

Herbert Mills STEAM Elementary

2020-2021 Learner Handbook



Website: http://www.reyn.org/herbertmillselementary_home.aspx

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Welcome Students and Families!

Herbert Mills STEAM Elementary faculty and staff extend a warm welcome to our learners and their families as they become part of the part of our school community. We believe that learners in our educational community will be provided with ample opportunities to explore, learn, grow and be challenged in a safe, nurturing environment.

Strong parent partnerships and open communication are essential for student success. We look forward to working with you this year to develop your child's maximum potential. Also, we encourage your direct and frequent participation in activities at the school to make Herbert Mills STEAM Elementary a better place for everyone. Remember that you can stay connected through our website, classroom web pages, Twitter, and Facebook.

Reynoldsburg City School District maintains a reputation for academic excellence and we look forward to continuing this tradition. We are excited for the year ahead and the opportunity to help all our learners experience academic and personal growth!

The information in this booklet has been compiled to help our learners and their families better understand our school and become an integral part of it. This guide will also assist learners and their families in understanding school policies, procedures, programs and expectations.

If you have any questions, or if I can be of any assistance, don't hesitate to contact me at amcmannis@reyn.org or 614-367-2160.

I am looking forward to a **FANTASTIC** year!

Allison McMannis
Principal



The Reynoldsburg Board of Education

The current members of the Reynoldsburg Board of Education are:

Debbie Dunlap, President
Neal Whitman, Vice-President
Robert Barga
Angela Abram
Jeni Quesenberry

Superintendent
Melvin Brown

Treasurer
Tammira Miller



You may contact the members of the Reynoldsburg Board of Education by calling the Administrative Office of Reynoldsburg City Schools at (614) 501-1020. Written correspondence to the Board of Education members may be mailed to the Administrative Offices at 7244 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. Notice of any change of location and time will appear in the local newspapers.

The Reynoldsburg Compact on Respect

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

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

2020-2021 District Calendar

REYNOLDSBURG CITY SCHOOL DISTRICT 2020-2021 SCHOOL CALENDAR																											
AUGUST							August							JANUARY													
S	M	T	W	T	F	S	17-21	Teacher PD Full Day					S	M	T	W	T	F	S								
						1	24	First Day of School										1	2								
2	3	4	5	6	7	8	September							3	4	5	6	7	8	9							
9	10	11	12	13	14	15	2	Teacher PD Full Day					10	11	12	13	14	15	16								
16	17	18	19	20	21	22	7	Labor Day - No School					17	18	19	20	21	22	23								
23	24	25	26	27	28	29	October							24	25	26	27	28	29	30							
30	31						16	End of Grading Period					31														
SEPTEMBER							November							FEBRUARY													
S	M	T	W	T	F	S	2	Conference Comp Day - No School					S	M	T	W	T	F	S								
		1	2	3	4	5	3	Teacher PD Full Day						1	2	3	4	5	6								
6	7	8	9	10	11	12	25-27	Thanksgiving Break					7	8	9	10	11	12	13								
13	14	15	16	17	18	19	December							14	15	16	17	18	19	20							
20	21	22	23	24	25	26	18	End of Grading Period/Teacher PD Half Day					21	22	23	24	25	26	27								
27	28	29	30				21-31	Winter Break					28														
OCTOBER							January							MARCH													
S	M	T	W	T	F	S	1	Winter Break					S	M	T	W	T	F	S								
				1	2	3	15	Teacher PD Full Day						1	2	3	4	5	6								
4	5	6	7	8	9	10	18	Dr. Martin Luther King, Jr. Day					7	8	9	10	11	12	13								
11	12	13	14	15	16	17	February							14	15	16	17	18	19	20							
18	19	20	21	22	23	24	5	Teacher PD Full Day					21	22	23	24	25	26	27								
25	26	27	28	29	30	31	15	President's Day					28	29	30	31											
NOVEMBER							March							APRIL													
S	M	T	W	T	F	S	5	Teacher PD Full Day					S	M	T	W	T	F	S								
1	2	3	4	5	6	7	8	Teacher PD Full Day									1	2	3								
8	9	10	11	12	13	14	19	End of Grading Period					4	5	6	7	8	9	10								
15	16	17	18	19	20	21	29-31	Spring Break					11	12	13	14	15	16	17								
22	23	24	25	26	27	28	April							18	19	20	21	22	23	24							
29	30						1-2	Spring Break					25	26	27	28	29	30									
DECEMBER							May							MAY													
S	M	T	W	T	F	S	3	Teacher PD Full Day					S	M	T	W	T	F	S								
						1	28	Last Day of School/End of Grading Period											1								
6	7	8	9	10	11	12	31	Memorial Day					2	3	4	5	6	7	8								
13	14	15	16	17	18	19	June							9	10	11	12	13	14	15							
20	21	22	23	24	25	26	1	Teacher PD Full Day					16	17	18	19	20	21	22								
27	28	29	30	31			2	Teacher PD Half Day					23	24	25	26	27	28	29								
KEY														Graduation TBA 7:00pm													
	Teacher PD No School						1 2 3 4 5							June													
	Schools Closed																										
	Conference Days																										
	Grading Period																										
	First/Last Days of School																										
NOTES																											

DRAFT

The School Day

7:55 AM	School building opens – earliest time for student arrival
8:05 AM	School day begins for morning kindergarten and grades 1-4
8:06 AM	Any student arriving at school at this time is considered tardy. <i>Students who are tardy must be brought to the office by the parent/guardian and signed in before going to Morning Roar/class.</i>
10:55 AM	Morning kindergarten dismissal
11:00 AM	3rd grade lunch
11:25 AM	4 th grade lunch
11:45 AM	School day begins for afternoon kindergarten.
12:00 PM	1 st grade lunch
12:15 PM	2 nd grade lunch
2:35 PM	Dismissal of afternoon kindergarten and students in grade 1-4

Children are not to be brought to school before 7:55 a.m. There is no adult supervision of children before that time. Children are not able to wait in the office before school and are not allowed on the playground without parent supervision prior to the start of school.

The afternoon dismissal is at 2:35 p.m. Walking students will be dismissed first and bus students will follow. Parents who provide transportation for their children should arrive by 2:35 p.m. If your student has a change of dismissal plans, please send a note with them to school or be sure to notify the office no later than **2:00 p.m.**

The school office closes at 3:15 p.m. Please make sure all students are picked up on time! If the office closes and we are unable to get in touch with a parent or emergency contact, we will need to call the Reynoldsburg Police Department to get the student. This is something we never want to do, but our staff members have commitments to keep outside of school and need to end their work day on time, and we need to make sure all our students are safe.

**Children are not allowed on the playground
prior to and/or after the school day without parent supervision.**

REYNOLDSBURG CITY SCHOOLS

Empowering leaders who impact the NOW and innovate the FUTURE



ATTENDANCE POLICIES AND PROCEDURES

Attendance

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

Ohio House Bill 410

Ohio law states that attendance is now taken in terms of hours missed, not days absent. Each day of school equals six hours. Each hour of school missed will be calculated and reported as either unexcused or excused time missed from school. According to the law, if your child misses a certain number of hours, they will be considered *Excessively Absent* or *Habitually Truant*. The following describes the definitions and steps taken by the school district regarding school attendance:

Warning Notification

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

Excessively Absent Status

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

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

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

Habitually Truant Status

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

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

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

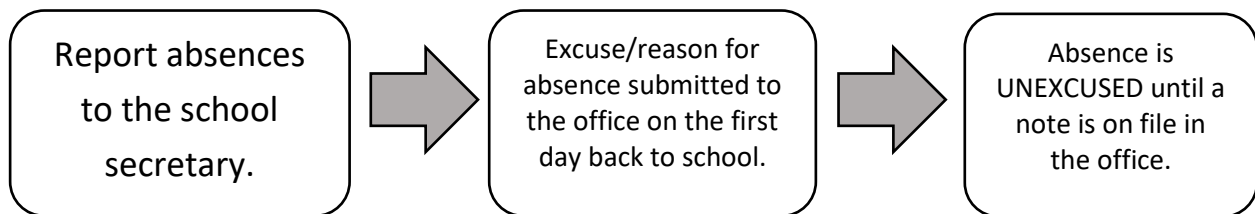
If a student becomes Habitually Truant, the following will occur:

- School will notify the parent/guardian in writing of the student's truancy status.

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

	Consecutive Hours	Hours per school month	Hours per school year
Habitual Truancy <i>(without legitimate excuse)</i>	30 without legitimate excuse	42 without legitimate excuse	72 without legitimate excuse
Excessive Absences <i>(with nonmedical or without legitimate excuse)</i>		38 with or without legitimate excuse	65 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 at 614-367-2160 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 parent/guardian must:**
 - a. Provide a written note or send an email to the school office 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 appointment.
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 constitutes a good and sufficient cause for absence from school.

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

Medical and Nonmedical Excuses

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

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

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

Parent/Guardian Excuses

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

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

Student Illness

If your child has a fever of 100 degrees or above, your child MUST stay home for 24 hours after the fever has subsided without the use of medication to reduce the fever. Having a fever indicates that a child is infectious.

This will enable your child to remain healthier at school as well as the other students in their classroom. In addition, if your child is vomiting or has diarrhea, we encourage your child to remain at home for 24 hours after symptoms have subsided.

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

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

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

Planned Absences

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

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

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

Unexcused Absences

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

School Hours

In the interest of personal safety and for the protection of public and personal property, students may not be in the school building **prior** to 7:55 AM or **after** 2:35 PM unless under the direct supervision of a staff member.

Late Arrivals to School

If a student arrives at school **after** 8:05 AM, the student is late to school and must report to the office for a pass to enter class. All late arrivals, excused and unexcused, are recorded on the student's grade card and will be marked as a partial-day excused or unexcused absence (PDE or PDU), or as a partial-day excused medical

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

Late to Class

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

Early Dismissals

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

Request for Homework

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

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

Make-up Assignments During Out-of-School Suspensions

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

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

Perfect Attendance

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

Family Trips/Vacations

The Board strongly discourages absence from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent. Parents may pick up and fill out a "Notification of Extended Absence" form from the school office.

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.



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.**

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.

Volunteers/Special Visitors

If you are volunteering or visiting the class for a special activity, please show your ID and sign in at the front desk and be sure to sign out when you leave.

Emergency Closing

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

2-Hour Delays

During a 2-hour delay, students in grades 1-4 start at 10:05 a.m. Morning kindergarten will be cancelled. Please note that bus pick-up times will be delayed by two hours in the morning as well. During 2-hour delays, afternoon kindergarten buses will run ½ hr. behind.

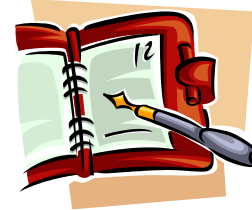


Contacting the School

We understand that there may be times in which the parent must contact the student during the school day. Please call the general telephone number of the school **#614-367-1950** 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 pm as it presents safety concerns.**

Contact Information / Update Residency & Custody

If a family's address and/or telephone number changes, this information **must be reported to the school as soon as possible. Up-to-date information allows for effective communication, especially in times of emergency.**



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

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

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

Release of Information

Ohio law states that certain information concerning staff and students must be released if requested. This information is considered "Directory Information." "Directory Information" includes such things as name, address, and telephone number, date of birth and dates of attendance. If you do not want any information about your child released by the school submit your request in writing to the school principal.

Occasionally we have activities in our school that are covered by the media. **If you do not want your child's name or photograph to be in the newspaper, on radio, or television please submit your request in writing or fill out a Media/Electronic Release Form available at the school office.**

Withdrawal Policy

When you know that you are moving out of the Reynoldsburg City Schools area you need to contact the school office and complete a withdrawal form. If you are moving within our school district and wish to remain at Herbert Mills STEAM Elementary for the remainder of the school year you will need to get approval from the school administrator, update your new address and turn in necessary paperwork with the Central Registration Office.

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.

Grading

Mastery of the state academic content standards is measured over the course of the year. Learners are also expected to demonstrate excellence in our Habits of Mind. Student achievement will be determined by examining a collection of student evidence to verify what one knows and is able to do at a given point in time. 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 on academic goals.

Food Services

Students may bring a packed lunch or purchase a hot lunch from the school cafeteria. **Full school lunches cost \$2.25 each day. Extra milk costs \$.50.** This school year we will be charging for breakfast for any child who wishes to participate in our breakfast meal. **Breakfast will cost \$1.00 each day or \$0.30 if eligible for reduced lunch prices.** We encourage parents to use our online meal account system called PayForIt.net or the new smartphone mobile app to put money on a student account. The link to access the online payment system can be found at www.reyn.org

Our cafeteria payment system is fully automated, requiring students to type or scan their 6-digit student identification numbers to access their accounts. Please help your children by reviewing their numbers with them and keeping an adequate balance on the accounts.

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

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

Children from families whose income is at or below specified levels are eligible for free meals or meals at a reduced price of \$0.40. You can now apply for free and reduced school meals online! The process is quick, easy and free. The link to apply online can be found on our www.Reyn.org website. Should you need a paper application form, please contact the school office.

Please send all lunch money to school in a baggie or sealed envelope with the student's name written on the outside.

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

Lunchroom Expectations:

1. Come in quietly and find a seat (packing) or line up to purchase lunch.
2. Once seated, please remain seated.
3. Raise hand if you need something (extra condiment, napkin, restroom, etc.)
4. No sharing or trading food at your table. If you have something that you do not want, or that you did not use that is unopened (milk, chips, silverware packets, etc.) Raise your hand and you can place it at the Share Station.
5. Students who may want seconds of something, can raise hand and ask to do so.
6. Restroom breaks during lunch are emergency use only.
7. Talk quietly (inside voices)☺ . Demonstrate RESPONSIBILITY.

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.

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 2020-2021 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 Herbert Mills STEAM Elementary visit the link below:

<http://education.ohio.gov/GD/Templates/Pages/ODE/ODEDetail.aspx?page=3&TopicRelationID=5&ContentID=129423&Content=131642>

Academic-Related Services

Our school has four nine-week grading periods. An academic report will be sent home within 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.

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

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

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

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

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

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

Our school has 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, and Social and Emotional needs of students.

Other Services

A lost and found is currently located outside our cafeteria area. If your student is missing an item, please look for it there. Unclaimed items are donated to charity at the end of the school year. We encourage parents to label items that your child brings to school.

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

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

Playground Safety

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

- Students are not permitted on the playground unless a teacher is on duty.
- Fighting, tackling (including football), and rough play are not permitted.
- Flips, unsafe movements, and running are not permitted on the equipment.
- Hard balls, such as baseballs, are not permitted.
- Students may not throw snow or ice.
- 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 at Herbert Mills STEAM Elementary must wear safe, appropriate footwear that fastens securely across the back of the heel.

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

Electronic Games & Cell Phones

The school telephone is our primary business telephone. Students should only use the phone in emergencies. Students are not permitted to call home for homework, books, lunch, lunch money, or gym shoes. Students are not permitted to use cell phones 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. Herbert Mills STEAM Elementary is not responsible for lost, damaged, or stolen items.

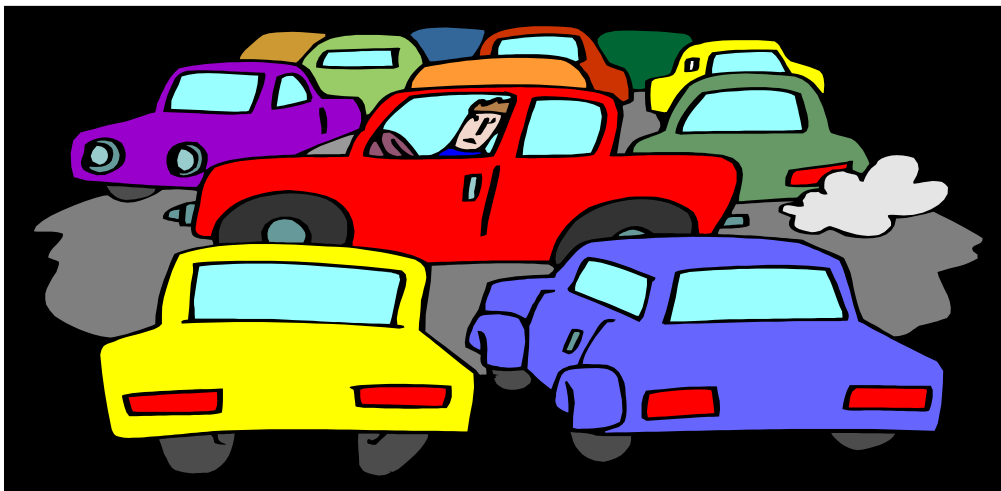
Traffic Safety

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

Due to the amount of traffic at the school we ask that all parents be aware of the proper traffic patterns when dropping off a child. **RCSD buses ONLY will enter the west parking lot.**

All daycare vans and all other students being picked up by vehicle should enter the loop located to the east of the front entrance of Herbert Mills STEAM Elementary, and pull forward as directed by staff. Display the name of the children you are picking up in the passenger window on the orange card provided by the school. If you need additional car pick up signs, please contact the school office. If you do not wish to wait in line for your child to be loaded into your car, you will need to park in the main parking lot and walk up to the doors to get your child. **You MUST have an orange card whether you are picking up your child in the car line or from the walker area.** The only exception to this is if you are signing them out from the office. We do not allow children to walk into the parking lot without a parent due to safety concerns.

Unless you are picking your child up early from school, please **do not** park your vehicle in the visitor parking spaces during dismissal time. This will help prevent congestion and help keep children safe during dismissal time. Your understanding is deeply appreciated.



Health Services

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

All students in kindergarten, grades 1, 3, 5, 7, 9 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.

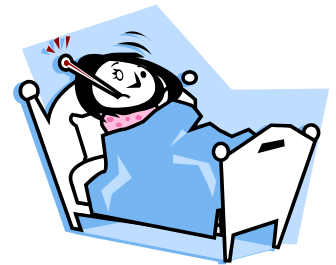
All infectious diseases must be reported to the school secretary in a timely manner. It is then the school's responsibility to report this information to the Board of Health.

If it is essential that a student receive medication at school, the parent must deliver the medication to the school office in the original container. This container must be properly labeled with date, student's name, name of medication, strength, dosage of medication and physician's name. If the medication is a prescription, both the child's physician and the parent must submit written requests on the designated form for the medication to be given at school. If the medication is non-prescription, the parent must complete and submit the designated form for the medication to be administered. The appropriate forms can be picked up in the school office or online.

Please dress your child according to the weather, including coat, hat, and gloves when it is cold outside. We also suggest that a spare set of clothing be kept in your child's bookbag in the event they get soiled at school.

Does your child have a fever?

If your child has a 100 degree or higher temperature, please keep them home until they are fever-free for twenty-four (24) hours before returning them to school. Your child will have an excused absence for the first 24 hours following these symptoms

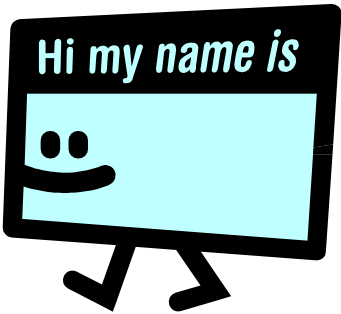


Abuse/Neglect

School professionals are required by law to report suspected instances of abuse or neglect. Generally, suspicious physical injuries or conditions are brought to the administrator's attention by staff persons observing them. The principal is required to conduct a preliminary investigation which could involve contact with the child's parent or guardian. In instances where reasonable explanations cannot be provided or obtained, the administrator, in fulfilling his/her legal responsibility, will report the situation to the county children's services board in the county in which the child resides. Parent/guardians/providers are also encouraged to send notes or to call the teacher in the event that something unusual occurs within the home to create injury or situation which will most probably lead the school to follow the steps outlined above.

Visitors

We ask that all visitors sign-in each time they enter the school. The first time you enter as a visitor you will need to present your driver's license or government issued id and be ran through RAPTOR. Parents are NOT permitted to walk students to classrooms during arrival. If you wish to visit your child's class, we ask that you arrange the visit 24 hours in advance. Student visitors are not permitted during school hours.



Volunteers

Volunteers in our school provide an invaluable service to our students and staff members. We have many school activities that rely upon the services provided by volunteers. We appreciate the role of volunteer in our school and encourage you to contact the PTO or your child's teacher if you are available to help in any way. Certain volunteer opportunities require the adult to complete a criminal background check and fingerprinting prior to beginning work. Please contact go to the district's website at www.reyn.org to fill out the volunteer application (available online only). The application gives information about where and when

you can be fingerprinted. A background check through the district is done at no cost to you.

Parent Teacher Organization

Our school has a Parent/Teacher Organization. Every Herbert Mills STEAM Elementary family is invited to be a member of this wonderful group! For information regarding the many activities our PTO have planned this school year, please visit the school website at www.reyn.org. You can also follow the Herbert Mills STEAM Elementary PTO Facebook and Twitter pages for up to date information. If you have questions or would like to volunteer you can email your request to herbert.mills.pto@gmail.com. PTO meetings are held in the school cafeteria on the second Monday of most months during the school year at 6:30 p.m.

Fire, Tornado, & Safety Drills

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

If there is a tornado warning and staff & students need to be sent to "secure locations", no admission to the building will be granted nor will any students be released until the warning has been lifted. This procedure would also include any other emergency where our building, students and staff need to be secured.

Planning for Emergencies

Reynoldsburg City School system has gone to a single comprehensive Emergency Operations Plan (EOP) that is in conformance with the State of Ohio "model schools Safety Plan". In cooperation with the Reynoldsburg Police Department, Reynoldsburg Schools modified this plan to fit each individual school. Further, the school system has assigned a "safety liaison" within each elementary school to assist with staff training and schools drills, and to keep the EOP up-to-date.

The elementary schools now have a security specialist assigned to them. This individual, a retired police lieutenant from a local department, works with the safety liaison and the school principal to ensure efficient communication with the district's Central Office and to serve as a link to the Reynoldsburg P.D. He regularly patrols the six elementary schools on a random basis and keeps a watchful eye out for any potential trouble.

The traditional reaction to an active threat within a school has been to go into “Lockdown”. This procedure of getting under desks, turning out lights and locking the classroom door has proven ineffective in deterring an armed subject who has made entrance into the building. It is still being used in drills, but with a very different philosophy—classroom doors are being secured much more effectively, desks, chairs and bookshelves are being used as barricades; and, students are being taught to procure items to throw at an intruder should he actually manage to get into the room.

The first option that is being taught to students and teachers when faced with an armed intruder is to get out of the building if it can be safely accomplished, and to disappear into surrounding neighborhoods. This wasn’t practiced at all a couple of years ago but is now believed to be the first viable response to save lives. Teachers are given the authority to make this call themselves if they feel it is warranted, and if they know they are far enough away from an intruder to make it work.

In addition to the new mindset regarding our approach to drills, the Reynoldsburg Schools have a restricted access policy at each elementary school. Doors are locked during school hours and visitors have to be “buzzed in” by the school secretary. Each visitor needs to have their ID scanned and sign in through our Raptor visitor management system.

Our school administrators and teachers are trying everything they can to keep your child safe during the upcoming school year.

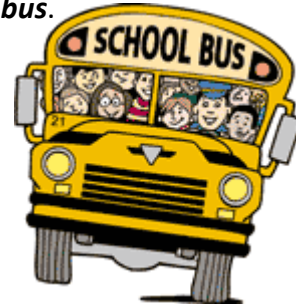
Rules and Regulations for Bus Riders

BEFORE THE BUS ARRIVES:

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

BOARDING THE BUS:

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



CONDUCT ON THE BUS:

1. Follow the directions of the driver, including seat assignment, if given.
2. Walk to your seat and remain there. Do not stand or move around while the bus is moving. No one is permitted to save a seat for another.
3. Sit three to a seat, if necessary, and be careful not to block aisles.
4. Do not talk to the bus driver unless it is an emergency.
(Drivers need to keep their minds on driving and their eyes on the road).
5. Talk quietly so that the driver can hear traffic sounds.
6. Keep arms, feet, book bags, and school books out of the aisles.
7. Do not open or close windows, except when requested by the driver.
8. Keep hands and head inside the bus. Do not stick anything out of the windows or throw anything out of the bus.
9. Loud, profane language and yelling are not permitted.
10. Eating is not permitted on the bus.
11. Drugs and use is prohibited on the bus.
12. Smoking, vaping or other forms of tobacco use is not permitted on the bus. Do not light matches or lighters on the bus.
13. Do not deface or litter the bus; use waste baskets.
14. Do not tamper with the safety device or any other equipment.
15. 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.
16. Cell phone use is prohibited while boarding, exiting or riding the bus.

LEAVING THE BUS:

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

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

1. Stays seated and remain quiet.
2. Do not touch emergency equipment.
3. Depend on the driver's training to take care of the situation.

4. Be ready to follow the instructions of the driver or police officer.

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

Learner Code of Conduct Expectations

*The District's policy and Administrative Guidelines on Positive Behavioral Interventions and Supports (Restraint and Seclusion) are on the District's website. They can be located at:
<http://www.reyn.org/Policies.aspx>*

Teachers will monitor student behavior through our Positive Behavior Support Systems. The goal is to focus on the positive to reinforce desired behaviors. Students can earn accolades and/or rewards for demonstrating our expectations.

SECURITY CAMERAS

Video surveillance may be in use in any area of the school facility where privacy is not expected.

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, work directly with children on a one-to-one basis 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. 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. School Volunteers are further required to abide by all Board policies and District guidelines while on duty as a volunteer.

HAZING AND BULLYING (HARASSMENT, INTIMIDATION AND DATING VIOLENCE)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- A. extortion, damage or stealing of money and/or possessions;
- B. exclusion from the peer group or spreading rumors;
- C. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web- based/online sites (also known as "cyber bullying"
- D. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

DISTRICT EMPLOYEE RESPONSIBILITIES AND INTERVENTION STRATEGIES

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

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

COMPLAINTS

A. Formal Complaints

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

B. Informal Complaints

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

C. Anonymous Complaints

Students, parents or guardians and school personnel who make informal complaints as set forth above may request that their name be maintained in confidence by the District employee who receives the

complaint. The anonymous complaint should be reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing and/or bullying.

INTERVENTION STRATEGIES

A. Teachers and Other School Staff

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

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

B. Administrator Responsibilities

C. Investigation

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

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

D. Nondisciplinary Interventions

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

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

E. Disciplinary Interventions

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

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

REPORT TO THE PARENT OR GUARDIAN OF THE PERPETRATOR

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

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

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

COMPLAINT OPTIONS

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



Student Code of Conduct & Student Bill of Rights

Reynoldsburg City Schools

Student Code of Conduct 2020-21

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Student Bill of Rights

PREAMBLE

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

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

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

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

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

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

Student rights are human rights.



Every student has a right to:

1. FREE PUBLIC EDUCATION

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



2. SPEAK, ADVOCATE, ORGANIZE AND PARTICIPATE

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

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



3. HEALTH, NUTRITION, AND PERSONAL CARE

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

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

4. FAIR CONSEQUENCES

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



5. SAFE, SECURE, AND SUPPORTIVE SCHOOL ENVIRONMENT

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

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



hallways, and cafeterias.

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

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

INTRODUCTION

PURPOSE

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



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

RIGHTS AND RESPONSIBILITIES

Student Rights

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

Student Responsibilities

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

Parent/Guardian Rights

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

Parent/Guardian Responsibilities

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

School Staff Rights

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





School Staff Responsibilities

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

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

Superintendent or Designee Responsibilities

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

Requirements and Guidelines

GENERAL REQUIREMENTS

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

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

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

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

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

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

SUSPENSION GUIDELINES

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

Skill-Building In-School Suspension

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

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

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

Out-of-School Suspension

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

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

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

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

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

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

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

POLICE NOTIFICATION GUIDELINES

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

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

Emergency

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

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

Criminal Acts

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

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

Sexual Misconduct

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

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

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

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

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

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

Clear Violations of Criminal Law

*Consider factors above prior to notifying RPD

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

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

Possible Violations of Criminal Law

**Consider factors above prior to notifying RPD

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



DISCIPLINE POLICY

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

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

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

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

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

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

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

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

CODE OF CONDUCT VIOLATIONS

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

LEVEL 1

R01 Academic Misconduct

A student shall not plagiarize (i.e. use another's thoughts, words or ideas as one's own). A student shall not provide work for another student's use or use unauthorized materials or devices. Academic Misconduct may result in no credit for an assignment as well as other consequences. No student shall act dishonestly or unfairly in order to gain an advantage on any academic assignment and/or assessment.

R02 Disruption of Class

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

R03 Profanity/Abusive Language

A student shall not use profane, vulgar, abusive, obscene, or other words which under the circumstances are offensive by reasonable standards of the school District community or which disrupt normal school activities. Abuse of language directed at staff member or student will be treated more severely.

R04 Public Display of Affection

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

R05 Dress Code - RCS Board Policy

In order to promote school safety and provide a healthy and respectful educational environment, all students in grades kindergarten through twelve shall adhere to this dress code policy. The objective of this dress code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, to facilitate learning. The District expects students to maintain the type of appearance that is not disruptive to the educational process of the schools. The final determination of a student's adherence to the dress code will be made by the school administration.

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

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

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

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

DRESS CODE, GRADES K-12

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



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

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

DRESS CODE VIOLATIONS

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

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

GRADES 5TH THROUGH 12TH ONLY

SCHOOL IDENTIFICATION

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

LEVEL 2

R06 Disruption of School/Persistent Disorderly/Repeated Violations

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

R07 Failure to Serve

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

R08 Forgery and Falsification

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

R09 Gambling

A student shall not play a game for money or other considerations. Gambling includes, but is not limited to casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

R10 Bullying, Harassment, Intimidation and Dating Violence

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

R11 Insubordination/Disrespect

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

R12 Interference with an Investigation

A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, serving as a "look-out" for a person(s) violating rules, destroying evidence or information, attempting to prevent the discipline or apprehension of another person, retaliating against any person, either directly or indirectly for filing a complaint or participating in the evaluation, or sharing information about ongoing or current investigations (to include via social media, text message or other electronic mediums).

R13 Loitering

A student shall not loiter in restrooms, hallways, or on school grounds during, or after the school day or during school activities. Students are not to be in any area of the building or ground without permission.

R14 Misconduct at a School Sponsored Event

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

R15 Misconduct while Driving and Parking on Campus

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

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

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

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

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

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

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

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

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

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

R17 Tobacco

A student shall not smoke, use, possess or distribute tobacco or tobacco products on school grounds or at school-sponsored activities. A tobacco product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco or snuff. A cigarette includes clove cigarettes and hand-rolled cigarettes. Tobacco-related products, such as electronic cigarettes, vapor pens, electronic cigarette liquid (whether it contains nicotine or not), any electronic cigarette component, matches and lighters, are also prohibited.

R18 Theft

A student shall not take, receive, nor attempt to take or receive into his or her possession property of the school District or property of another student, teacher, visitor, or employee of the school District without privilege to do so. The school will make a reasonable effort to recover or obtain restitution, but is not held responsible for stolen items.

R19 Threatening Behavior

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

R20 Vandalism

A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property or private, personal property including, but not limited to buildings, grounds, equipment, materials, computers or other technology. In accordance

with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

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

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

R22 Hate Speech

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

R23 Social Media Use

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

LEVEL 3

R24 Assault/Bodily Injury

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

R25 Serious Bodily Injury

A student shall not cause serious bodily injury to oneself or others. Serious bodily injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty” (18 U.S.C. Section 1365(h)).

R26 Dangerous Weapons

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

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

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

R27 Drugs

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

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

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

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

R28 Fighting

A student shall not strike, push or fight with another person. This includes mutual participation in an incident involving physical violence, regardless of who initiated the incident. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant, and may receive consequences as a result of their actions.

R29 Hazing/Extortion

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

R30 Sexual Misconduct

A range of sexual contact that includes pinching, grabbing, suggestive comments or jokes, welcome or unwelcome sexual advances, requests for sexual favors or other physical or verbal communication of a sexual nature that is sufficiently severe, persistent and pervasive that it creates an intimidating, hostile or offensive educational environment.

R31 Arson

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

R32 Alcohol

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

R33 False Alarms/Bomb Threats/Tampering with Emergency Equipment

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

R34 Gang Related Behavior

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

Bus Behavior Protocol

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

MINOR

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

MAJOR

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

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

Acknowledgement of Receipt of the Student Code of Conduct

Reynoldsburg City Schools

Student Code of Conduct

Student Agreement

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

Student Signature

Date

REYNOLDSBURG CITY SCHOOLS

Empowering leaders who impact the NOW and innovate the FUTURE



Parent/Guardian Agreement

Dear Parent or Guardian:

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

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

Parent/Guardian Signature

Date

REYNOLDSBURG CITY SCHOOLS

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