



Reynoldsburg City Schools

Student Handbook

Grades K-5

2023-2024

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# REYNOLDSBURG CITY SCHOOLS

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

## The Reynoldsburg Board of Education



You may contact the members of the Reynoldsburg Board of Education by calling the Administrative Office of Reynoldsburg City Schools at (614) 501-1020. The district's current members are listed below. Written correspondence to the Board of Education members may be mailed to the Administrative Offices at 7244 East Main Street, Reynoldsburg, Ohio 43068.

The regular meetings of the Reynoldsburg Board of Education are generally held on the third Tuesday of every month.

Meetings are held at Reynoldsburg City Hall at 6:30 p.m. Sometimes a meeting will need to be moved to an alternate location.

### **Board Members Contact information:**

Angela Abram, President - [angela.abram@reyn.org](mailto:angela.abram@reyn.org) (614) 501-0915

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### Board of Education

Angela Abram, President • Debbie Dunlap, Vice President  
Julie Towns • Neal Whitman • Mandy Young  
Dr. Tracy R. Reed, Superintendent • Angéle Latham, Treasurer

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## 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.

## 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.

## 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.

## ATTENDANCE POLICIES AND PROCEDURES

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.*

*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.*

### **Excessively Absent Status**

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



## GENERAL OPERATIONS

- 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:

Absent 30 or more consecutive hours without a legitimate excuse;

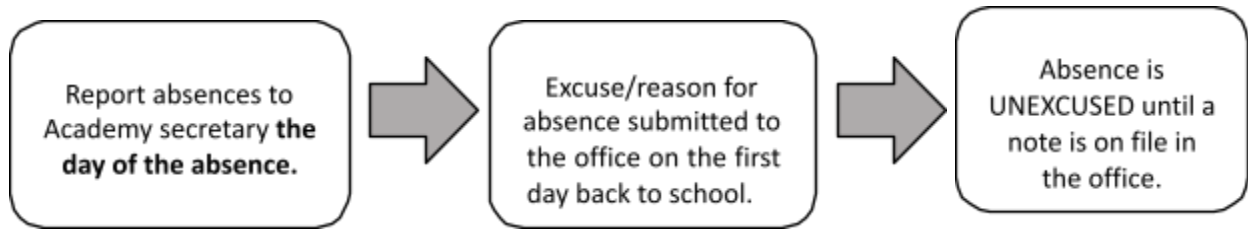
- a. Absent 42 or more hours in one month without a legitimate excuse; or
- b. Absent 72 or more hours in one year without a legitimate excuse.

### **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> without legitimate excuse = 5 days	<b>42</b> without legitimate excuse = 7 days	<b>72</b> without legitimate excuse = 12 days
<b>Excessive Absences</b> <i>(with nonmedical or without legitimate excuse)</i>		<b>38</b> with or without legitimate excuse	<b>65</b> with or without legitimate excuse

## Notification of Absences by Parent/Guardian



- 1. 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 your student's school 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.

- 2. Before school begins on the first day of your child's return, the parents/guardian must:**

- a. 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**

- b. 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:

1. Illness of the student.
2. Illness in the student's family necessitating the presence of the student.
3. Quarantine of the home for a contagious disease determined by a medical professional.
4. Death of a relative.
5. Medical or healthcare appointments.
6. 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 constitute 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.

Non Medical 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.**

### **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

## GENERAL OPERATIONS

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.

**2023-24 DISTRICT CALENDAR**

# GENERAL OPERATIONS

REYNOLDSBURG CITY SCHOOL DISTRICT 2023-2024 SCHOOL CALENDAR																																
AUGUST							August							JANUARY																		
☐	☐	☐	☐	☐	☐	☐	14-15	No School - Teacher PD Days					☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
		1	2	3	4	5	16	No School - 1/2 Teacher PD Day -1/2 Records Day					☐	☐	☐	☐	☐	☐	1	2	3	4	5	6	☐	☐	☐	☐	☐	☐		
6	7	8	9	10	11	12							7	8	9	10	11	12	13	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
13	14	15	16	17	18	19							14	15	16	17	18	19	20	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
20	21	22	23	24	25	26	17	First Day of School - A-K					21	22	23	24	25	26	27	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
27	28	29	30	31			18	First Day of School - L to Z					28	29	30	31				☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
							21	All Students Attend												☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
SEPTEMBER							September							FEBRUARY																		
☐	☐	☐	☐	☐	☐	☐	4	No School - Labor Day					☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
					1	2		October									1	2	3	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
3	4	5	6	7	8	9	6	No School - Teacher PD					4	5	6	7	8	9	10	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
10	11	12	13	14	15	16	13	End of Grading Period					11	12	13	14	15	16	17	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
17	18	19	20	21	22	23	23	No School - Conference Comp Day					18	19	20	21	22	23	24	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
24	25	26	27	28	29	30		November					25	26	27	28	29			☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
							7	No School - Teacher PD												☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
							22-24	No School - Thanksgiving												☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
OCTOBER							December							MARCH																		
☐	☐	☐	☐	☐	☐	☐		15					☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
1	2	3	4	5	6	7	18-29						No School - Winter Break					10	11	12	13	14	15	16	☐	☐	☐	☐	☐	☐	☐	☐
8	9	10	11	12	13	14		1					3	4	5	6	7	8	9	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
15	16	17	18	19	20	21	15						No School - 1/2 Teacher PD Day - 1/2 Records Day-End of Grading Period					10	11	12	13	14	15	16	☐	☐	☐	☐	☐	☐	☐	☐
22	23	24	25	26	27	28		15					17	18	19	20	21	22	23	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
29	30	31					1						No School - New Year's Day					24	25	26	27	28	29	30	☐	☐	☐	☐	☐	☐	☐	☐
								15					31							☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
							2						No School - Teacher PD												☐	☐	☐	☐	☐	☐	☐	☐
NOVEMBER							February							APRIL																		
☐	☐	☐	☐	☐	☐	☐	19	No School - President's Day					☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
			1	2	3	4		8					☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
5	6	7	8	9	10	11	25-29						No School - Spring Break					7	8	9	10	11	12	13	☐	☐	☐	☐	☐	☐	☐	☐
12	13	14	15	16	17	18		1					14	15	16	17	18	19	20	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
19	20	21	22	23	24	25	25-29						No School - Spring Break					21	22	23	24	25	26	27	☐	☐	☐	☐	☐	☐	☐	☐
26	27	28	29	30				April					28	29	30					☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
							1						No School - Conference Comp Day												☐	☐	☐	☐	☐	☐	☐	☐
DECEMBER							May							MAY																		
☐	☐	☐	☐	☐	☐	☐		21					☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
					1	2	24						Last Day of School /End of Grading Period								1	2	3	4	☐	☐	☐	☐	☐	☐	☐	☐
3	4	5	6	7	8	9		27					5	6	7	8	9	10	11	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	
10	11	12	13	14	15	16	17						Teacher PD Day					12	13	14	15	16	17	18	☐	☐	☐	☐	☐	☐	☐	☐
17	18	19	20	21	22	23	24	19					19	20			22	23	24	25	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
24	25	26	27	28	29	30	31						June					26	27	28	29	30	31	☐	☐	☐	☐	☐	☐	☐	☐	☐
							19	Juneteenth																	☐	☐	☐	☐	☐	☐	☐	☐
KEY							Conference Days							Conference Days																		
	Teacher PD No School													High School : Oct 4, Nov 2, Feb 21 & Mar 7																		
	Schools Closed													Jr. High : Sept 27, Oct 5, Feb 29, March 20																		
	Conference Days													Middle Level : Sept 27, Oct 5, Feb 29, March 20																		
	Grading Period													Elementary																		
	First/Last Days of School													Slate Ridge, Taylor Road, French Run : Oct 12, Oct 18, Mar 7 & Mar 13																		
	Senior Last Day						Rose Hill, Summit, Herbert Mills, Waggoner Oct 11, Oct 16, Mar 8 & Mar 14																									
	Graduation 7:00pm																															
Split Start Grades K-9 is A-K (August 17 ) and L-Z (August 18). Grade 10 (August 17) Grades 10-12 (August 18)																																

### **ADA/504 COMPLAINT AND DUE PROCESS PROCEDURES**

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), parents and students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Section 504. Internal complaints and requests for due process hearings must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint or the request for a hearing, and offer possible solutions to the dispute. The complaint or request for due process hearing must be filed with a District Compliance Officer within specified time limits. The District's Compliance Officer is available to assist individuals in filing a complaint or request.

### **BUILDING USAGE**

Some of our school facilities are available for private use. If you wish to use a school facility for an activity please contact the school office to find out how to request building use. There is a nominal charge for the use of a school facility.

### **CONTACTING THE SCHOOL**

We understand that there may be times in which the parent must contact the students during the school day. Please call the general telephone number of the school and the office personnel will relay the message to the student. Teachers cannot receive phone calls during instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible. **Please understand that we cannot accept changes to transportation after 2:00 p.m., as it presents safety concerns.**

### **DROPPING OFF ITEMS TO STUDENTS**

If you drop off anything, or need to get something to your child, we ask that you put your student's name and teacher on it and leave the item(s) in the office and we will get it to the classroom for you. If you would like to see or speak to your child, we will be happy to call your child down to the office. We want to encourage their independence and have them walk to class on their own.

### **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.

### **ELECTRONIC GAMES AND CELL PHONES**

Students should only use the office phone in emergencies. Students are not permitted to call home for homework, books, lunch money, or gym shoes. Students are not permitted to use cell phones, smart watch apps (including the use of texting and music) or electronic devices during school hours. If a student needs to bring a cell phone to school, it must be turned off and remain in the student's backpack. Cell phones may be confiscated by school personnel if used inappropriately. The school is not responsible for lost, damaged, or stolen items.

### **EMERGENCY SITUATION NOTIFICATION**

In accordance with HB1 Parent Notification Provision, "School districts, community schools, STEM Schools, and chartered nonpublic schools are required to inform, prior to opening day each school year, each enrolled student and the student's parent of the parental notification procedures in the school's protocol for responding to threats and emergency events, which are established under existing law." There may be times when it is necessary because of some emergency to dismiss school early. Parents are urged to have pre made arrangements with a neighbor or friend so that the child will have a place to go if the parents are not home.

The District uses a third-party vendor to call, email and text all designated parents and guardians to notify them of weather delays, emergencies or cancelations. It's imperative that your contact information is correct in PowerSchool.

**Emergency School Closing**—If it becomes necessary to close, dismiss early or delay the opening of schools due to unexpected emergencies or inclement weather, announcements will be made over the following radio and television stations as well as social media and our website:

AM Radio: 610 WTVN, 820 WOSU & 920 WMNI

FM Radio: 89.7 WOSU, 90.5 WCBE, 92.3 WCOL, 93.3 Lite, 94.7 Sunny 95, 95.5 WHOK, 96.3 WLVQ, 97.9 WNCI, 99.7, WBZK, 103.5/104.3 WNND, 103.9 WTDA, 105.7 The Brew, and 107.9 WVMX The Mix

Television: WBNS/ONN Channel 10, WCMH Channel 4, WOSU Channel 34, WSYX Channel 6 and WTTE Fox 28"

Social Media: Facebook, Twitter, Instagram (@REYNSchools)

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

### **FACE MASKS REQUIREMENTS**

When face masks are required by education and health agencies, the following rules apply:

All students in grades K-12 must wear face coverings while: (1) on a school district bus, (2) in the hallways and common areas of school buildings, and (3) in classrooms when physical distancing of six feet is not possible.

Requests for exceptions under this section as well as those necessary for students with a documented health or developmental condition shall be considered by the Superintendent/designee, who may request documentation justifying the exemption.

The District will not tolerate harassment of students who are wearing face coverings or those with recognized exemptions to the face covering requirement and will appropriately discipline students or staff who harass or bully students with exemptions or engage in behavior that interferes with any student or staff member's ability to comply with this policy.

### **FACULTY LOCATIONS**

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

### **FIELD TRIP & ASSEMBLY 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.

### **FOOD SERVICES (BREAKFAST, SCHOOL LUNCH PROGRAM)/LUNCH REGULATIONS**

Reynoldsburg City Schools Food Service Department recognizes the importance of providing students with healthy and nutritious meals at school. The complete Food Service policy can be located at: <http://www.reyn.org/policies.aspx>

- Breakfast—Reynoldsburg City Schools provides a breakfast program to all students in all schools in accordance with federal regulations. For pricing and menu information, please check with your child's school, or visit: <https://www.reyn.org/Nutrition.aspx>.
- Lunch—Reynoldsburg City Schools offers a hot lunch service daily featuring a variety of items. Menus and pricing information are available at <https://www.reyn.org/Nutrition.aspx>.

[www.PaySchoolsCentral.com](http://www.PaySchoolsCentral.com) is a secure and convenient website application that allows parents to add to their child's meal account online using any Visa or Mastercard (including Debit Visa and Mastercard).

Students from families whose income is at or below specified levels are eligible for meals free or at a reduced price. Application forms for this program are located in the office or you can apply online at [www.PaySchoolsCentral.com](http://www.PaySchoolsCentral.com).

Students without sufficient funds or students who have forgotten their lunch money will always be offered the alternative meal choice.

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.

### **GIFTED SCREENING, IDENTIFICATION AND NOTIFICATION**

The Reynoldsburg City School District accepts referrals for potentially gifted students from parents, teachers, qualified professionals, and members of the community, as well as from students who self-refer. In addition, existing data from a wide variety of sources are examined in an effort to locate students who can be identified without further assessment, as well those for whom additional data is needed. The data review and referral processes are created to ensure the work and behavioral characteristics of all students are reviewed and considered in a fair and equitable manner. Further information is available from the Student Services Department or our building principal or designee.

### **GRADING**

Mastery of the state academic content standards is measured over the course of the year. Along with academic state standards, learners are also expected to demonstrate excellence in our Portrait of a Graduate competencies in all schools' grades K-12. Student achievement will be determined by examining a collection of student evidence to verify what they know academically as well as their level of performance in 21<sup>st</sup> century skills outlined by our Portrait of a Graduate. Evidence may be informal, such as teacher observation or formal (written assessments, projects, portfolios, student demonstrations, etc.). Student achievement reports will be issued quarterly and will indicate how students are performing in all areas.

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

As used in this policy, "hazing" means doing any actor 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" (herein after "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.

## GENERAL OPERATIONS

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 he/she 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. 1243g, 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 website 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-service. Through 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 "cyberbullying").
- 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 reports(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 the 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**

#### **● 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 finding of fact, a determination of whether acts of hazing and/or bullying were verified, and when prohibited acts are verified, our recommendation for intervention, including

disciplinary action, shall be included in the report. Where appropriate, written 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 limitations 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.

### **C. Non-disciplinary 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 the conflict between students or groups of students, peer mediation may be considered. Other non-disciplinary 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.

### **D. 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 a 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.

## **IMMUNIZATION REQUIREMENTS**

In order to minimize the spread of preventable illnesses in schools and provide students with a healthier learning environment, the Board requires immunizations in compliance with State law and the Ohio Department of Health for each student unless the parent(s) file an objection. The Board may also require tuberculosis testing in compliance with law.

Students eligible for kindergarten and students new to the District must present written evidence of immunizations, or written evidence to indicate that they are in the process of receiving immunizations, to be completed no later than the day of entrance. Students failing to complete immunizations within fourteen (14) days after entering are not permitted to return to school.

The District maintains an immunization record for each student, available in writing to parents upon request.

## **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 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.

## **INSTRUCTIONAL FEES**

The Reynoldsburg Board of Education adopts fee schedules as recommended by the Superintendent. 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.

**Course Fee Schedule 2023-2024 School Year**

Grade Level	Course	Fee
Grades K-12	General School Fee	\$20
Grades K-12	Technology Fee	\$15

- Students who are on a free lunch plan will not be charged any school fees.



## GENERAL OPERATIONS

- Students who are on a reduced lunch plan will pay a reduced General School and Technology fee of \$10 total.
- General School Fees will be collected and put into the general fund and will be allocated to building budgets for general supplies and resources as approved by the building principal.
- Technology Fees will be collected and put into the general fund and used by the IT department for repairs and for the replacement of Chromebooks and parts. Paying this technology fee does not prevent the district from seeking reimbursement for damaged technology that is the fault of the student.

### KINDERGARTEN ELIGIBILITY

Children may be enrolled in kindergarten if they are five years of age on or before August 1<sup>st</sup>. Please contact the district Welcome Center at (614) 501-1033 for further information.

### 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 a teacher or administrator

### MAIN OFFICE

The doors to the school office will remain locked at all times. All visitors/parents need to wait to be allowed access into the office. If there is an unfamiliar face at the door, he/she will be asked to use the intercom system to communicate with the office prior to being let in. Our secretary is not always behind her desk, so we thank you for your patience as you wait to be let in. **We ask our students not to open any exterior doors for anyone.**

### MANDATED REPORTING

All employees of the District who know or suspect that a child 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to report such information to the Public Children Services Agency or the local law enforcement agency. Procedures for reporting to ensure prompt reports are made known to the school staff.

To ensure prompt reports, procedures for reporting are made known to the school staff.

A person who participates in making such reports is immune from any civil or criminal liability, provided the report is made in good faith.

Each person employed by the Board to work as a school nurse, teacher, counselor, school psychologist or administrator shall complete at least four hours of in-service training in child abuse prevention within three years of commencing employment with the District.

**The information below is quoted directly from Franklin County Children's Services:**

Mandated reporters include teachers, daycare staff, social workers, school personnel, physicians, dentists, nurses, psychologists, speech pathologists, children's services staff, coroners, attorneys and persons rendering spiritual treatment in accordance with tenets of well-organized religions acting in official or professional capacity.

The Ohio Revised Code (ORC) provides immunity from civil or criminal liability for those who make reports in good faith of possible abuse or neglect. The identity of the referral source is confidential and Franklin County Children Services does not release the identification of the referral source to the family. It may only be released to the Ohio Department of Job and Family Services, the prosecutor's office, or law enforcement. As such, a subpoena for judicial testimony could be issued to a mandated reporter for testimony if the prosecutor determines that is necessary.

A professional or mandated reporter who suspects abuse or neglect and fails to report may be charged criminally.

The Ohio abuse reporting law (ORC: 2151.421), states that mandated reporters must immediately and personally, make the abuse or neglect report. For more information, follow the link <http://codes.ohio.gov/orc/2151.421> and personally, make the abuse or neglect report. For more information, follow the link <http://codes.ohio.gov/orc/2151.421>

### **NON-DISCRIMINATION STATEMENT**

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 district rules, operations, and procedures, are applied and enforced without regard to a student's 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.

### **OPEN ENROLLMENT/INTRA-DISTRICT TRANSFERS**

Students enrolling in the Reynoldsburg City School District are assigned to the school or special education program serving their designated attendance area. Parents who wish to have their child/children attend a different school may request an intra-district transfer. Applications must be made annually.

The Board will permit students from other school districts in the state of Ohio to attend the Reynoldsburg City School District, provided that State laws and regulations and the procedures set forth in the guidelines are followed. The Open Enrollment policy and guidelines can be located at: <http://www.reyn.org/policies.aspx>.

### **PARENT/TEACHER CONFERENCES**

We encourage you to participate in Parent/Teacher Conferences. Parent/Teacher Conferences will be held two times during the school year. Sign up information will be sent out by the school as those dates approach. 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.

### **PERFECT ATTENDANCE**

Perfect attendance is defined as being in attendance on time, and at school all day, every day of the school year.

### **PHOTO RELEASE PERMISSION**

From time to time, Reynoldsburg City School District staff take pictures or video of students in their learning environments. The photographs and videos can be used in a variety of publications to document programs. The images may appear in, but not limited to, staff newsletters, community newsletters, media releases and the district website. While we make every attempt to work with the media, they may also take incidental photos and/or videos of students in situations we cannot control. Parents are asked to complete an electronic media release form so that the district can keep a record of students who cannot be photographed.

### **PLAYGROUND SAFETY**

We closely monitor all activities on the school playgrounds. There will be supervision on the playgrounds at all times. Students will be made aware of the importance of safety and behavior both while in the classroom and out of the classroom. Teachers will review the playground rules with their classes. For the reasons of safety, we have disallowed skateboards, rollerblades or scooters to be brought to school. The following guidelines are enforced:

- Students are not permitted on the playground unless a teacher is on duty.
- Fighting, tackling (including football), and rough play are not permitted.
- Flips, unsafe movements, and running are not permitted.
- Hard balls, such as baseballs, are not permitted.
- Students may not throw snow or ice.
- Only basketballs and playground balls may be used on the blacktop. All other balls are to be used in the field.
- Students are not permitted to bring in sports equipment from home to use at recess.
- Electronic devices are not permitted to be used at outdoor recess.

Students are not permitted on the gym floor without proper footwear (gym shoes or shoes with rubber soles).

Additionally, all children must wear safe, appropriate footwear that fastens securely across the back of the heel.

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

### PROMOTION/RETENTION

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

### REGULATIONS REGARDING DISPENSATION OF PRESCRIPTION MEDICATION

It is the student's responsibility to come to the office to receive his/her medication. New authorization forms must be submitted at the beginning of each school year.

1. Students needing medication will be encouraged to receive the medication at home, if possible.
  - A. Each person or persons designated to administer any prescription or non-prescription medication will receive a statement signed by both parent/guardian and physician which includes all of the following information:
    1. The name and address of the student
    2. The school and class in which the student is enrolled
    3. The name of the drug and the dosage to be administered
    4. The times or intervals at which each dosage of the drug is to be administered
    5. The date on which the administration of the drug is to begin
    6. The date on which the administration of the drug is to cease
    7. Any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency, and
    8. Special instructions for administration of the drug, including sterile conditions and storage
  - B. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.
  - C. The medication will be received at school in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping record of the amount of medication at school and for sending more when needed.
  - D. Students who self-administer (carry on their person) asthma inhalers and/or epi-pens must have the medication authorization form completed by their physician and parent stating they may do this.
  - E. Students with diabetes are permitted to attend to self-care and management of his/her diabetes if the student's physician completes the medication authorization form and the parent states, they may do this.

## GENERAL OPERATIONS

1. The person designated by the Board will establish a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.
2. No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.
3. Each medication that is given should be documented on the medication record form for the corresponding student.
4. The person designated to give medication should receive training by the school nurse. The school nurse will periodically monitor and provide instruction pertinent to the medication.
5. The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.
6. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
7. All medication remaining in the building after the last day of school will be discarded.

**\*\*It is the student's responsibility to come to the office and receive his/her medication. New Authorization forms must be submitted at the beginning of each school year.**

## RELEASE OF STUDENT INFORMATION/FERPA INFORMATION

In order to provide students with appropriate instruction and educational services, it is necessary for Reynoldsburg City Schools to maintain extensive educational and personal information. The Family Education Rights and Privacy ACT (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights are fully explained in board policy.

It is Reynoldsburg City Schools' intention to limit the disclosure of information contained in the student's educational record, however, FERPA does permit the release of "directory information" to third parties such as, but not limited to, the media, colleges and universities and local PTO/Booster groups. Directory information, which is defined by the Board of Education and is subject to change, may be disclosed without prior written consent, except when the request is for a profit-making plan or activity or when disclosure is otherwise prohibited by law.

Reynoldsburg City Schools designates the following as a student's directory information:

<i>Name</i>	<i>Date of birth</i>	<i>Extracurricular participation</i>
<i>Address</i>	<i>Dates of attendance</i>	<i>Weight &amp; height, if a member of an athletic team</i>
<i>Telephone number</i>	<i>Date of graduation</i>	<i>Achievement awards or honors earned</i>

Reynoldsburg City Schools wishes to be respectful of parents who do not want their children's directory information released. Parents have the right to submit a written request, preferably within the first two weeks after the student is enrolled in the school year, directing the district not to release directory information regarding their student. The written request and any questions should be directed to Reynoldsburg City Schools ATTN: Communications Department at 7255 E. Main Street, Reynoldsburg, OH. 43068 or 614-501-1020. Occasionally, we have activities in our schools that are covered by the media. **If you do not want your child's name or photograph to be in the newspaper, on radio, or television please submit your request in writing or fill out a Media/Electronic Release Form available in the school's office.**

### **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.

### **RESIDENCY AND CUSTODIAL CHANGES**

All residency and custody changes must be reported to Reynoldsburg City Schools 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.**

### **RESTRAINT AND SECLUSION POLICY (ANNUAL NOTICE REQUIREMENT TO PARENTS/GUARDIANS OF THE DISTRICT'S 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. The positive behavioral interventions and supports (restraint and seclusion) policy can be located at: <http://www.reyn.org/policies.aspx>

### RULES AND REGULATIONS FOR BUS RIDERS

#### BEFORE THE BUS ARRIVES:

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



#### BOARDING THE BUS:

- Wait for the bus to come to a full stop.
- Be polite and take your turn getting on the bus.
- Use the handrails.

#### CONDUCT ON THE BUS:

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

#### LEAVING THE BUS:

- Get off only at your assigned stop and go directly home.

- Do not leave your seat until the bus comes to a full stop.
- Take your turn; do not crowd in front of others.
- Look both ways, and check for turning cars before you cross the street.
- Cross on signal by the bus driver.

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

- Stay seated and remain quiet.
- Do not touch emergency equipment.

### **SAFETY/EMERGENCY DRILLS**

In accordance with *Ohio Revised Codes 3337.73*, each school is required to complete a number of fire safety and tornado drills and rapid dismissals each school year. The purpose of these drills is to instruct students in safety precautions to be taken in case of a fire or tornado alert or warning and in the event of an emergency evacuation.

### **SAFE SCHOOL POLICY**

In an effort to keep our school as safe and secure as possible, **all exterior doors will remain locked at all times**. Only the main front entrance doors are open.

### **SAFER SCHOOLS TIP LINE**

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 LEARNING MODELS (IN-PERSON LEARNING, REMOTE, AND HYBRID LEARNING)**

When alternate learning models are required and/or suggested by education and health agencies, the following learning models may be implemented.



### In-Person Learning Model

All students are in school for face-to-face instruction in the in-person learning model. Schools should create as much space between students and teachers as is possible during the school day, but will not be held strictly to enforce six (6) feet of social distance during instruction in the classrooms.

### Distance/Remote Learning Model

The learning takes place when teachers and students are separated by distance. Online learning is a form of distance learning in which instruction and content are delivered primarily over the internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, or stand-alone educational software programs that do not have a significant internet-based instructional component. Used interchangeably with virtual learning, cyber learning, and e-learning.

### Blended/Hybrid Learning Model

Situations in which a student learns at least in part at a supervised brick-and-mortar location away from home and in part using online delivery with some element of student autonomy over time, place, path, and/or pace. The terms Blended Learning and Hybrid Learning can be used interchangeably.

## **SEARCH AND SEIZURE.**

Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of the school district. Building administrators/designees are permitted to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the School District. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. Building administrators/designees are also permitted to search any unattended bag for safety and identification purposes. The School Resource Officer may serve as a witness for searches. The Search and Seizure policy can be located at: <http://www.reyn.org/policies.aspx>.

## **STUDENT BIRTHDAYS**

We love to celebrate birthdays, however, due to our high number of students who have severe allergies, we are asking families to not bring in perishable items to school for their child's classroom. Stickers, pencils, trinkets, etc. are acceptable, if you wish. Please check with your child's teacher prior to sending in any items.

## **STUDENT SERVICES**

### **Academic Related Services**

Our school has four 9-week grading periods. An academic report will be available digitally on PowerSchool two weeks after the end of the grading period.

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

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

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

### **Gifted Services**

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

### **Health Services**

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

All students in kindergarten, grades, 1, 3, 5, 7, 8, and 11 will have vision and hearing screenings during the school year. Parents will be notified if there is any evidence of vision or hearing problems.

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

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

### **Special Services**

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

### **Other Services**

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

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

Our schools have a multi-tiered support model (MTSS). MTSS is a multi-tiered support model in which data is used to monitor students' response to instruction and behavioral interventions to ensure student success. MTSS is a well-balanced, evidence-based practice that addresses the Ohio learning Standards, PBIS framework, Social and Emotional needs of students.

### **STUDENT HEALTH AND WELLNESS**

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 the 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 office will contact the student's 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.

### **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. 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.

### **SURVEILLANCE 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 buses. 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 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 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.

### **THIRD GRADE READING GUARANTEE**

The Third Grade Reading Guarantee from the Ohio Department of Education came into effect for the 2012-13 school year and continues for the 2023-24 school year. This sets into place guidelines for assessment, intervention and promotion/retention into the next grade level. For the most current information on what this law means for your child, please visit the link below:

<https://education.ohio.gov/Topics/Learning-in-Ohio/Literacy/Third-Grade-Reading-Guarantee>

### **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 City Schools 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.

## TRAFFIC SAFETY

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

Due to the amount of traffic at the schools, we ask that all parents be aware of the proper traffic patterns when dropping off and picking up a child.

## TRANSPORTATION 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 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.

### Distance/Remote Learning Model

The learning takes place when teachers and students are separated by distance. Online learning is a form of distance learning in which instruction and content are delivered primarily over the internet. The term does not include print-based correspondence education, broadcast television or radio, videocassettes, or stand-alone educational software programs that do not have a significant internet-based instructional component. Used interchangeably with virtual learning, cyber learning, and e-learning.

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## VISITORS AND GUESTS

All parents are welcome to visit the school. If a parent wishes to visit a class, they must arrange 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 visitor's 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 City Schools 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 City Schools 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 Schools 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, school volunteers must work under the direction of the school staff and are not responsible for instructing, supervising, grading or disciplining students. The Volunteers policy can be found at: <http://www.reyn.org/policies.aspx>.

### **WITHDRAWING FROM SCHOOL**

Prior to withdrawing from school, the student must pick up an "Intent to Withdraw" form from their guidance counselor or office. This form must be completed, signed by the parent or legal guardian and returned to the guidance counselor or office secretary. Student grades will not be released until the student has returned all school property (including Chromebook, 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.

If you move without withdrawing your child he/she will be marked absent for all days missed. If we do not receive a records request from your child's new school within 2 weeks, your child may be reported to authorities as a missing person.

# STUDENT CONDUCT

## 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.

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.

# STUDENT CONDUCT

o 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,



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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 are available in school clinics or main offices for students.
- 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.

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- 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 the 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.
  - o Students also have the right to receive regular updates about actions taken in response to their report of not feeling safe.

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- 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

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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

# STUDENT CONDUCT

- 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

# STUDENT CONDUCT

## 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.

# STUDENT CONDUCT

- 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 support 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.
  - 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.

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- 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.



# STUDENT CONDUCT

## 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.

### **R01 Academic Misconduct**

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A student shall not plagiarize (i.e. use another's thoughts, words or ideas as one's own), including the submission of AI generated text. 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**

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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, inducing panic or other disorderly conduct that causes or attempts to cause disruption or obstruction to the normal classroom operation.

### **R03 Disruption of School**

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Students shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, false alarm (including fire and bomb threats) or any other conduct, cause, attempt to cause, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school.

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## **R04 Profanity/Abusive Language**

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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 members or students will be treated more severely.

## **R05 Public Display of Affection**

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

## **R06 Dress Code RCS Board Policy**

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### **5511 - SCHOOL DRESS CODE**

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:

# STUDENT CONDUCT

## 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 or paraphernalia associated with gangs (gang symbols, jewelry, emblems) or signs in communication (written or oral)
- 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 pajama pants.
- 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. The student (and if under the age of eighteen (18), the parent of the student) is to notify the school authorities of the religious practice in order to prevent the student from being questioned about the attire.
- o. Shorts, capris, skorts, and dresses cannot be shorter than two (2) inches above

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the knee. No slits in skirts or dresses shall be higher than two (2) inches above the knee.

- p. 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 6TH 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.

Revised 6/18/19

### **R07 Disruption of School/ Disorderly**

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 causes 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.

### **R08 Unauthorized Touching /Hitting / Throwing**

This is the act of physically touching or hitting, throwing objects at, or making physical threats to a student or employee of the school system, or any other person, while on school property or while at a school event. Charges may be filed in the event of an assault. This includes spitting or forcing bodily fluid onto a person. A violation may result in the student being expelled for a period of up to one calendar year.

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## **R09 Failure to Serve**

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

## **R010 Forgery and Falsification**

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A student shall not falsely represent or attempt to falsely represent any information, whether oral or in writing, given to school officials or pertinent to school activities or use the name or identity of another person.

## **R11 Gambling**

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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.

## **R12 Bullying, Harassment, Intimidation and Dating Violence**

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Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student, staff member or volunteer more than once. 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, on a school bus, or 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.

Prohibited activities of any time, including those activities engaged in via computer and/or electronic communication devices, are inconsistent with the educational process and are prohibited at all times.

## **R13 Insubordination/Disrespect**

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Insubordination is defined as defiance of authority or refusal to obey orders. 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, including, but not limited to a teacher, principal, coach, extracurricular activity advisor, staff employees or adult volunteers (e.g., identification of student by name when requested).

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## **R14 Loitering**

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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.

## **R15 Misconduct at a School Event**

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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.

## **R16 Misconduct Driving**

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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.

## **R17 Possession of Unauthorized Devices**

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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

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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.**

## **R18 Tobacco**

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A student shall not smoke, use, possess, sell, attempt to sell, 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.

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## **R19 Theft**

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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.

## **R20 Threatening Behavior**

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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 using force or intimidation to obtain anything (e.g. privileges, property, and money) from another person and/or engaging in conduct designed to urge or incite another to commit any act of violence.

## **R21 Vandalism**

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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.

## **R23 Trespassing/Aiding Trespassing**

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A student shall not enter school property before, during or after school hours without express permission of an appropriate school official. This includes a building, locker room, restricted area of the school building or any part of the school grounds. 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.

## **R24 Tardiness**

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Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

1. Tardiness to School - Any student more than one minute late to school must report to the attendance/school office. If a student arrives late without a pass or



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excuse, the student will be considered tardy and may be referred to the office for additional discipline.

2. Class Tardiness - Students are responsible for arriving promptly to every class. If a student is more than 5 minutes late to class, without a valid excuse, it may be considered an unexcused absence from the class. Students who arrive tardy without a valid excuse may be referred to the office for additional discipline.

3. Hall Passes- Must be assigned digitally from an authorized staff member to be in the hall during class time.

## **R24 Hate Speech**

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A student shall not use derogatory, abusive, or threatening speech, verbal, or written, that expresses prejudice on the basis of race, sexual orientation, religion or protected class 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.

## **R25 Social Media Use**

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Students shall not engage in harassment or intimidation toward another student or staff member, through the use of social media platforms. This encompasses the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

## **R26 Assault / Physical Harm**

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A student shall not knowingly or with reckless disregard cause serious physical harm, or threaten to cause physical harm to any person. The term “physical harm” means any injury, illness, or other physiological impairment, regardless of its gravity or duration.

## **R27 Serious Physical Harm**

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A student shall not cause serious bodily injury to oneself or others. Serious harm means any of the following: any mental illness or condition of such gravity as would normally require hospitalization or prolonged psychiatric treatment; any physical harm that carries a substantial risk of death; any physical harm that involves some permanent incapacity, or that involves some temporary, substantial incapacity; any physical harm that involves some permanent disfigurement or that involves some temporary, serious disfigurement; or any physical harm that involves acute pain of such duration as to result in substantial suffering or that involves any degree of prolonged or intractable pain. O.R.C. 2901.01(5).

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## **R28 Dangerous Weapons**

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- 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.

## **R29 Drugs or Alcohol**

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Student will not knowingly buy, use, supply, possess, sell, conceal, distribute, transmit, or be under the influence of, without limitation, any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana, betel nut, steroid, controlled substance, counterfeit controlled substances, drug paraphernalia, lookalike

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drug, mood-altering chemicals, prescription medications or non-prescription medications which are taken for unauthorized or abusive purposes or in doses above the recommended dosage on the packaging, or intoxicants of any kind as defined by state or federal law, 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 includes having control, use of, or evidence of use and, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school property.

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 buy, use, supply, possess, sell, conceal, distribute, transmit, 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.

## **R30** 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.

## **R31** Hazing/Extortion

No person shall recklessly participate in the hazing of another. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstatement membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. 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.

## **R32** Sexual Misconduct

Students shall not engage in sexual harassment or sexual misconduct of any kind at school-related activities and events, even when such activities occur off school grounds. Sexual harassment and misconduct includes all unwelcome sexual advances,

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requests for sexual favors, and verbal or physical contact of a sexual nature that is sufficiently severe, persistent and pervasive that it creates an intimidating, hostile or offensive educational environment. Such conduct includes, but is not limited to, touching, pinching, grabbing, suggestive comments or jokes.

## **R33 Sexting**

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The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

## **R34 Arson**

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No student, by means of fire or explosion, shall cause or create a risk of physical harm or damage to any school or private 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. Any person who knowingly or willingly aids, abets, or otherwise assists in causing a fire or attempting to cause a fire is considered equally responsible for the offense as if they had committed the offense themselves.

## **R35 Tampering with Emergency Equipment**

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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.

## **R36 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.

## **R37 Horseplay**

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A student shall not be involved in any type of inappropriate or unsafe behavior.

## **R38 CounterfeitSubstances**

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No student shall possess any counterfeit "Substance," as the term is defined under Ohio Revised Code section 2925.01(O):

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(1) Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to that trademark, trade name, or identifying mark;

(2) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;

(3) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;

(4) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

## **R39 Bus Behavior**

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A student shall not violate the bus rules listed under bus behavior protocol.

## **R40 Interference with an Investigation**

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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).

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## 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 copy of the Unsatisfactory Conduct on School Bus Report sent to the parents or guardians by the Transportation Department.
<b>Second Minor Offense</b>	Written warning and copy of the Unsatisfactory Conduct on School Bus Report sent to the parents or guardians and the school by the Transportation Department.
<b>Third Minor Offense</b>	Unsatisfactory Conduct on School Bus Report 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 Unsatisfactory Conduct on School Bus Report 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 Unsatisfactory Conduct on School Bus Report sent to the school by the Transportation Department.
<b>Sixth Minor Offense</b>	May result in a loss of all riding privileges up to 10 days. A copy of the Unsatisfactory Conduct on School Bus Report 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 Unsatisfactory Conduct on School Bus Report 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 Unsatisfactory Conduct on School Bus Report 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 Unsatisfactory Conduct on School Bus Report sent to the school by the Transportation Department.
<b>Third Major Offense</b>	May result in a loss of all riding privileges up to 10 days. A copy of the Unsatisfactory Conduct on School Bus Report 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 Unsatisfactory Conduct on School Bus Report sent to the school by the Transportation Department.

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

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## 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

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parents, restrictions, in school suspension, notify police, assign the student 10 days out of school suspension, with a recommendation for expulsion.

## **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.

## **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.



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## **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

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- 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

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- 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.

## 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.

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## 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.

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## **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.