior is prohibited on school property, on a school bus, or at a school-sponsored activity.

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

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

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

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

Any student who believes that s/he has been or is the victim of hazing and/or bullying should immediately report the situation to the appropriate building principal or his/her designee. The student may also report concerns to a teacher, counselor, or other school employee. Such reports may be made anonymously. Any school employee who is aware of an incident prohibited by this policy shall document the report (i.e., put the allegations in writing) and provide the documentation to the building principal or his/her designee for investigation. If the building principal or his/her designee receives any report of an incident prohibited by this policy that is not a written report, the principal/designee shall ensure that the report is documented in writing.

If the investigation finds an instance of hazing and/or bullying has occurred, it will result in appropriate remedial and/or disciplinary action. Students found responsible for hazing or bullying, including those students responsible for bullying by an electronic act, may be subject to discipline for their misconduct, including suspension and/or expulsion pursuant to the Student Code of Conduct. Individuals may also be referred to law enforcement officials if appropriate. The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

The building principal or his/her designee shall also implement appropriate strategies to protect the victim or other person from new or additional hazing and/or bullying and from retaliation following a report. Strategies to protect these individuals include, but are not limited to, the opportunity to report an incident anonymously, discipline pursuant to the Student Code of Conduct of students who violate this policy, monitoring or counseling by school personnel, or other appropriate action as determined by the building principal or his/her designee.

In implementing this policy, the District will not infringe a student's rights under the First Amendment of the U.S. Constitution.

To the extent permitted by state and federal law, including R.C. § 3319.321 and the Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, the custodial parent or guardian of any student involved in an incident of hazing and/or bullying will have access to any written reports pertaining to the incident.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's web site to the extent permitted by student confidentiality laws including R.C. 3319.321 and FERPA.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students, and such training will be included in the in-servrough words and/or gestures;

- A. extortion, damage or stealing of money and/or possessions;
- B. exclusion from the peer group or spreading rumors;
- C. 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"
- D. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

## **DISTRICT EMPLOYEE RESPONSIBILITIES AND INTERVENTION STRATEGIES**

Any District employee who witnesses acts of hazing and/or bullying shall promptly notify the building principal/designee of the event observed, and file a written incident report concerning the events witnessed.

Any District employee who receives reports of suspected hazing and/or bullying shall promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint that is received by a District employee, he/she shall prepare a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

### **COMPLAINTS**

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

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

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

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

#### **C. Anonymous Complaints**

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

### **INTERVENTION STRATEGIES**

#### **A. Teachers and Other School Staff**

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

School personnel may find opportunities to educate students about hazing and/or bullying and help eliminate such prohibited behaviors through class discussions, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student

conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of hazing and/or bullying.

**B. Administrator Responsibilities**

**C. Investigation**

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

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

**D. Nondisciplinary Interventions**

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

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Other nondisciplinary interventions to protect victims may include increased supervision of the offending student, increased communication between the District and the parents and guardians of all involved students, and increased follow-up with the victim to ensure that no further incidents of hazing and/or bullying have occurred.

**E. Disciplinary Interventions**

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

Allegations of criminal misconduct may be reported to law enforcement, and suspected child abuse shall be reported to Child Protective Services, per required statutes.

**REPORT TO THE PARENT OR GUARDIAN OF THE PERPETRATOR**

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

## **REPORTS TO THE VICTIM AND/OR HIS/HER PARENT OR GUARDIAN**

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

## **COMPLAINT OPTIONS**

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



# Student Code of Conduct & Student Bill of Rights

**Reynoldsburg City Schools**

**Student Code of Conduct 2020-21**

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## Student Bill of Rights

### PREAMBLE

Every student has rights. A right is a freedom or protection that a person has. Rights define what is allowed of a person or owed to a person.

Your rights are part of you regardless of your age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status, or political beliefs. Your rights belong to you and cannot be threatened or taken away.

The Reynoldsburg City Schools (RCS) Student Bill of Rights (SBOR) is a living document that spells out the rights that every student has and that everyone, including students themselves, should respect. This is a living document that can evolve with student sentiment, policy, and societal change. This can happen by talking about the SBOR, by putting it into everyday action, and through amendments over time by students, families, communities, teachers, and administrators.

The purpose of the SBOR is to clarify, protect, and promote students' basic rights. Sharing the SBOR is an expression of the dignity and value of all students.

The rights listed in the document come from many sources: existing local, state, and federal laws including, Reynoldsburg Board of Education policies, and examples of SBORs from other school districts. The RCS SBOR is also inspired by the Universal Declaration of Human Rights [https://www.un.org/en/udhrbook/pdf/udhr\\_booklet\\_en\\_web.pdf](https://www.un.org/en/udhrbook/pdf/udhr_booklet_en_web.pdf) which expresses the basic freedoms owed to all human beings. More information about the source of these rights can be found by clicking the blue hyperlinks, or following the sources at the end of the document.

RCS exists to provide free, accessible, high-quality public education. Protection and promotion of student rights are fundamental to safe and supportive school environments where education happens. These conditions are essential to student health and well-being and the key to learning.

*Student rights are human rights.*



Every student has a right to:

### 1. FREE PUBLIC EDUCATION

- A free public education that is complete and focused on the “whole child” so all students feel healthy, safe, engaged, supported, and challenged. This education must also meet federal standards, like the *Every Student Succeeds Act*.
- High-quality, rigorous curriculum that prepares students for success in college, career, and civic life, and inspires students to think critically and contribute high-quality work.
  - This curriculum should address academic and social-emotional learning opportunities for all students, including diverse learners, English learners, and advanced learners.
- A written copy of the RCS Student Code of Conduct.
- Information about graduation requirements and electives, including courses, examinations, grading rules, and information on assistance to meet requirements.
- Information about how to enroll in special programs or courses such as career and Technical Education (CTE) programs; and honors, AP, and IB courses.
- Instruction from teachers that have been trained to deliver and explain rigorous content appropriate for the grade level and subject.
- Regular updates, formal and informal, about their learning progress and promotion.
- Regular access to a school counselor in order to get confidential personal, social, educational, behavioral, and career advice and resources.
- Expect involvement in decision-making about how schools work by participating in the Student Advisory Council (SAC), Student Voice Committee, student council, or other school/community-based organization.
- Special protection for diverse learners such as, students who have or are in the process of obtaining an Individualized Education Program (IEP). This is covered by a federal law called the Individuals with Disabilities Act (IDEA).



### 2. SPEAK, ADVOCATE, ORGANIZE AND PARTICIPATE

- Meet and communicate with others peacefully; to speak freely, share ideas and opinions, and protest in ways that do not interfere with school programs or rules. This may happen through social media as well as physical or electronic/digital circulation of information such as newspapers, literature, leaflets, or petitions on school property and in accordance with school cell phone policy.

- Advocate for yourself, your peers, your school, and your community. This includes, but is not limited to: making recommendations for courses, clubs, and activities that will enrich your school community; engaging in civic discourse about topics and issues that impact your community; informing or evaluating school policy; having access to the information you need in order to improve for the health and wellness of your school.
- Serve on or participate in meetings held by Student Voice Committees, Student Government, Student Advisory Councils, Local School Councils as well as other activities, clubs, and organizations including social and educational clubs; political, religious, and philosophical groups; or teams available at their school without discrimination.
- Wear what they choose within District dress code guidelines. Depending on the school's dress code, this includes accessories with political or religious messages that are not disruptive, unsafe, or blatantly offensive to others.



### **3. HEALTH, NUTRITION, AND PERSONAL CARE**

- Access to health care and protection from preventable illnesses
  - In Ohio, children age 14 and over can give their own permission (consent) to receive specific health services (including sexual health services and mental health care). This means a parent or guardian does not have to be notified in order for a student to get this care. Also, for students who have public health insurance (called Medicaid), no bill/explanation of the care can be sent to the parent or guardian.
- Healthcare providers in Ohio are “mandated reporters”. This means that if a student under the age of 18 discloses information indicating that they are being abused, may be in harm or are planning to harm themselves, the provider must notify the student’s parent/guardian and/or proper authorities.

- Access to free menstrual hygiene products in all high school bathrooms and elementary/middle school bathrooms for students in grades 6-12.
- Information about school-based screening and exams for health (medical, dental, hearing, vision), thinking and learning, and language issues. This information should be delivered promptly and in ways that families can understand.
- Access to available school-based health centers and mobile care providers (“health vans”) if parents give permission (consent).
- Healthy school meals that meet local, state, and federal nutrition requirements; This is in keeping with the USDA Community Eligibility Provision.

#### 4. FAIR CONSEQUENCES

- Freedom to ask about restorative justice, a system that focuses on ways to repair any harm that happens as a result of a conflict, and provides pathways to address healing within a community.
- Freedom to receive help after suspension, and to make up work missed because of a suspension.
- Information about their own reported misbehavior with both a verbal and written notification at the time of being disciplined and be provided with an opportunity to respond.
- A clear understanding that consequences must not be cruel or humiliating, and to know how and why any consequence is being used.
- Be provided information about how to appeal (ask for reconsideration of) any school decision about consequences before an incident occurs.
- Freedom from physical (corporal) punishment, verbal abuse, unfair searches (meaning without cause or reason), or any unusual form of punishment. District employees should not inflict any type of corporal punishment on any student.



#### 5. SAFE, SECURE, AND SUPPORTIVE SCHOOL ENVIRONMENT

- Treatment with courtesy and respect by all district staff regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship/immigration status, weight, sexual orientation, physical and/or emotional condition, disability, marital status, or political beliefs.
- Students may file a report if they feel they are being discriminated against at their school, with the school and network administration, Title IX, or with the U.S. Department of Education, Office for Civil Rights.
- If a student is being sexually harassed or is being bullied because of their gender identity or orientation, call or text Ohio Safer Schools Tip Line at 844-SaferOH (844-723-3764). If it is an emergency, call 911.

- RCS counselors are “mandated reporters”. This means that if a student under the age of 18 discloses information indicating that they are being abused, may be in harm, or may be planning to harm themselves, the counselor must notify the student’s parent/guardian and/or proper authorities. All RCS employees must take additional steps to report signs of student abuse including calling the Ohio Department of Job and Family Services.
- Feel mentally and physically safe and secure in school, and to report any incident that makes them feel unsafe or insecure, including sexual assault, inappropriate remarks, grooming, groping, inappropriate behavior, verbal assault, bullying, or any other type of harassment.
  - Students also have the right to receive regular updates about actions taken in response to their report of not feeling safe.
- A safe school building and clean facilities including bathrooms, classrooms, gyms,



hallways, and cafeterias.

- Protection of privacy covered by the Family Educational Rights and Privacy Act (FERPA). This means no one has the right to interfere in students’ or families’ private lives or to look at or expose their private information without permission.
- Protection under Title IX, a federal law that requires schools to prevent, recognize, and respond to sexual violence, sexual harassment, and discrimination on the basis of sex and/or gender. Under this law:
  - Students are guaranteed freedom from sexual harassment and/or sexual violence.
  - Students are guaranteed the freedom to report an incident to school or police (and to receive a prompt and fair answer).
  - If a student is experiencing gender-based discrimination, sexual harassment, or other sexual misconduct they can file a report with the school principal. If it is an emergency, call 911. RCS employees must take additional steps to report signs of student abuse including calling the Ohio Department of Job and Family Services.

- For students that are pregnant or parenting:
  - Guaranteed freedom to continue to attend classes and extracurricular activities while pregnant.
  - Guaranteed freedom to receive excused absences due to pregnancy or childbirth (with a doctor's note).
  - District staff should not coerce students into attending another school due to pregnancy.

## INTRODUCTION

### PURPOSE

The Reynoldsburg City Schools' Student Code of Conduct (SCC) supports our schools in maintaining safe, nurturing, participatory and productive learning environments. In order to maximize learning time and promote positive behaviors, every school must establish multi-tiered systems of support for students' social, emotional and behavioral needs. This includes developing clear expectations, teaching social-emotional competencies, and fostering positive relationships among all members of the school community. Reynoldsburg City Schools is committed to an instructive, corrective, and restorative approach to behavior. If behavior incidents arise that threaten student and staff safety or severely disrupt the educational process, the response should minimize the impact of the incident, repair harm, and address the underlying needs behind student behaviors. In accordance with the SCC, all disciplinary responses must be applied respectfully, fairly, consistently, and protect students' rights to instructional time whenever possible.



A safe, welcoming, and productive school requires the support of all staff, students, and families.

### RIGHTS AND RESPONSIBILITIES

#### Student Rights

- To receive a free high-quality public education
- To be safe at school
- To be treated fairly, courteously, and respectfully
- To bring complaints or concerns to the school principal or staff for resolution
- To tell his/her side of the story before receiving a consequence
- To be told the reason(s) for any disciplinary action verbally and in writing
- To be given information about appealing disciplinary actions
- To express opinions, support causes, assemble to discuss issues, and engage in peaceful and responsible demonstrations

### Student Responsibilities

- To read and become familiar with this policy
- To attend school daily, prepare for class, and complete class and homework assignments to the best of his/her ability
- To know and follow school rules and instructions given by the school principal, teachers, and other staff
- To tell school staff about any dangerous behavior or bullying that occurs at school, on the way to and from school, or in the school community
- To bring to school only those materials that are allowed
- To treat everyone in the school community with respect
- To respect school property, community property, and the property of others

### Parent/Guardian Rights

- To be actively involved in their child's education
- To be treated fairly and respectfully by the school principal, teachers, and other staff
- To access information about the Reynoldsburg Board of Education (Board) policies and procedures
- To be notified promptly if their child is disciplined for inappropriate or disruptive behavior and informed of the consequences assigned
- To appeal disciplinary actions taken
- To receive information about their child's academic and behavioral progress

### Parent/Guardian Responsibilities

- To read and become familiar with this policy
- To make sure their child attends school regularly, on time, and to notify the school before the school day begins if their child is absent
- To give the school accurate and current contact information
- To tell school officials about any concerns or complaints respectfully and in a timely manner
- To work with the school principal, teachers, and other staff to address any academic or behavioral concerns regarding their child
- To talk with their child about the behavior expected in school
- To support their child's learning and school activities at home
- To be respectful and courteous to staff, other parents, guardians, and students
- To respect other students' privacy rights

### School Staff Rights

- To work in a safe and orderly environment
- To be treated courteously and respectfully
- To bring complaints or concerns to school administration and District offices
- To receive supportive professional development and resources





### School Staff Responsibilities

- To explicitly teach, re-teach and model clear behavioral expectations to all students
- To actively supervise all areas of the school building and use positive strategies to redirect behavior
- To provide engaging learning activities that minimize opportunities for disruption
- To intervene early and de-escalate inappropriate behaviors
- To identify and respond effectively to students' social, emotional, and/or behavioral health needs, including referring students for additional support when necessary
- To treat everyone in the school community fairly and with respect
- For administrators to review the circumstances surrounding each situation and exercise their discretion to assign interventions/consequences in the best interest of the school community
- Administrators to apply the SCC accurately, consistently, and

in a nondiscriminatory manner, including providing students with opportunities to respond, notifying parent/guardians when disciplinary action is taken, and recording all disciplinary action in the District student information system

### Superintendent or Designee Responsibilities

- To monitor the implementation of prevention strategies and the safety and security program in each school
- To systematically monitor and publish suspension, expulsion, and other disciplinary data disaggregated by race/ethnicity, sex, limited English proficiency, and disability
- To prepare recommendations for improving school discipline
- To create guidelines for effective school discipline
- To establish procedures for reciprocal reporting with the Reynoldsburg Police Department

## Requirements and Guidelines

### GENERAL REQUIREMENTS

The SCC applies to students at all times during the school day, while on school property, while traveling to and from school, at any school-related event, on any vehicle funded by RCS (such as a school bus), and while using the RCS network.

The SCC also applies to student behavior outside of school if: (1) a student engages in a Level 3 behavior, and (2) the behavior disrupts or may disrupt the educational process or orderly operation of the school. This includes seriously inappropriate behavior on social networking websites that disrupts or may disrupt the educational process or orderly operation of the school.

To address inappropriate behavior, school administrators must comply with the District Policy. At a minimum, a principal or his/her designee must:

- 1) Redirect to correct behavior. All adults should redirect students to correct inappropriate behavior and minimize the likelihood of the behavior escalating or recurring.



- 2) Intervene to minimize escalation, disruption, resolve conflict, and as necessary to keep students and staff safe. If a student has been injured, make every reasonable effort to immediately notify the parents/guardians.
- 3) Gather information by talking to all involved students, teachers, school staff, or others who witness the incident. When student misbehavior is reported to the school principal or designee, an investigation must begin no later than the next school day; however, if student safety is at risk, investigations must begin immediately.
  - a) If there is an allegation of sexual misconduct, including but not limited, sexual harassment, sexual bullying, sexual assault, dating violence, or discrimination related to sex, sexual orientation, gender identity, or gender expression, contact the Title IX Office.
  - b) If a search of the student, his/her locker, desk, or personal belongings needs to be conducted, follow the Board's Interrogation and Searches Policy. Identify factors that may have contributed to the incident and seek to understand the full context.
- 4) Analyze whether the student's alleged behavior falls within the SCC using the information gathered. If so, determine the Group level of disruption caused by the inappropriate behavior, identify the inappropriate behavior listed, and consider the range of possible interventions and consequences.
- 5) Discuss with the student and provide the opportunity to explain his/her perspective.
  - a) Inform the student of the inappropriate behavior s/he may have exhibited, the applicable SCC behavior category, and the range of possible interventions and consequences.
  - b) Ask the student to explain what happened from his/her perspective and reflect on his/her actions.
  - c) Seek to understand the root cause of the behavior, including trauma or unmet social, emotional or behavioral health needs.
  - d) Make reasonable efforts to contact the parents/guardians and discuss the incident with them before assigning interventions and consequences.
  - e) No student shall be sent home before the end of the school day unless the school has established contact with the student's parent/guardian and provided written notice of a suspension.
- 6) Make a determination and consider the needs of all parties involved.
  - a) Determine whether it is more likely than not that the student engaged in the identified SCC inappropriate behavior and which intervention or consequence is most likely to address the cause of the behavior.
  - b) Identify the social, emotional, and/or safety needs of the affected student(s) and provide appropriate supports and follow up.
- 7) Assign interventions or consequences according to the SCC.
  - a) Identify the intervention(s) or consequence(s) most likely to address the cause of the behavior including social, emotional or trauma-related needs, repair harm, and prevent repeat behaviors.
  - b) The principal or designee has the final authority to assign interventions and consequences based on the best interest of the school community, including available school resources, and the needs and rights of all involved students in alignment with the SCC.

- c) Follow the special procedures contained in the Procedural Safeguards section for students with disabilities and students with Section 504 Plans.
  - d) Avoid consequences that will remove the student from class or school, if possible. Use out-of-school suspensions only as a last resort in accordance with the suspension guidelines on page 11.
  - e) Note that RCS does not support the use of zero tolerance policies i.e. policies that require school staff to suspend or expel students for certain behaviors except if required by law. This means out-of-school suspensions cannot be a minimum or required consequence unless required by law.
  - f) If a student is suspended, the principal or his/her designee may choose to give the student a combination of out-of-school and skill-building in school suspension days. The out-of-school suspension must be served first and the combined total of out-of-school and in-school suspension days must not exceed the limits available for each Group level.
  - g) School staff members must not use public disciplinary techniques and must respond to inappropriate student behavior as confidentially as possible.
  - h) No restrictions may be placed on food options or recess activities as a behavior consequence. Silent group lunches are expressly prohibited.
- 8) Complete report in the District student information system for all inappropriate behaviors under the SCC. Hand-deliver to the parents/guardians or mail a copy of the misconduct report to the student's home address.
- 9) Inform parents/guardians of their right to appeal if they believe that the consequence is unwarranted or excessive.
- a) The parents/guardians have the right to ask the principal to review the consequence assigned and to reconsider the decision.
  - b) If a student has received an out-of-school suspension or referred for an expulsion hearing, the parents/guardians may appeal by request to the District Hearing Officer. The District Hearing Officer will determine:
    - whether any factual errors were made in the principal's investigation,
    - whether the documentation of the student's behavior aligns to the recorded SCC behavior category,
    - whether prior interventions were attempted when appropriate,
    - whether the length of the suspension was commensurate with the student's inappropriate behavior, and
    - in the case of a request for an expulsion hearing, whether the request was appropriate.
    - The Hearing Officer or designee's decision shall be final. The term of a student's suspension or request for an expulsion hearing is not halted by the parents'/guardians' appeal.
- 10) Restore the student's participation in the school community.
- a) If the student received an out-of-school suspension for three (3) or more days, the principal or designee must develop a plan to support the student's transition back into the school community, including strategies for preventing future behavior incidents, restoring relationships, and addressing the student's ongoing social, emotional, and academic needs, with input from the student and parents/guardians.

## **SUSPENSION GUIDELINES**

Students in grades pre-kindergarten through third may NOT be assigned in-school or out-of-school suspensions, except as required by law. If a student in pre-kindergarten through third grade exhibits behavior that presents an imminent endangerment to the physical, emotional, or mental safety of specific students/staff, the Assistant Superintendent or designee may grant an exception and assign an emergency one-day in school or out-of-school suspension after the student's parent/guardian has been notified. During the suspension, the principal or designee must develop a plan addressing the safety of students/staff and including strategies for preventing future behavior incidents, restoring relationships, and addressing the student's ongoing social, emotional, and academic needs.

### **Skill-Building In-School Suspension**

A skill-building in-school suspension is the removal of a student from his/her regular educational schedule for more than 60 minutes of the school day to an alternative supervised setting inside the school building to engage in structured activities that develop academic, social, emotional, and/or behavioral skills.

A student in grades four through twelfth may be assigned a skill-building in-school suspension if:

- 1) Skill-building in-school suspension is listed as an available consequence for the SCC behavior category, and
- 2) The student was informed of the his/her reported misbehavior, provided an opportunity to respond, and reasonable efforts were made to contact the parents/guardians, and
- 3) A copy of the misconduct report (generated in the District student information system) was provided to the student's parents/guardians.

### **Out-of-School Suspension**

An out-of-school suspension is the removal of the student from class attendance or school attendance. When a student is removed from school in response to an inappropriate behavior, the removal counts as the first day of an out-of-school suspension.

A student in grades four through twelfth may be assigned an out-of-school suspension if:

- 1) Out-of-school suspension is listed as an available consequence for the SCC behavior category, and
- 2) The principal or designee determines that the student's attendance at school presents an imminent endangerment to the physical, emotional, or mental safety of specific students/staff and this threat is documented in the District student information system, or
- 3) The principal or designee determines that the student's behavior has caused chronic or extreme interruption to other students' participation in school activities and prior interventions have been utilized and documented in the District student information system, and
- 4) The student was informed of his/her reported misbehavior, provided an opportunity to respond, and reasonable efforts were made to contact the parents/guardians, and
- 5) A copy of the misconduct report (generated in the District student information system) was provided to the student's parents/guardians.

A student serving out-of-school suspension is not allowed to come onto school property, participate in extracurricular activities, or attend school-sponsored events. A student may be considered trespassing if he or she comes onto school grounds while suspended out of school.

Out-of-school suspensions are excused absences. The principal must ensure that a student serving suspension is able to obtain homework, and upon the student's return, provided with the opportunity to make up any quizzes, tests, special projects, assignments, or final exams given during the period of suspension.

A student serving suspension must be allowed to take state assessments at school and may participate in test preparation activities with the Assistant Superintendent's approval. The student's attendance will still be marked as suspended.

The Assistant Superintendent must approve any other exception to the out-of-school suspension guidelines. If approved by the Superintendent's designee, a student suspended for more than three (3) days may be required to attend a District-sponsored program during the term of suspension.

### **POLICE NOTIFICATION GUIDELINES**

The District partners with the Reynoldsburg Police Department (RPD) in multiple ways in an effort to promote positive relationships among the community, schools, and peace officers. School Resource Officers (SROs) are members of RPD who serve the District within the school setting on a daily basis.

It may be necessary for school administrators to contact RPD in three situations: (1) at the direction of the District's Coordinator of Safety and Security or other District central office administrator, (2) to seek assistance with an emergency situation, or (3) to notify law enforcement of a criminal act. School administrators contact the Reynoldsburg Police Department (RPD) by notifying the building SRO or by calling the Department directly.

#### **Emergency**

School administrators have the responsibility to call 9-1-1 in situations they determine to be emergencies.

In an emergency situation, administrators must make reasonable efforts to notify parents/guardians immediately after contacting RPD.

#### **Criminal Acts**

When a student engages in illegal activity, it may be necessary for school staff to report the act to RPD. In this situation, school officials contact RPD to report violations of the law. School officials must not contact RPD merely to request removal of a disruptive student from the school in a non-emergency situation.

In a non-emergency situation, administrators must make reasonable efforts to contact parents/guardians prior to contacting RPD.

#### **Sexual Misconduct**

If school administrators are made aware of a criminal act of sexual misconduct that is in progress, they must contact RPD. When made aware of an allegation of sexual misconduct, including but not limited to, sexual harassment, sexual bullying, sexual assault, dating violence, or discrimination related to sex, sexual orientation, gender, or gender expression, contact the Title IX Office to assist in assessing whether police notification is needed. Ohio mandatory reporter

obligations are separate from reporting to RPD and must always be followed; please consult the Policy on Child Abuse and Neglect if needed.

The inappropriate behaviors that are clear violations of criminal law are identified in the next section with an asterisk (\*) before the specific inappropriate behavior. The inappropriate behaviors that *may* be violations of criminal law are identified in the next section with a double asterisk (\*\*) before the specific inappropriate behavior.

School officials must assess the situation before determining whether or not to contact RPD to report a criminal act. School officials should consider factors including:

- Whether the student distributed or was in possession of illegal drugs, narcotics, controlled substances, or “look-alikes” of such substances. If so, RPD must be notified.
- Whether the student was in possession of a firearm. If so, RPD must be notified.
- The severity of the criminal violation and the degree of harm to the school community,
- Whether a person was physically injured as a result of the student’s conduct,
- Whether the student presents an imminent danger to the health, safety, or welfare of others, and
- The student’s age.

Once school staff members contact RPD, the responding police officers ultimately will determine whether or not to investigate, arrest, and/or take any other steps in response. School principals and staff do not have the authority to decide whether a student will be arrested. Moreover, responding police officers do not have the authority to decide whether a student will receive interventions or consequences at school. The school principal will use the SCC to determine the appropriate intervention(s) and/or consequence(s) to address a student’s behavior.

#### Clear Violations of Criminal Law

\*Consider factors above prior to notifying RPD

- Knowingly or intentionally using the RCS network or information technology devices to spread viruses to the RCS network
- Aggravated assault
- Burglary
- Theft or possession of stolen property that costs more than \$150
- Gang activity or overt displays of gang affiliation
- Engaging in any other illegal behavior which interferes with the school’s educational process, including attempt
- Persistent or severe acts of sexual harassment
- False activation of a fire alarm which causes a school facility to be evacuated or causes emergency services to be notified
- Battery, or aiding or abetting in the commission of a battery, which results in a physical injury
- Use of any computer, including social networking websites, or use of any information technology device to threaten, stalk, harass, bully or otherwise intimidate others, or hacking into the RCS network to access student records or other unauthorized information, and/or to otherwise circumvent the information security system
- Vandalism or criminal damage to property that costs more than \$500 or that is done to personal property belonging to any school personnel

- Participating in a mob action
- Use, possession, and/or concealment of a firearm/destructive device or other weapon or “look-alikes” of weapons, or use or intent to use any other object to inflict bodily harm
- Intentionally causing or attempting to cause all or a portion of the RCS network to become inoperable
- Arson
- Bomb threat
- Robbery
- Sale, distribution, or intent to sell or distribute alcohol, illegal drugs, narcotics, controlled substances, “look-alikes” or such substances, contraband, or any other substance used for the purpose of intoxication
- Sex acts, and attempted sex acts, that occur with or without the voluntary participation of one or more parties, that may involve the use of implicit or implied force
- Aggravated battery, or aiding and abetting in the commission of an aggravated battery
- Murder
- Attempted murder
- Kidnapping
- Theft or possession of stolen property that costs more than \$1,000

#### Possible Violations of Criminal Law

\*\*Consider factors above prior to notifying RPD

- Gambling
- Forgery
- False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified
- Extortion
- Assault
- Vandalism or criminal damage to property that costs less than \$500
- Battery or aiding or abetting in the commission of a battery which does not result in a physical injury
- Fighting – more than two people and/or involves injury
- Theft or possession of stolen property that costs less than \$150
- Possession, use, sale, or distribution of fireworks
- Trespassing on CPS property
- Use of intimidation, credible threats of violence, coercion, or persistent severe bullying
- Inappropriate sexual conduct
- Use or possession of alcohol, drugs, controlled substances, “lookalikes” of such substances, contraband (including all vaporizer devices that contain substances for the purposes of intoxication or any unknown substances), or use of any other substance for the purpose of intoxication in or before school or a school-related function.



## DISCIPLINE POLICY

All matters related to the Student Code of Conduct will be addressed with fairness and respect to all race, color, national origin, ancestry, citizenship status, religion, sex, age, disability, sexual orientation (lesbian, gay, bisexual, transgender) of every student.

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

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

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

1. Protect the health, safety, and welfare of each student;
2. Prevent disruption of the educational process;
3. Maintain an atmosphere and climate conducive to learning; and
4. Protect the building and grounds from vandalism and destruction

**The administration reserves the right to exercise flexibility and discretion when implementing the rules of the Student Code of Conduct in compliance with the Reynoldsburg Board of Education Policy.** This also means the administration may develop appropriate rules and regulations as called for by various situations. In addition, the administration may, in severe or unusual cases, or in cases where it is in the best interest of the

student(s), elect to address students in ways other than stated specifically in the Student Code of Conduct. **Note: any step found in the Code of Conduct may be waived at the administrator's discretion.**

Students who choose not to report or to report on time, or who choose to complete lesser consequences, may have additional consequences assigned by the administration. Repeated violations of school rules and regulations are a violation of the Student Code of Conduct. Consequences for the following behaviors may include a variety of options, such as notify parents, restrictions, in school suspension, notify police, assign the student 10 days out of school suspension, with a recommendation for expulsion.

## CODE OF CONDUCT VIOLATIONS

The following infractions constitute major violations. **Consequences will be issued at the discretion of the administrator.** This code of conduct is in effect while students are under the authority of school personnel and/or during all school-related activities and events, even when such activities occur off school grounds. The Code of Conduct applies to school buses, extracurricular events and to some alternative education programs. The Code of Conduct may also apply to off campus conduct that occurs outside of the school's educational activities or programs if such conduct or misbehavior endangers the health and safety of students within the district, adversely affects the educational process, is connected to activities or incidents that have occurred on school district property, or creates a hostile, offensive or intimidating environment within the school. In addition, this Code of Conduct includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

### LEVEL 1

#### **R01 Academic Misconduct**

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. Academic Misconduct may result in no credit for an assignment as well as other consequences. No student shall act dishonestly or unfairly in order to gain an advantage on any academic assignment and/or assessment.

#### **R02 Disruption of Class**

A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the class. Such behavior includes violence, force, coercion, threat, excessive noise, passive resistance, or other disorderly conduct that causes or attempts to cause disruption or obstruction to the normal classroom operation.

#### **R03 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. Abuse of language directed at staff member or student will be treated more severely.



#### **R04 Public Display of Affection**

A student is prohibited from demonstrating physical or verbal actions which are considered by reasonable standard of the school District community to be inappropriate for the school environment. This includes, but is not limited to, kissing and hugging.

#### **R05 Dress Code - RCS Board Policy**

In order to promote school safety and provide a healthy and respectful educational environment, all students in grades kindergarten through twelve 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 disruptive to the educational process of the schools. The final determination of a student's adherence to the dress code will be made by the school administration.

Parents/guardians share equal responsibility with their child for the student's adherence to the dress code policy. Administration and faculty, together, are responsible for enforcement of the dress code. The dress code is enforced at school and school functions which are not open to the public. The decision of the principal is final with regard to dress code violations.

When dress or grooming interferes with the cleanliness, health, welfare or safety of students, or when dress or grooming disrupts the educational process it is prohibited. Clothing must be worn as designed and appropriately sized.

As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

Based on input received from principals, staff, and parents, the required dress code shall consist of the following clothing:

#### **DRESS CODE, GRADES K-12**

- A. No clothing is permitted that promotes drugs, alcohol, tobacco, sex, violence or is offensive or degrading.
- B. No clothing associated with gangs.
- C. No clothing that exposes underwear or excessive skin, or is transparent or "see-through".
- D. Pants must be worn at the waist and should not show underwear.
- E. No clothing long enough to drag on the ground.
- F. No sunglasses unless prescribed in writing by a medical doctor for indoor wear.
- G. No chain wallets or chains that could be dangerous to persons or destructive to school property.
- H. No flip-flops, house shoes or slippers.
- I. No pajamas.



- J. No excessive holes, tears or rips that show skin or underwear.
- K. No low-cut, scoop or plunging necklines. All tops must meet bottoms. Torso cannot be exposed.
- L. Sweatshirts with hoods will only be permissible so long as hoods are not worn in the building.
- M. No coats, cold weather jackets, or blankets worn during the school day unless permission is granted.
- N. No head coverings except for religious or medical purposes.
- O. Shorts, capris, skorts, and dresses cannot be shorter than two (2) inches above the knee. No slits in skirts or dresses shall be higher than two (2) inches above the knee.

Other exceptions may be allowed **only** upon the **prior** approval of the administration.

### **DRESS CODE VIOLATIONS**

Students who violate this policy are subject to the following disciplinary actions:

- A. A warning is issued and the student's parents/guardians are required to bring alternative clothing for the student to wear.
- B. Repeated violations may result in other disciplinary action pursuant to the Student Code of Conduct.
- C. Building administrators will make the final decision at the building level if a student's attire does not meet the requirements of this policy.

### **GRADES 5TH THROUGH 12TH ONLY**

#### **SCHOOL IDENTIFICATION**

If students attend classes or activities at a different campus besides the one where they are enrolled, they must have a school-issued ID in their possession.

## **LEVEL 2**

### **R06 Disruption of School/Persistent Disorderly/Repeated Violations**

A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the school. Such behavior includes violence, force, coercion, threat, noise, passive resistance, inciting panic, reckless horseplay/buying/selling/trading property during the school day or other disorderly conduct that cause or attempts to cause disruption or obstruction to the normal school operation. A student shall not persist in inappropriate behavior or escalate to a point of danger to self or others.

**R07 Failure to Serve**

A student shall not fail to report, report on time or serve the full duration of consequences.

**R08 Forgery and Falsification**

A student shall not falsely represent or attempt to falsely represent any information given to school official or pertinent to school activities or use the name or identity of another person.

**R09 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.

**R10 Bullying, Harassment, Intimidation and Dating Violence**

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act includes violence within a dating relationship. This behavior is prohibited on school property, at a school-sponsored activity, or may apply to off campus conduct that occurs outside of the school's educational activities or programs if such conduct creates a hostile, offensive or intimidating environment within the school. In the event of a one-time incident, administration shall determine and implement discipline to their discretion.

**R11 Insubordination/Disrespect**

A student shall comply with any reasonable instruction(s) of school staff/employees during any period of time when the student is under the authority of such school personnel (e.g., identification of student by name when requested).

**R12 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, destroying evidence or information, attempting to prevent the discipline or apprehension of another person, retaliating against any person, either directly or indirectly for filing a complaint or participating in the evaluation, or sharing information about ongoing or current investigations (to include via social media, text message or other electronic mediums).

**R13 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.

**R14 Misconduct at a School Sponsored Event**

A student shall not behave inappropriately during a school sponsored event or activity. School sponsored field trips, excursions, athletic events or other activities are considered an integral part of the total school program and, as such, all school rules and student behavior codes apply to student participants and student spectators at these events. Misconduct at a school sponsored event or activity will result in disciplinary action.

**R15 Misconduct while Driving and Parking on Campus**

A student shall not operate a vehicle or motor vehicle upon school grounds, parking lots, or within a school safety zone in a wanton or reckless manner. Students shall not ride on the exterior or on top of any vehicle or motor vehicle. Students shall obey all traffic laws, traffic control devices, parking signs, parking lot markings and speed limits. Parking privileges may be revoked and appropriate discipline will be issued.

**R16 Possession of Unauthorized Devices/Inappropriate Materials/ Personal Electronic Devices (Cell Phones)**

A student shall not bring or possess unauthorized devices on school property, within a District owned building or on a school bus. These devices include items that interfere with the educational process and/or safety of the school community. The administration reserves the right to hold any unauthorized device, and release the item only to the student's parent/guardian. A student bringing an unauthorized device does so at his or her own risk. An unauthorized device includes, but is not limited to a lighter, matches, laser pointer, noise maker, whistle, air horn, speaker, toy, or any other item deemed inappropriate by the school administrators. **The school will not investigate lost or stolen unauthorized devices.**

A student shall not possess, bring, transmit, conceal, sell, or offer to sell material which is considered by reasonable standards of the school community to be offensive, obscene, sexually explicit, gang related, violent, and/or pornographic. This includes possessing, obtaining or disseminating such material using personal electronic devices (including cell phones) while on school property, by means of school provided internet connectivity or via the usage of school computers, laptops, or other electronics in violation of the *Acceptable Use Policy*.

All technology, to include personally owned electronic devices (cell phones, iPods, tablets and similar devices) brought into the schools must only be used to support education and research and be consistent with the objectives of the district. All personal electronic devices must be turned off, kept secured, and out of sight during the school day. **A student shall not use a personal electronic device during instructional time unless expressly permitted while under the supervision and direction of school staff.** A student shall not use a personal electronic device on school property that would violate the district's *Computer and Technology Acceptable Use Policy*.

Students are prohibited from using a personal electronic device to violate, or coordinate a violation of any other provision within the student code of conduct.

Students shall not utilize a personal electronic device to videotape, record, and photograph or otherwise capture images of any person or school property without the prior expressed consent of a school official. This includes all use of a camera or camera phone on school property to record students, staff, or other occupants of the building. The recording of any disturbance, fight, or other code of conduct violation is strictly prohibited.

Students are also prohibited from creating, possessing, capturing, transmitting, displaying or sharing with other students any material or information which is considered by reasonable standards of the school community to be offensive, threatening, insulting, humiliating, embarrassing, obscene, sexually explicit, gang related, violent, and/or pornographic.

A student using a device which violates this code is subject to disciplinary actions. The device being used may be confiscated at the discretion of the staff member and returned to a parent or guardian.

**The school is not responsible for and will not investigate lost or stolen personal electronic devices.**

**R17 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 electronic cigarettes, vapor pens, electronic cigarette liquid (whether it contains nicotine or not), any electronic cigarette component, matches and lighters, are also prohibited.

**R18 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.

**R19 Threatening Behavior**

A student shall not engage in any behavior, make verbal, nonverbal or other forms of communications or gestures that would be considered by reasonable standards of the school community, including staff or students, to be threatening, harmful, or likely to provoke a violent response. No student shall threaten harm to persons or property or act in a turbulent or offensive manner. This includes engaging in conduct designed to urge or incite another to commit any act of violence.

**R20 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, 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.

**R21 Trespassing/Aiding in Trespassing and Skipping/Leave School Grounds**

A student shall not leave school grounds, enter school property before, during or after school hours without express permission of an appropriate school official. A student shall not aid another person in trespassing, including opening or propping a door for entrance to the building, transporting a student for the purpose of trespassing, or being a “look out” for students who are attempting to trespass or skip class.

**R22 Hate Speech**

A student shall not use derogatory verbal, written, or symbol communication regarding race, sexual orientation or religious beliefs that would be considered by reasonable standards of the school community, including staff or students, to be threatening, harmful, or likely to provoke a violent response.

**R23 Social Media Use**

Students shall not commit a harmful or aggressive electronic act toward another student or staff member, including the use of social media platform. An electronic act encompasses the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

**LEVEL 3**

**R24 Assault/Bodily Injury**

A student shall not knowingly or with reckless disregard cause serious physical harm, or threaten to cause physical harm, to any person. The term “bodily injury” means— (A) a cut, abrasion, bruise, burn, or disfigurement; (B) physical pain; (C) illness; (D) impairment of the function of a bodily member, organ, or mental faculty; or (E) any other injury to the body, no matter how temporary.

**R25 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(h)).

**R26 Dangerous Weapons**

A. **Dangerous Weapon other than a firearm, explosive, incendiary or poison gas.** A student shall not use, possess, sell, negotiate, broker, or distribute a weapon, device, instrument, material, or substance, animate or inanimate, which is used for, or is readily capable of causing death or serious bodily injury on school property, school sponsored activities, or by utilizing social media. Dangerous weapons include, but are not limited to knives, swords, razors,

needles, metal knuckles, martial arts devices or other dangerous instruments which could be mistakenly identified or used as a dangerous weapon.

- B. **Firearms.** A student shall not use, design, produce, handle, transmit, transport, sell, negotiate, broker, conceal, distribute or possess any firearm, the frame or receiver of any such weapon, any firearm ammunition, holster, or firearm silencer; on school property, school sponsored activities, or by utilizing social media which will, is designed to, or may readily be converted to expel a projectile by the action of an explosion, compressed air, spring or other mechanical means. This includes but is not limited to, zip guns, starter guns and flare guns. This also includes any “look-alike” firearm, pellet gun, BB gun, or other object which could be mistakenly identified as a firearm.
- C. **Explosive, Incendiary, or Poison Gas.** A student shall not use, possess, sell, negotiate, broker, or distribute any destructive device on school property, school sponsored activities, or by utilizing social media, which would include a bomb, a grenade, an improvised explosive device of any kind, a rocket having a propellant charge, or a missile having an explosive or incendiary charge. This includes any weapon that will, or that may be readily converted to expel a projectile by the action of an explosive or other propellant.
- D. **Other Weapons (to include less than lethal).** A student shall not use, possess, sell, negotiate, broker, or distribute any weapon designed to cause pain, harm or injury on school property, school sponsored activities, or by utilizing social media. These weapons include, but are not limited to, oleoresin capsicum (OC) spray, pepper spray, mace, pocket chains, Tasers or other electronic control weapons (ECW) or electronic control devices (ECD), whips, sharp objects, or other objects fashioned for use as a weapon.

## **R27 Drugs**

Student will not knowingly use, possess, sell, conceal, negotiate or broker to distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, betel nut, steroid, controlled substance, drug paraphernalia, look-alike drug, or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

- A. **Suspected Use**
- B. **Possession or having control, use of, or evidence of use.**
- C. **Prescription Drugs and Over the Counter Drugs.**

Students who must take either prescription or non-prescription medication during school hours must have parental permission on file in the clinic and the medication must be kept in the clinic unless the requirements for self-possession of emergency medication are followed. Medication cannot be brought to school, taken, or administered except in compliance with these guidelines and board policy. No student shall have possession of, sell, conceal, negotiate, or broker to distribute or be under the influence of any prescription drug or over the counter drug of any kind while on school

grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

**R28 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.

**R29 Hazing/Extortion**

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing by any means or method is prohibited. A student shall not use force or intimidation to obtain anything (e.g. privileges, property, and money) from another person.

**R30 Sexual Misconduct**

A range of sexual contact that includes 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 is sufficiently severe, persistent and pervasive that it creates an intimidating, hostile or offensive educational environment.

**R31 Arson**

No student, by means of fire or explosion, shall cause or create a risk of physical harm or damage to any school or privately property. No student shall cause a fire or attempt to cause a fire on school property or at school sponsored activities, unless expressly permitted and supervised during the course of classroom instruction or experimentation.

**R32 Alcohol**

Students will not knowingly use, possess, sell, conceal, negotiate, or broker to distribute or be under the influence of any alcoholic beverage or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

**R33 False Alarms/Bomb Threats/Tampering with Emergency Equipment**

A student shall not destroy, damage, tamper with, remove or deploy any fire safety equipment, automated electronic defibrillator or other device that's intended use is for or during an emergency situation. No student shall cause the evacuation of any school building or related property, or otherwise cause panic, alarm or inconvenience by means of a false alarm, threat, false activation of a fire alarm or by circulating any information, verbal or written, to indicate any emergency or danger exists or has the potential to exist when it is known, or the person has reason to know that the information or alarm is false.



**R34 Gang Related Behavior**

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

## Bus Behavior Protocol

Bus suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel. The following progressive response parameters will be followed when students fail to follow bus rules. These measures will be implemented upon violation of the District's Student Code of Conduct, incidents of disorderly conduct, or failure to follow directives and guidance of the bus driver. Infractions will be documented by the bus driver via an *Unsatisfactory Conduct on School Bus Report*. Consequences may be adjusted at the discretion of the Administrator.

### MINOR

<b>First Minor Offense</b>	Written warning and a copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the parents or guardians by the Transportation Department.
<b>Second Minor Offense</b>	Written warning and a copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the parents or guardians <i>and</i> the school by the Transportation Department.
<b>Third Minor Offense</b>	<i>Unsatisfactory Conduct on School Bus Report</i> sent to the school and a meeting with the parent or guardian is held by the Principal or designee.
<b>Fourth Minor Offense</b>	May result in a loss of all riding privileges up to 3 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
<b>Fifth Minor Offense</b>	May result in a loss of all riding privileges up to 5 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
<b>Sixth Minor Offense</b>	May result in a loss of all riding privileges for 10 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
<b>Seventh Minor Offense</b>	May result in a loss of all riding privileges for the remainder of the school year. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.

### MAJOR

<b>First Major Offense</b>	May result in a loss of all riding privileges up to 3 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
<b>Second Major Offense</b>	May result in a loss of all riding privileges up to 5 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
<b>Third Major Offense</b>	May result in a loss of all riding privileges for 10 days. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.
<b>Fourth Major Offense</b>	May result in a loss of all riding privileges for the remainder of the school year. A copy of the <i>Unsatisfactory Conduct on School Bus Report</i> sent to the school by the Transportation Department.

**Any major offense may result in an immediate suspension or loss of riding privileges for the remainder of the year.**

Acknowledgement of Receipt of the Student Code of Conduct

Reynoldsburg City Schools

Student Code of Conduct

Student Agreement

I, \_\_\_\_\_, (print student's name) have received and read the Student Code of Conduct ("SCC") for the Reynoldsburg City Schools. I am aware of my rights and responsibilities under the SCC. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated under the SCC.

---

Student Signature

Date

REYNOLDSBURG CITY SCHOOLS

*Empowering leaders who impact the NOW and innovate the FUTURE*



## Parent/Guardian Agreement

Dear Parent or Guardian:

Reynoldsburg City Schools believes that you should be informed regarding our effort to create and maintain a safe secure learning environment for all students. Please read the SCC and sign the document below to acknowledge your receipt and understanding of the SCC.

I am the parent or guardian of the above named student. I have received and read the SCC. I understand that by signing this document, I agree to support and promote the goals of the SCC and make every effort to work with the school in resolving all disciplinary matters.

---

Parent/Guardian Signature

Date

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