

REYNOLDSBURG CITY SCHOOLS
WAGGONER ROAD MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

340 SOUTH WAGGONER ROAD
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2013/2014

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**Reynoldsburg City Schools
Waggoner Road Middle School
2013-2014**

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Dear Families of Waggoner Road Middle School,

Welcome to a great year at WRMS! The faculty and staff are excited about the year ahead and look forward to making it successful by working together with you. All of us believe that educating our students is top priority and we believe that our partnership with our families is key to this success.

Our goal is to help every child reach his/her maximum potential and to ensure that he/she makes at least one year's growth each year. We encourage you to communicate openly with us and get involved in your child's educational experience. By participating in school conferences, school activities, checking for homework, and making sure your child reads each night, you are communicating with them the importance you place on their education. The middle school years are a time of transition. We realize that as students are entering the middle school level, they are growing and changing a great deal, as will the expectations for behavior and responsibility. We want our students to leave WRMS ready for the junior high level not only academically, but with the independence and behavior required at that level. We encourage you to help your child get the most from their time at Waggoner Road Middle School because the benefits will be reaped for years ahead.

This handbook has been prepared to provide important information regarding school procedures. School rules and procedures have been established to make our school a safe, positive, and healthy environment for your children to grow academically, socially, and emotionally.

Please review the information in this handbook with your student. If there are any questions or concerns regarding your child's progress, please feel free to contact me at (614) 501-5600. Your call is always welcome.

Working together,

Pam Bertke

Mission Statement

We believe each child has the right and responsibility to learn in a safe, nurturing, and positive environment. We believe that education is a partnership among students, parents, community, and staff. Our purpose is to enable each child to make a positive contribution to our society and the world. Our mission is to:

Foster an attitude of mutual respect;

Promote acceptance of individual and cultural differences;

Increase student achievements;

Strive for continuous learning among all partners;

Provide opportunities for students and staff to become technologically literate;

Develop effective communication.

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AS A WAGGONER ROAD WOLF LEARNER, I WILL:

- Give my best
- Respect myself and others
- Make good choices
- Take responsibility for my learning and actions

Arrival and Dismissal

Arrival and Dismissal can be hectic times of the day. It is important that we maintain order to assure student safety.

Please arrive on time. Doors open at 9:05 (Please do not arrive at school before 8:55).

- **School begins promptly at 9:15 A.M.**
- Have materials at school and ready for use.
- Upon arrival, go directly to your homeroom.
- **Students are to be in their seats and ready to begin the day when the Tardy Bell Rings at 9:15 A.M.**
- **School ends at 3:45 P.M.**
- After school dismissal will be in stages: Bus students will be dismissed first to give buses time to load and move out. Car riders will be dismissed next. Walkers and latchkey students will be dismissed last. Staff members will be on duty to assist all students as they enter and exit the building.

School Absences

Absences

If a child is absent from school, a parent/guardian is required to call the school before 10:15 a.m.

The phone number to report this absence is # 501-5600.

The attendance line is available 24-hours. Please include your child's name, date of absence, teacher's name and reason for absence. **Following any absence, the student must present a written excuse following his/her absence, signed by the parent/guardian in order for the day(s) to be counted excused.** The note is to include the exact days and reason for the absence. If no note is brought in the absence is considered unexcused.

Any days missed due to disciplinary action will be considered unexcused absences.

All students who are absent for **5 consecutive days** must turn in an excuse signed by a physician. The physician's excuse must be on the physician's letterhead.

Student Illnesses

If your child has a fever of 100 degrees or above, we strongly recommend that your child 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, we encourage your child to remain at home for 24 hours after symptoms have subsided.

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

Reynoldsburg City Schools follow the Ohio Department of Health guidelines for all communicable diseases. For control measures you can contact the ODH at 1-614-466-0273. Thank you for your assistance with keeping our children healthy.

Board of Education Policy: JED, in agreement with Senate Bill 181, states the reasons for which students may be excused (but are not limited to):

1. Personal Illness (five (5) or more days absence requires a doctor's excuse)
2. Illness or death in family
3. Quarantine of your home
4. Observance of religious holidays
5. Medical, dental or legal appointments not able to be scheduled at another time
6. An emergency in which the superintendent believes there is good reason for the child to be excused from school

Family Trips/Vacations (These days are unexcused absences.)

Policy JED states that the Board does not believe that students should be excused from school for non-emergency trips out of the District. The responsibility for such absence resides with the parent(s), and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Take Your Child to Work Day

The absence is considered an excused absence only if a written excuse is submitted from the parent/guardian. It is an unexcused absence if no note is received. **Either way it is considered an absence.** It is assumed that routine classroom instruction continues during this day. Take Your Child to Work day is not promoted or encouraged by the school.

Any absence from school will count against perfect attendance.

Truancy

The Board desires to reduce truancy through cooperation with parents, diligence in investigating the cause of absence and use of strict guidelines in regard to tardiness and unexcused absence. Therefore, the Board adopted the policy below specifically to deal with students who are “habitual truants” and “chronic truants”.

A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.

A “chronic truant” is any child of compulsory school age who is absent without legitimate excuse of seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

Tardiness

All doctors, dentists, counseling sessions, court appearances or other scheduled appointments will be considered an excused tardy if appropriate documentation is submitted to the principal. Any tardy not listed above will be considered unexcused.

If a child arrives late to school, he/she must report to the office with parent/guardian before going to the classroom.

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

Half Day Absences

If a W.R.M.S. student arrives at or after 11:45 a.m., it will be counted as a ½ day absence.

If a W.R.M.S student leaves school at or prior to 1:15 a.m., it will be counted as a ½ day absence.

Early Dismissal

If your child must leave school early, we request that a note be given to the teacher on or before the day that the student is to be dismissed. When picking up the child, the parent must report to the office.

Please do not call ahead for your child to be waiting in the office prior to your arrival. We will call the student down once you have arrived and sign your student out. This preferred procedure prevents premature disruption of classroom instruction.

RELEASE OF INFORMATION

It is Ohio law that certain information concerning staff and students must be released if requested. This information is considered Directory Information. Directory Information includes such items 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 to the school principal.

Field Trips & Assemblies

Each year our students are given the opportunity to participate in a variety of field trips and assemblies. At all special events, students are expected to use their best behavior. At assemblies, students will sit in areas designated by school staff. Inappropriate talking, noises, or remarks will not be tolerated. Assemblies and field trips are privileges. Students who do not demonstrate appropriate behavior may be excluded from field trips and assemblies.

Staggered Start

Waggoner Road Middle School will begin the 2013-2014 school year with a staggered start as we have done in previous years to help ensure a smooth transition to the new school year, and for some students, a new school.

Students with last names beginning A-L will attend school on the 19th for their first day and return on the 21st.

Students with last names beginning M-Z will attend school on the 20th and follow the calendar from that day forward.

Academics

Our school has four nine-week grading periods. An interim report will be sent home half way through the grading period and a standards based report card will be sent home after the end of the grading period.

Waggoner Road Middle school 9-Week Grading Schedule 2013-2014

	<i>1st</i> 9-weeks	<i>2nd</i> 9-weeks	<i>3rd</i> 9-weeks	<i>4th</i> 9-weeks
<i>Dates</i>	<i>Aug. 19 – Oct. 19</i>	<i>Oct. 21 – Jan. 10</i>	<i>Jan. 13 – March 21</i>	<i>March 31 – May 29</i>
<i>Number of Days in Grading Period</i>	44	45	47	42

Periodic assessments of student progress will be made throughout the school year. You will be receiving information from your child’s classroom teacher about any 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 a conference.

Parent/Teacher Conferences Days:
October 30th and November 7th
February 13th and February 19th
4:00-8:00

Parents may request to view their child’s school records. Requests should be submitted to the school 24 hours in advance of the visitation. This request should be done in writing and given to the building Principal. Parents will need to provide proper identification prior to viewing student records.

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

Health Services

Our schools have 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 an updated medical information form for your child be on file at all times. This form contains the necessary contact information to be used in case of emergency.

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

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

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

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

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

Cough drops may be brought to school for students to receive on an as-needed basis. A note from the parent must accompany the cough drops for the student to begin taking the drops at school. The classroom teacher will keep the cough drops in his/her room for the child's use.

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 (1-614-501-5600) of the school and the office personnel will relay the message to the student. Teachers cannot receive phone calls during instructional time unless it is an emergency. It is important that we limit as many disruptions to the classroom as possible.

Requesting Homework for Student Absences

1. **Parents must give the teacher at least ½ day notice if homework is requested.** *Please call the school office to make arrangements.*
2. Teachers will decide which work will be completed during the absence and which will be completed upon return.
3. Assignments completed during the absence are due upon the child's return to school.
4. Make-up assignments given after the absence will be due no later than the number of school days missed.
5. Parents are encouraged to help with directions and give examples, but all work must be done independently.

IMPORTANT PHONE NUMBERS

Waggoner Road Middle School	501-5600
ABSENCE CALL IN:	501-5600 (<i>available 24-hours</i>)
Waggoner Road Fax	501-5622
Reynoldsburg City Schools Administrative Center	501-1020
Reynoldsburg City Schools Bus Garage	501-1041
Reynoldsburg Municipal Building	322-6800
Reynoldsburg Recreation Department	322-6806
Reynoldsburg Police Department	866-6375 or 911
Reynoldsburg Fire Department	866-6323 or 911
Poison Control	228-1323
Mount Carmel East Emergency Room	234-6030
Tutor Scheduling	501-1020

Visitors

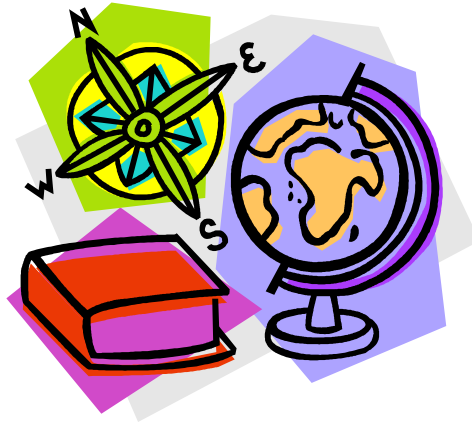
Parents are welcome to visit their child's classroom or to have lunch with their child. We ask that all parents sign-in each time they enter the school. You will be given a badge to wear at that time so that the students will recognize that you are not a stranger in the building.

Visits to observe the classroom need to be arranged with the teacher prior to the scheduled day of visit.

Please allow at least 24 hour notice.

Any visitor waiting to pick up their child for dismissal must remain outside the office or under the outside canopy. **We need to keep the hallways and lobby clear!** No pets are allowed on school property unless approved in advance.

Student visitors are not permitted during school hours.



Additional Services Available at Our School

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

A **Lost and Found** is located in our building. Please contact the office staff if your student is missing an item. We encourage parents to label all items that your child brings to school. The lost and found is located in the school lobby. If items are not claimed, they will be donated to a charitable organization at the end of each semester.

The **School Library** is available to all students. Students are encouraged to utilize the school library and to take books home to read. The Library permits the students to borrow up to 2 books and 1 magazine at one time for a period of 2 weeks. Students are responsible for returning the borrowed items in the same condition as when borrowed. If a book or magazine is damaged or lost, the student will be fined. Any student with unpaid fines at the end of the school year will not qualify to attend end of the year incentives or reward days.

School Insurance Forms are available at the beginning of school year. If you decide to purchase the insurance, please pick up the form and make payment as indicated on the insurance application.

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

Use of School Telephone – Due to the importance of keeping our phone lines as open as much as possible, we do not make our phones available for public use. If an emergency exists; the student will be allowed to use the phone with the special permission of teacher and/or office personnel.

Forgotten Items – If your child has forgotten an item that will be needed during the school day, you can bring that item to the school office and the school personnel will deliver the item to the child. This will help to avoid any disruptions to classroom activities.

Electronic Devices as Toys – Cell phones, Palm Pilots, tablets (Ibads), MP3 players and Ipods being used as toys will not be permitted. If these items are brought to school and create a disruption to the learning process, they will be confiscated and a parent will be required to pick them up at the end of the school day.

2013 - 2014

RULES AND REGULATIONS FOR ALL BUS RIDERS

This includes riders to/from school and field trips

BEFORE THE BUS ARRIVES:

Leave home on time each day.

Walk facing traffic if there are no sidewalks.

Arrive at your regular pick-up spot five minutes before the bus.

Wait off the roadway, not in the street.

Stay off lawns, and avoid horseplay, scuffling, and fighting.

BOARDING THE BUS:

Wait for the bus to come to a full stop.

Be polite and take your turn getting on the bus.

Use the handrail.

CONDUCT ON THE BUS:

Follow the directions of the driver, including seat assignment, if given.

Walk to your seat and remain there. Do not stand or move around while the bus is moving. No one is permitted to save a seat for another.

Sit three to a seat, if necessary, and be careful not to block aisles.

Do not talk to the bus driver unless it is an emergency.

(Drivers need to keep their minds on driving and their eyes on the road).

Talk quietly so that the driver can hear traffic sounds.

Keep arms, feet, book bags, and school books out of the aisles.

Do not open or close windows, except when requested by the driver.

Keep hands and head inside the bus.

Do not stick anything out of the windows or throw anything out of the bus.

Loud, profane language and yelling are not permitted.

Eating is not permitted on the bus.

Smoking is not permitted on the bus. Do not light matches or lighters on the bus.

Do not deface or litter the bus; use waste baskets.

Do not tamper with the safety device or any other equipment.

Band instruments and other items that can be carried by the student without taking up room of another student on a crowded bus, or blocking the center aisle, may be carried on the bus. When there is a difference in the point of view of the student, band director, and driver, the principal of the school shall make the determination.

LEAVING THE BUS:

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

Do not leave your seat until the bus comes to a full stop.

Take your turn; do not crowd in front of others.

Use the handrails and watch your step.

Look both ways, and check for turning cars before you cross the street.

Cross on signal by the bus driver.

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

Stay seated and remain quiet.

Do not touch emergency equipment.

Depend on the driver's training to take care of the situation.

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

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

Transportation Department

7932 E. Main Street

#501-1041

Mike Rosenberger, Supervisor

NO CHILD MAY RIDE THE BUS UNLESS ALL PAPERWORK HAS BEEN FILED WITH THE TRANS. DEPT.

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.

The fire lane in front of the school is a **No Parking Zone**. This is a designated lane for emergency vehicles and is also used for the loading and unloading of school buses.

Due to the amount of automobile and bus traffic at the school, we ask that all parents be aware of the proper traffic patterns when dropping off a child. It is against the law to make U-Turns in the parking lot. This is a major safety hazard. It is important that our busses are not blocked by cars in the school parking lot.

If you are driving your child to and from school, please observe the parking and fire lane restrictions. Always park your vehicle in a designated PARKING SPACE ONLY and enter building for drop off and/or pick up of your child. Please be courteous to other drivers and walkers.

Please drive carefully through all areas of the parking lot.

Children are not always watching for you. Please watch for them!



DRESS CODE

REYNOLDSBURG SCHOOLS

DRESS CODE POLICY

STUDENT RAIDERWEAR DRESS CODE POLICY

In order to promote school safety and provide a healthy and respectful educational environment, all students assigned to and attending Reynoldsburg High School, Baldwin Road Junior High, Waggoner Road Junior High and Hannah Ashton Middle School shall adhere to this dress code policy. (This policy will apply to Waggoner Road Middle School students beginning with the 2013-2014 school year.) The objective of this dress code is to provide an appropriate, safe and respectful educational environment while allowing students to dress comfortably, within limits, to facilitate learning. The District expects students to maintain the type of appearance that is not distracting to students, teachers or the educational process of the schools. The final determination of a student's adherence to the dress code will be made by the school principal. Parents/guardians share equal responsibility with their child for the student's adherence to the dress code policy. Based on input received from principals, staff, students and parents, the required dress code shall consist of the following clothing:

SCHOOL IDENTIFICATION

School-issued IDs must be in the possession of each student while on school property or at school-sponsored events. Principals may require IDs to be exposed on a lanyard/clip.

BOTTOMS

Shorts, capris, skirts, and skorts must meet all the requirements below:

1. Color: Any solid color, without decal or print.
2. Style: Must be worn at the waist and cannot sag, have holes or tears. The waist is defined as the hip bone to the bottom of the rib cage.
3. Fabric: Any fabric with the exception of: blue jeans, translucent material, leather, pleather, stretch knits (Spandex), sweats, velour or wind pants material.
4. Length:
 - a. Shorts, skirts, or skorts cannot be shorter than two (2) inches above the knee and cannot drag on floor.
 - b. No slits in skirts shall be higher than two (2) inches above the knee.

TOPS

Must meet all the requirements below:

1. Style: Polos, Button-down Shirts, Mock-necks, or Turtlenecks.
 - a. Must have sleeves.
 - b. Polos and Button-down shirts must have either a button-down or turned-down style collar.
 - c. No words/graphic designs/logos on tops except logos located on the upper left chest portion of top.
2. Fabric: Any fabric with the exception of: translucent material, leather, or pleather material.
3. Buttons: No more than top two (2) buttons unbuttoned and no more than two (2) inches below the collar bone exposed.

1 of 3

File: JFCAA

TOP OUTER LAYERS

May only be worn over a dress code compliant Top and must meet all the requirements below:

1. Style: Must be one of the following styles:
 - a. Sweaters/Sweatshirts: v-neck, scoop-neck, or crew-neck.
 - b. Vest/Cardigan.
 - c. Suit jacket/Fleece zip jacket/Letter jacket.
 - d. No words/graphic designs/logos, except logos located on the upper left chest portion of top. Exception to this requirement: Letter jacket.

RAIDER SPIRIT

Must meet all the requirements below:

1. Designated Days by Principal – Raider Spirit may be revoked by Principal.
2. Bottoms: Students must wear dress code Pants, Shorts, Capris, Skirt, or Skorts, as listed above.
3. Tops: Students may wear T-shirts or sweatshirts (No Hoodies) for Raider Spirit as long as the T-shirt/sweatshirt meets the following criteria:
 - a. Shirt design must include the Reynoldsburg High School mascot, school logo, school name or anything associated with a school team, club or other program that is supported by Reynoldsburg schools.
 - b. Purple and/or Gold T-shirts without words or images shall be considered appropriate Raider Spirit.
4. Theme Days: Principals may designate special Theme Days, such as College Team Spirit Day or Homecoming Spirit Week.

ATHLETICS/CLUBS

Athletes or club members may wear their uniform (top only) on competition days as long as the top meets the intentions of this dress code policy. Coaches and club advisers shall be responsible for obtaining principal's approval for uniform tops to be worn during school.

THE FOLLOWING IS PROHIBITED:

1. Leggings/jeggings/sweats/yoga pants/bottoms
 2. Hoodies
 3. Exposed undergarments (except t-shirt).
 4. Head gear (caps, hats, sweatbands, bandanas, or scarves, etc.) inside any school building.
 5. Tattered or torn clothing.
 6. Sunglasses.
 7. Heavy metal chains.
 8. Slippers/house shoes.
- 2 of 3

EXCEPTIONS TO THE AFOREMENTIONED DRESS CODE REQUIREMENTS SHALL BE:

1. Students shall be permitted to wear religiously significant clothing which is part of their religious practice. Approval must be by the Principal, in advance.
2. Other exceptions may be allowed only upon the prior approval of the Principal.

DRESS CODE VIOLATIONS

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

1. The student's parents/guardians will be requested to pick up a student or bring alternative clothing for the student to wear.
2. Class time missed due to a violation of this policy will be marked as in-school suspension.
3. Repeated violations will result in other disciplinary action pursuant to the Student Code of Conduct, which may include, but not be limited to; detention, suspension, and/or expulsion.
4. The Principal will make the final decision, at the building level, if a student's attire is inappropriate or does not meet the requirements of this policy.

[Adoption date: July 17, 2012]

LEGAL REFS.: U.S. Const.

Amend. I ORC

3313.20;

3313.665

CROSS REFS.: JFC, Student Conduct (ZeroTolerance) JFCEA, Gangs Student Handbooks

Consequences for Dress Code Violations

1. Students will be given the Reynoldsburg City Schools Board of Education Adopted Dress Code Policy in the Student Parent Handbook.
2. Students will be given a verbal warning and a letter to go home to be signed by a parent acknowledging that the Dress code has been violated.
3. Students will be assigned detentions for the second through fourth dress code violations. Parents will be sent a letter to be signed after each violation.
4. Students will be assigned a 1/2 day in-school suspension for every subsequent dress code violation after the first four violations. During the in-school suspension, students will be required to copy the Dress Code policy. Parents will be contacted by phone at this point.
5. The in-school suspension will count against the student's eligibility to participate in the quarterly reward trip.
6. Any further Dress Code violations will result in being assigned a Wednesday School. Parents will be requested to attend the last 15 minutes of the Wednesday School to make a plan for correcting the problem.

Volunteers

Volunteers in our school provide an invaluable service to our students and staff members. We have many school activities that rely upon the services provided by volunteers. We appreciate the role of volunteers in our schools and encourage you to contact the building principal or your child's teacher if you are available to help in any way. **Adults who volunteer in the school and work directly with children on a one-to-one basis will need to have a criminal background check before they can begin their work.** The school administration will be able to facilitate a criminal background check if it is needed.

Our school has a Parent/Teacher Organization. The PTO is very active in working to bring special activities such as classroom parties, school newsletters, scholarship program, fundraiser programs and volunteer aide program for our students. The PTO will be sending enrollment information home with your child.

Thanks for all you do!

2013 - 2014 Student Code of Conduct Reynoldsburg City Schools

STUDENT CODE OF CONDUCT (Board Policy JFC)

The Reynoldsburg City Board of Education adopted the following policy on January 21, 2003:

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board does not tolerate violent, disruptive or inappropriate behavior by its students.

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 is subject to approved student discipline regulations. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code are punishable. The rules also apply to any form of student misconduct directed at a district Official or employee, regardless of where the misconduct occurs.

If a student violates this policy or the student code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

Matters which might lead to a reduction of the expulsion period include: the student's mental and/or physical characteristics or conditions: the age of the student and its relevance to the punishment: the prior disciplinary history of the student and/or the intent of the perpetrator.

The student code of conduct is made available to students and parents and is posted in a central location within each building.

2013 - 2014 Reynoldsburg City Schools' Code of Conduct Implementation Procedures (for Student/Parent Handbook)

INTRODUCTION

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

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

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

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

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

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

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

Students who fail to report, or report on time, or fail to serve the full duration of lesser consequences, may have additional assignments of those consequences or additional disciplinary consequences assigned by the

administration. Repeated violations of school rules and regulations are a violation of the Student Code of Conduct. Consequences will vary depending on the severity and number of previous disciplinary actions and may include removal, suspension, and/or expulsion.

CODE OF CONDUCT VIOLATIONS

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

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

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

1. **Alcohol/Drugs** – A student will not knowingly use, possess, sell, conceal, distribute or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, steroid, controlled substance, drug paraphernalia, look-alike drug, alcoholic beverage, or intoxicant of any kind while on school grounds during, before, or after school hours, off the school grounds at a school activity, function or event, or on school buses or rented carriers.

A student suspected of violating this rule, or the school medication policy, shall be referred to a school administrator. (High School and Junior High)

Suspected use: 1st offense—parent notification and referral to an appropriate outside agency.

Possession or having control, use of, or evidence of use: 1st offense—notify parents, notify police, assign student 10 day out of school suspension, with the administrative option to reduce the suspension if the student and parent agree to attend the Saturday Family Workshop and/or have chemical abuse assessment done by a certified drug and alcohol counselor and follow their recommendations(s).

2. **Assault** – A student shall not knowingly or with reckless disregard cause physical injury, or threaten to cause physical injury, to any person.

1st offense—10 days OSS and possible 80 day expulsion

3. **Cheating** – A student shall not plagiarize (i.e., use another’s thoughts, words or ideas as one’s own). A student shall not provide work for another student’s use or use unauthorized materials or devices. Cheating may result in no credit for an assignment as well as other disciplinary consequences.

4. **Dangerous Weapon other than a Firearm or Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. Dangerous weapons include, but are not limited to laser pointers, knives, metal knuckles, pocket chains, martial arts devices, or other dangerous instruments which could be mistakenly identified as dangerous instruments.

5. **Disrespect** – A student shall not demonstrate disrespect through action, attitude, or word to any school staff member, guest or other students.
6. **Disruption of School** – A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the school. Such behavior includes violence, force, coercion, threat, noise, passive resistance, or other disorderly conduct (e.g., setting fires; firing explosives) that causes or attempts to cause disruption or obstruction to the normal school operation.
7. **Dress Code** – A student must wear appropriate clothing and footwear at all times that is in accordance with the established dress code and Board Policy. Student clothing and appearance must be appropriate for the educational climate and should not create a safety hazard or distraction to the educational process. No primping during class time.
8. **Explosive, Incendiary or Poison Gas** – A student shall not use, possess, sell or distribute any destructive device, which would include a bomb, a grenade, a rocket having a propellant charge, a missile having an explosive or incendiary charge or a similar device. This includes any weapon that will, or that may be readily converted to; expel a projectile by the action of an explosive or other propellant.
9. **Extortion** – A student shall not use force or intimidation to obtain anything (e.g., privileges, property, money) from another person. This would include begging, borrowing and panhandling.
10. **False Alarms/Bomb Threats** – A student shall not make any threat (verbal, written or electronic) to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
11. **Fighting** – A student shall not strike, push or fight with another person. This includes mutual participation in an incident involving physical violence, regardless of who initiated the incident. An individual whose deliberate behavior directly leads to a fight between other parties shall be considered a participant, and may receive consequences as a result of their actions.

Students, who fight, in all probability, will receive a 10 day out of school suspension with a recommendation for expulsion. Likewise, students who fight may be arrested, handcuffed, and taken to jail with disorderly conduct or assault charges being filed against them.

12. **Firearm** – A student shall not use, handle, transmit, transport, sell, conceal, distribute or possess any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm or firearm silencer; or any machine gun. This includes, but is not limited to, zip guns, starter guns and flare guns.

1st offense: recommendation of up to 1 year expulsion/notification of police
13. **Firearm Look-a-Likes** – A student shall not use, possess, sell or distribute any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance. This includes, but is not limited to, toy guns, cap guns, bb guns and pellet guns that are indistinguishable from a firearm.
14. **Forgery, Falsification and Lying** – A student shall not falsely represent or attempt to falsely represent any information given to school officials or pertinent to school activities or use the name or identity of another person.
15. **Gambling** – A student shall not play a game for money or other considerations. Gambling includes, but is not limited to, casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

16. **Hazing**-- Hazing is prohibited. Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. (See Hazing policy)
17. **Inappropriate Materials** – A student shall not possess, bring, transmit, conceal, sell, or offer to sell material which is considered by reasonable standards of the school community to be offensive, obscene, sexually explicit, gang-related, violent and/or pornographic.
18. **Insubordination** – A student shall comply with any reasonable instruction(s) of school staff/employees during any period of time when he or she is under the authority of such school personnel (e.g., identification of student by name when requested).
19. **Interference with an Investigation** – A student shall not interfere with school personnel during an investigation or apprehension. This includes failing to tell the truth, serving as a “look-out” for a person(s) violating rules, or attempting to prevent the apprehension of another person.
20. **Internet/Computer Abuse** – The internet and school computers and computer equipment will be used for educational purposes only. A student will not submit, publish, print or display any defamatory, threatening, sexually explicit, racially offensive or illegal material, nor shall a student encourage the use of controlled substances. A student shall not transmit material, information, or software in violation of any local, state, or federal law. A student will obey the electronic network/internet user contract. Parents and students will be required to sign a contract prior to student internet access.
21. **Loitering** – A student shall not loiter in restrooms, hallways, or on school grounds during, or after the school day or during school activities. Students are not to be in any area of the building or ground without permission.
22. **Persistent and Expanded Behavior/Repeat Violations/Failure to Serve Consequences** – A student shall not persist in inappropriate behavior or escalate to a point of danger to self or others. Students who continually break school rules will face greater consequences. A student shall not fail to report, report on time or serve the full duration of consequences.
23. **Possession of Unauthorized Devices** – A student shall not bring or possess unauthorized devices that interfere with the educational process and/or safety of the school community. Unauthorized devices include, but are not limited to, pagers, cell phones, beepers, radios, CD players, MP3 and tape players, expensive jewelry, electronic games, toys, water guns, and laser pointers. The administration reserves the right to hold any unauthorized device, and release the item only to the student’s parent or guardian. A student bringing an unauthorized device does so at his/her own risk. The school will not investigate lost or stolen unauthorized devices.
24. **Profanity/Abusive Language** – A student shall not use profane, vulgar, abusive, obscene, or other words, which under the circumstances, are offensive by reasonable standards of the school district community or which disrupt normal school activities.
25. **Public Display of Affection/Sexual Misconduct** – A student is prohibited from demonstrating physical actions which are considered by reasonable standards of the school district community to be inappropriate for the school environment. This includes, but is not limited to, kissing and hugging, pinching, grabbing, suggestive comments or jokes, welcome or unwelcome sexual advances, requests for sexual favors or other physical or verbal communication of a sexual nature that creates an intimidating, hostile or offensive educational environment.

26. **Serious Bodily Injury** – A student shall not cause serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty” (18 U.S.C. Section 1365(3) (h)).
27. **Theft** – A student shall not take, receive, nor attempt to take or receive into his or her possession property of the school district or property of another student, teacher, visitor, or employee of the school district without privilege to do so. The school will make a reasonable effort to recover or obtain restitution, but is not held responsible for stolen items.
28. **Threatening Behavior (including Bullying, Harassment, Intimidation and Gang-related Behavior)** – A student shall not engage in any behavior which threatens or degrades another person by written, verbal, or nonverbal means. Threatening behavior consists of any words or deeds that intimidate, harass or cause fear concerning a person’s physical well-being or is intended to degrade or disgrace the person toward whom the behavior is directed. (See Non-Discrimination Policy)

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

29. **Trespassing** – A student shall not enter school property before, during or after school hours without express permission of an appropriate school official.
30. **Truancy/Nonattendance** – Truancy includes, but is not limited to, leaving school without permission, being absent from school without a parent’s knowledge, being absent from class without permission, obtaining a pass to a specified place and failing to report there, coming to school, but not attending classes or parents unable to get their student to school. In-school truancy occurs when a student is somewhere other than where a staff member directs or where the schedule designates. Out-of-school truancy occurs when a student leaves the designated building area or does not attend school without parental consent for the absence. Nonattendance applies to students who are 18 and over.

Consequences for truancy may include but are not limited to, in-school suspension and after school detentions. Repeated offenses may result in an OSS, a recommendation for expulsion, and/or referral to Juvenile Court.

31. **Tobacco** – A student shall not smoke, use, possess or distribute tobacco or tobacco products on school grounds or at school-sponsored activities. A tobacco product is any product that is made from tobacco, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco or snuff. A cigarette includes clove cigarettes and hand-rolled cigarettes. Tobacco-related products, such as matches and lighters, are also prohibited.

1st offense—Out of school suspension or attendance in HABIT (Healthy Alternatives for Being Independent of Tobacco).

32. **Vandalism** – A student shall not knowingly or with reckless disregard cause or attempt to cause damage to or deface school property or private, personal property including but not limited to buildings, grounds, equipment, materials, or computers or other technology. Students are not permitted to draw or write on the clothing or bodies of themselves or others. In accordance with state law, parent(s) may be liable for payment for the cost to repair or replace any such property damage caused by the acts of their children.

DISCIPLINARY CONSEQUENCES/DEFINITIONS

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

1. Verbal Reprimand
2. Restriction of Privileges
3. Alternative Education Placements: The suspension of the student's normal instructional activities by the Superintendent or school principal due to discipline reasons. Placements include the following:
 - The student attends school but is assigned a special placement that allows him/her to do school work but does not specifically address the behavior that resulted in the discipline.
 - The student attends a special class, program, or building that specifically addresses the behavior(s) that resulted in discipline. This may occur within or outside the district. Some alternative education placements outside the district are governed by the Code of Conduct of the referring school and the policy of the Reynoldsburg City Schools.
4. Removal from Activity
5. Parent Contact
6. Restitution
7. Emergency Removal from School or School Activity: If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises, the Superintendent or a principal or assistant principal may remove a student from curricular activities or from the school premises, and a teacher may remove a student from curricular activities under the teacher's supervision, without the notice and hearing requirements for out-of-school suspension.
8. Out-of-School Suspension: The denial of attendance at school and the suspension of the student's normal instructional activities by the Superintendent or school principal due to discipline reasons. Suspension from school shall not exceed 10 days for each occurrence. During the suspension, students are not permitted on school grounds or at school functions throughout the district without permission from the Principal or designee.

The student's work will be granted 50% of the grade received. [For HS and JH only]

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

9. Recommendation to Superintendent for Expulsion: The involuntary removal of a student from school by the Superintendent. The Superintendent may expel a student from school for a period of 80 school days or

up to one (1) calendar year, depending on the severity of the infraction. The student may not take part in any school activity or on school property without permission of the Principal or designee. Within one week prior to returning to school, the student and parent must schedule a reenrollment conference with his/her grade level administrator.

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

10. Community Service

11. Parent Shadowing

12. Notification of Civil Authorities

13. Court Citation

Other alternative comparable, acceptable and fair consequences (e.g., withholding grades and transcripts for a student who owes money for materials used in a course of study, or damage to school property)

HARASSMENT, INTIMIDATION, AND BULLYING

Introduction

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

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

Students must report acts of harassment, intimidation, or bullying to teachers, district employees, and/or school administrators;

B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;

C. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;

D School administrators shall investigate and document any written or oral reports;

E. School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, or bullying and the parents or guardians of students against whom such acts were committed and to allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

1. Definition of Harassment, Intimidation, or Bullying

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

Reynoldsburg City School District, Reynoldsburg, Ohio

A. Causes mental or physical harm to the other student; and

B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

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

2. Conduct Constituting Harassment, Intimidation or Bullying

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

A. Physical violence and/or attacks.

B. Taunts, name-calling, and put-downs.

C. Threats and intimidation (through words and/or gestures).

D. Extortion or stealing of money and/or possessions.

E. Exclusion from the peer group or spreading rumors.

F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyber bullying"), such as the following:

a. Posting slurs on Web sites where students congregate on Web logs (personal online journals or diaries);

- b. Sending abusive or threatening instant messages;
- c. Using camera phones to take embarrassing photographs of students and posting them online;
- d. Using Web sites to circulate gossip and rumors to other students; and
- e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

3. Complaint Process

A. Formal Complaints

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

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

B. Informal Complaints

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

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

4. Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district’s legal obligation to the complainant, alleged harasser, and

witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

5. Investigation

A. The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board's interest in a prompt and fair investigation.

B. The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.

C. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

6. Post-Investigation Procedures

A. Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.

B. A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.

C. If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

7. Retaliation is Prohibited

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

8. Remedial Actions

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

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

9. Non-Disciplinary Interventions

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

10. Disciplinary Interventions

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

11. Strategies for Protecting Victims

- A. Supervise and discipline offending students fairly and consistently;
- B. Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- B. Maintain contact with parents and guardians of all involved parties;
- C. Provide counseling for the victim if assessed that it is needed;
- D. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- E. Check with the victim to ensure that there has been no further incidents of harassment/intimidation/bullying or retaliation from the offender or other parties

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other district

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

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

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

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

PBS Common Area Lesson Plan – Outdoor Recess

Goal: At WRMS, students will be safe and kind in their play during outdoor recess. We will strive to decrease office referrals during outdoor recess.

Objective: Students will learn how to choose recess activities, play safely and cooperatively.

Introduction: Mr. Parm will teach classes “how to” play each activity.

Discussion, Demonstration, & Practice:

1. Teacher will make a list on the board of all WRMS recess activities: soccer, 4 square, parallel bars, jump rope, basketball, climbing equipment, monkey bars, swings, tetherball, and balance beam
2. Ask student what their activity choice would be and why. (ex. Soccer – because I play on a traveling soccer team)
3. Teacher will then continue the discussion and ask the class:
 - a. What is it like to have someone else join your activity if they have never played it?
 - b. How do you treat someone who has never played your activity?
 - c. How can you help students feel comfortable?
4. It is important that students play safely at recess. What does recess safety look like? At soccer? At tetherball? At the swings? Etc.
5. Role Play – explain to the students that you will be taking them outside to role play a recess situation. When they get dismissed to go outside students will choose the most comfortable activity first. Then when the teacher blows the whistle, the student will choose another recess activity that they feel least comfortable playing. Students will have time to play in their most comfortable activity and least comfortable activity. Then the teacher will blow the whistle to gather the class and have a final discussion on how it felt to play in both areas.

Evaluation: PBS team will review S.W.I.S. data and teachers will need to continue a discussion with students on recess conditions on a weekly basis.

PBS Common Area Lesson Plan – Inside Recess

Goal: At WRMS, students will be safe at outdoor recess.

Objective: Students will learn how to stop, look and listen when attention is needed during inside recess.

Introduction: Tell students that teachers have noticed a lack of attention, from students, when it is needed. Have students brainstorm what behaviors show someone is paying attention. Post list of ideas. ask students what problem is created when people don't pay attention. Tell students the focus of the lesson is going to be about the importance of paying attention at indoor recess.

Discussion, Demonstration, & Practice:

1. Assign each group of students to create a listening game (ex. Simon Says, Telephone). As they create the game, they need to focus on what behavior is needed to make the game successful.
2. Students will share their game with another group.
3. In large group, come together and discuss/share what worked and didn't work.
4. After discussion, relate back to the success of listening in the game and inside recess.

Evaluation:

1. Observation Journal – students will observe attention behaviors.
2. Role Play – situations when students have been paying attention/not paying attention.

PBS Common Area Lesson Plan – Cafeteria

Goal: At WRMS, students will display positive behavior in the cafeteria setting.

Objective: Students will learn how to quickly obtain lunch, eat lunch in a timely manner, and leave the cafeteria clean and ready for the next group.

Introduction: For sixth graders, explain there is a new procedure in the cafeteria that they will be learning. For fifth graders, just explain you are going to go to the cafeteria so they understand how the procedures work in there.

Discussion, Demonstration, & Practice:

1. Go to cafeteria to practice procedure.
2. Come into cafeteria and line up on colored path at the back.
3. Sit down when told by an adult.
4. Teacher on duty will dismiss quiet tables individually to get into lunch line.
5. After 15 minutes, the first table will be released by the teacher to recess. at this time, the table captain (person sitting on star is the table captain) will bring the trash can to the table and everyone will throw trash away before heading out to recess.

Evaluation: Teacher and student observations. Discuss with your class how lunch procedure is going) pros and cons).

Behavior Expectations of Waggoner Road Middle School

Common Area	Respect Ourselves	Respect Others	Respect Property	Respect Learning
<u>Classroom</u>	<ul style="list-style-type: none"> • Be on task • Give your best effort 	<ul style="list-style-type: none"> • Respect authority • Hands and feet to yourself • Use quiet voices • Be kind to others 	<ul style="list-style-type: none"> • Recycle • Clean up after yourself • Use only what you need • Take care of your belongings 	<ul style="list-style-type: none"> • Have materials ready
Hallways	<ul style="list-style-type: none"> • Walk single file on the right 	<ul style="list-style-type: none"> • Hands and feet to yourself 	<ul style="list-style-type: none"> • Keep hallways clean and clear • Keep a safe, one square distance from the wall 	<ul style="list-style-type: none"> • No talking
Cafeteria	<ul style="list-style-type: none"> • Eat and touch your own food 	<ul style="list-style-type: none"> • Use soft voices • Practice good table manners (chew with your mouth closed, use your utensils, say please and thank you) • Hands and feet to yourself 	<ul style="list-style-type: none"> • Pick up your trash • Clean up around your table and floor • Stay in your seat, get up only with permission • All food and drink stays in cafeteria 	<ul style="list-style-type: none"> • Use soft voices • Eat lunch so you will be ready to learn in the afternoon
Outside Recess	<ul style="list-style-type: none"> • Play safe • Follow playground rules 	<ul style="list-style-type: none"> • Include others • Take turns • Follow playground rules • Listen and respond to directions 	<ul style="list-style-type: none"> • Pick up litter • No food, drink, candy or gum on playground • Use equipment properly 	<ul style="list-style-type: none"> • Stay within recess boundary lines • Stop, look and listen when whistle blows
Inside Recess	<ul style="list-style-type: none"> • Sit properly in assigned area • Wait quietly for instructions 	<ul style="list-style-type: none"> • Listen and respond to directions • Use kind words and actions • Hands, feet and objects to self 	<ul style="list-style-type: none"> • No food, drink, candy, or gum in gym • Return equipment to designated area when directed 	<ul style="list-style-type: none"> • Follow directions • Stop, look and listen when whistle blows
Bus	<ul style="list-style-type: none"> • Keep bus doorway clear • Walk to your bus and board in an orderly manner 	<ul style="list-style-type: none"> • Wait in line patiently • Use kind words and actions • Keep hands and feet to yourself 	<ul style="list-style-type: none"> • Sit in your assigned seat facing forward • No eating or drinking 	<ul style="list-style-type: none"> • Follow directions

**Waggoner Road Middle School
Wednesday School Assignment
2013-2014**

Dear Parent,

One of the biggest issues facing our young people in school today is safety and security. In order to maintain a safe, orderly environment for learning to take place, we have developed a continuum of positive behavior supports and consequences for problem behaviors. When students choose not to comply with classroom and school rules, they are subject to a continuum of consequences ranging from staff redirection, points off good behavior plans, detentions, assignment to the DMR (Discipline Management Room), and on up through out-of-school suspension and expulsion.

We have added Wednesday School to our list of behavior management options. Our rationale is that students do not miss any additional class time, but instead, they miss their free time. Parents would be given a minimum of 24 hours notice in order to make transportation arrangements.

When a child is assigned Wednesday School they are to stay after school and report to the Discipline Management Room. Students should be seated and ready to work by 3:25 p.m. Students will not be permitted to serve their time if they are not on time. If a student fails to attend, is tardy, fails to bring work, or is disruptive and uncooperative during the Wednesday School session, they will be removed and issued an out-of-school, 3 day suspension. Wednesday School ends promptly at 5:00 p.m. Parents are responsible for all transportation. Please be prompt for pick up, and please come into the building for a short meeting to discuss a behavior change plan for your child.

Students are to bring work to do and a book to read. They will not be permitted to sleep, listen to or play with any electronic games or devices. This is not a tutoring session or social event; this is a disciplinary consequence and will be treated as such.

Playground Safety

It is necessary that 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 the importance of safety and behavior both while in the classroom and out of the classroom. Teachers will review the playground rules with their classes. **For the reasons of safety, we do not allow skateboards, rollerblades, Shoes with wheels, or scooters to be brought or worn to school. No jumping from swings.**

The purpose of the following rules is to establish consistent guidelines so that all children may enjoy a safe supervised play area!

Bicycles

Fifth and Sixth grade students may ride bicycles to and from school. Bicycle riders are required to abide by the laws as those governing cars and other vehicles (Safety Helmets Preferred). Any misuse to a bicycle will result in the revocation of the bicycle riding privilege. All bicycles must be walked on school property. They are to be parked and locked in the racks provided. No roller skates, scooters or skateboards of any kind are permitted. Discipline policies are designed to

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

Fire Drills and Tornado Drills

Fire

In case of fire or other emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. There will be an evacuation plan posted in each room. Each teacher will instruct students regarding specific procedures.

Tornado

Everyone will go to his/her assigned area. When asked to assume the "tornado position," students will do the following:

1. Sit on the floor
2. Remove glasses
3. Place hands behind head
4. Put Head Down

During these drills or in a real emergency, parents will not be permitted to pick up students until an "all clear" has been given or the drill is complete.

WAGGONER ROAD INTRUDER CRISIS PLAN “LOCKDOWN PROCEDURES”

The following is a safety procedure that will be instituted if, in an unfortunate event, we need to quickly secure the building and our students due to a potentially dangerous situation. Procedures will go as follows:

- I. Office staff or administrator will come on the PA and alert the building by informing staff and students that we are going into lockdown.
 - A. Upon notification of the alert, all students are to remain in the classroom until an “all clear” is declared via the office.
 - B. Teachers are to key lock their classroom door and close it.
 - C. Teachers should immediately check attendance to account for all students.
 - D. Any student who is missing (in restroom etc.) should immediately be reported to the office via the PA system.
 - a. In the event that a student is outside of a classroom when the alert is sounded, please follow these steps:
 - i. The student should immediately go to the closest classroom available and report to the teacher.
 - ii. The teacher will immediately notify the office via the PA system that an additional student is with them. The teacher will give the office the name and room that the student should have been in when the alert was sounded.
 - iii. The office will then notify the teacher that the “missing” student has been accounted for and safe.

* Keep students away from the door.

* Teachers whose classrooms are near a restroom will need to be especially aware if students are in the hallways when the alert is sounded to assist and safeguard our students.

* In the event that we are at lunch please do the following:

-All of the students that are outside are to line up in the mulch area and await instruction.

-Students who are eating lunch are to remain seated at their tables and get completely quiet to await instruction.

-Staff is to lock all access doors and maintain order. Use walkie talkies to maintain contact with the office.

* Some intruders pull fire alarms to get kids outside. Do not respond to fire alarm during lockdown procedures.

Students will be aware of and practice the “Lockdown” as they do Fire and Tornado Drills. Knowledge of appropriate action is a strong tool. Knowing we have a plan will give your child comfort and create a feeling of confidence in situations that may arise.

Address and Telephone Changes

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

Reynoldsburg City Schools Website www.reyn.org



Central Office

**7244 E. Main St.
Reynoldsburg, Ohio 43068
Phone: (614) 501-1020
Fax: (614) 501-1050**

Emergency Closing

During the winter months, it may be necessary to close school for a day. Such announcements will be made within one hour prior to the school day. If the school is closed due to inclement weather, it will be open the next day unless other announcements are made.

The following television and radio stations receive notification if there is an emergency

Closing of Reynoldsburg Schools:

WBNS-TV	WCMH-TV	WSYX-TV
WTTE-TV (Fox)	ONN-TV	WOSU-TV
WMNI-radio-92.0	WBZX-radio-99.7	WEGE-radio-103.9
WOSU-radio-820	WOSU-radio-89.7	WTVN-radio-610
WNCI-radio-97.9	WCOL-radio-97.9	THE FOX-radio-105.7
WBNS-radio-1460	WBNS-radio-97.1	WSNY-radio-94.7

or call the Reynoldsburg Administrative Center #501-1020 for closing information

It may also be necessary to close school while in session.

If this should occur, you must have an alternate plan for your child's early dismissal. Make sure your child is aware of this plan. **PLEASE FILL OUT THE FORM THE TEACHERS SEND HOME WITH YOUR STUDENT FOR SUCH A DISMISSAL.**

Food Services

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

Full school lunches cost \$1.85

Extra milk cost 50¢

Menus will be published monthly. Copies of the school lunch menu will be sent home with the students and will also be posted on the school website. If you wish for your child to purchase a school lunch ticket (includes 5 lunches), please make the checks payable to Waggoner Road Middle School for \$9.25.

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

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

Lunch Schedules (including recess) are as follows:

5th Grade 12:00-1:30

6th Grade 12:15-2:00

Special Services of Our Schools

Enrichment Services – Reynoldsburg City Schools identify 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, guidance counselor is available to our school to provide supportive help to teachers, students, and parents.

Each of our schools has a **Response to Intervention Team (RTI)**. The purpose of the Intervention Assistance Team (IAT) is to accept referrals made by parents or school personnel who have concerns about a student's academic performance, emotional, social or behavioral problems. The team consists of a group of teachers, counselors, administrators, parents and other appropriate school personnel.

Reynoldsburg City Schools

Computer and Technology Acceptable Use Policy

Staff, Volunteers and Students

AUP Sections

- 1 – Acceptable Use
- 2 – Privileges
- 3 – Internet and Information Access
- 4 – Procedures & Caveats
- 5 – Netiquette
- 6 – Guarantee of Service
- 7 – Security
- 8 – Vandalism
- 9 – Copyright & Intellectual Property
- 10 – Personal Technology Devices

Reynoldsburg City School District offers a variety of technology tools and networked computer access to all students and staff. Many personally owned technology devices are being used to support and enhance the educational process too. These resources and devices, whether district owned or personally owned, are used to provide students and staff support for the teaching and learning process. With this access comes a responsibility on the part of the user to insure proper usage of these resources. The district views technology as an integral part of the educational process to help increase productivity, achievement, organization, and learning opportunities. In order to maintain adequate resources each user must be mindful about maintaining the hardware and software associated with the district. Due to the rapid change in technology, a user's access and/or this Policy are subject to change at any time. Each technology user (student and staff) will be held responsible for the following guidelines:

1. Acceptable Use:

Technology must be used to support education and research and be consistent with the objectives of Reynoldsburg City School District. The computer network also supports the administrative and professional functions of the staff as well as efficiencies associated with electronic communication.

- Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret.
- Use for commercial activities by for-profit institutions is generally not acceptable. Use for any kind of product or service advertisement, or political lobbying is also prohibited.
- Installation of software, freeware, shareware, and demos not owned or authorized by the Reynoldsburg City School District is prohibited on district computers.
- Staff members are assigned a district e-mail account. The primary purpose of this account is to conduct **school** business. It is expected that all communication on this District owned forum is professional and school related. All communication in this District owned forum is subject to District review and public records request. Assume no right to privacy. Users routinely shall delete outdated or unnecessary e-mails from their mailboxes.
- Games are not considered an educational use of technology. Games may not be played when using technology tools within the Reynoldsburg City School District with the following exceptions:
 - o Games that are created as part of an educational curriculum.
 - o Games that directly support current curricular objectives.

2. Privileges:

The use of the Reynoldsburg City School District Network is a privilege, not a right, and ***inappropriate use may result in a cancellation of those privileges***. The district administrators, school administrators, teachers, and staff members have a responsibility to report and investigate observed inappropriate use. During the course of investigating inappropriate use, staff may access, view, and/or document histories, logs, files, computer screens, and electronic or wireless communications; privacy should not be assumed when using the Reynoldsburg City School District Network. The school disciplinary ladder and/or individual rules for specialized facilities will determine consequences.

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Building Principals and Central Office Administrators may close an account at any time. The administrators, faculty, and staff of the Reynoldsburg City School District may request the Technology

Department to deny, revoke, or suspend specific user rights and/or accounts. In a school environment such as the Reynoldsburg City School District, much of the work is produced on computers. Loss of privileges could have a very serious impact on academic opportunity and success of an individual.

3. Information and Internet Access:

In compliance with the Federal Child Internet Protection Act (CIPA) the Reynoldsburg City School District filters the Internet for inappropriate content. All devices accessing the Internet through the District Network receive filtered Internet content.

Filtered/Blocked Internet Sites:

- Intolerance and Hate
- Criminal Activity
- Tasteless and Offensive
- Violence and Weapons
- Alcohol and Tobacco
- Illegal Drugs
- Gambling
- Hacking
- Spyware
- Proxies and Translators
- Phishing/ Fraud
- Personals, Dating, and Chat
- Intimate Apparel and Swimwear
- Non-educational Games
- Sexually Explicit Images
- Other Sites

It should be noted that, although Internet filters are very effective there is no such thing as a 100% perfect Internet filter technology. Be aware that it may be possible for an inappropriate website, particularly a new one, to pass through the filter. Students should simply close any webpage deemed inappropriate and tell a staff member what happened. Staff should, if possible, report the Internet address (URL) of the inappropriate site to the Technology Department by e-mail or submitting a Help Desk ticket.

With Internet access comes the responsibility to use this powerful educational tool wisely and in accordance with all other sections of this appropriate use policy. Purposeful intent to bypass or compromise the District Internet filter is considered inappropriate use. Random searching for information, which could be classified in the above examples of filtered categories, is inappropriate use. Bringing content into the District that would otherwise be filtered is also considered inappropriate. In addition, specific Internet sites may be added to or removed from the "Block List". E-mail used to transmit a document from home to school for educational purposes would be considered an appropriate use of this technology, however, instant messaging a friend to conduct friendly chat would not.

A critical part of using the Internet as a resource is for the user to learn how to determine the validity of information posted. Downloading information from the Internet should be done with caution. Just because it is posted, does not mean it is legal to download. Generally, downloading published music or video without paying for it legitimately is illegal. Students and staff need to familiarize themselves with copyright and fair use laws and guidelines.

4. Procedures and Caveats:

Files older than one year may be deleted at any time to make room for current project work. If you have older files you want to keep, you need to make a copy on a disk, thumb drive, or recordable DVD or CD-ROM. If you need to keep a number of large files for an extended period of time on school equipment, please let a member of the technology team know so that proper arrangements can be made (provided sufficient storage space is available).

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Some large file types may be deleted immediately if no educational value is apparent. It is the user's responsibility to keep your folders free of files for which there exists no further use.

These may include, but are not limited to:

- Movies (example files: .avi, .mov, .mpeg)**
- Songs (example files: .wav, .mp3, .mid)**
- Pictures (example files: .gif, .jpg, .jpeg, .bmp, etc.)**

Viruses and Other Malware are an ongoing problem. Malware is a term used to describe any software program whose intentions are to destroy or disrupt a system. Although viruses are the most well known malware, worms and Trojan horses are the fastest growing category of malware today. The district has put in place security measures to protect district systems from the various forms of

malware. Those measures include, but are not limited to, virus protection software on all district owned systems, spam and virus filtering software for the e-mail servers, strengthened security settings on systems, rapid deployment of security updates, and a firewall to protect the district network. Due to the increasing interconnectedness of computer networks it is in the district's best interests to ensure that personally owned technology devices such as home computers and notebooks are free of malware as well.

The district recommends that all staff, students and parents consider implementing three basic security measures on their personal computers if possible:

1. Install and regularly updated virus protection software.
2. Enable the a Firewall or use a third party firewall program.
3. Turn on Automatic Updates to automatically install security fixes.

Intentionally disabling any security mechanisms on district systems or intentionally infecting any system on the district network with malware is considered a form of vandalism and appropriate disciplinary measures will be taken.

5. Netiquette:

You are expected to abide by generally accepted rules of network etiquette (or netiquette). These include, but are not limited to, the following:

- Users shall not create or transmit harassing, threatening, abusive, defamatory or vulgar messages or materials.
- Illegal activities are strictly forbidden.
- Never reveal your personal address, phone number, credit card number or those of other students or colleagues via Internet computer resources.
- Do not post names with personal pictures on the Internet. Information that has been posted on the Internet, it is likely posted and archived forever by Internet archiving sites such as www.archive.org
- Unless you are registering for a service directly related to your coursework, do not register for anything on the World Wide Web, which involves filling out a form on the District network.
- District computers are used by multiple users throughout the day. Leave the computer in as good as or better shape than you found it.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

6. Guarantee of Service:

Reynoldsburg City School District makes no warranties of any kind for the service it is providing. Reynoldsburg City School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, erroneous deliveries or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via District Network is at your own risk. Reynoldsburg City School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. *No assumption of privacy should be made when district personnel investigate problems with, or inappropriate use of any system on the District network.*

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7. Security:

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on Reynoldsburg City School District network, you must notify the Technology Department or a faculty member. Do not demonstrate the problem to others users. Do not use another individual's account.

Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to the Reynoldsburg City Schools network or other school computing facilities as a system operator or administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to The Reynoldsburg City School District Network and/or other school computing facilities.

8. Vandalism:

Vandalism may result in cancellation of network privileges as well as financial responsibility to cover the cost of system recovery. Vandalism is defined as any attempt to harm or destroy data or accounts of other users, or any hardware or software associated with Reynoldsburg City School District.

9. Copyright and Intellectual Property:

Students who use the intellectual property of others must pay attention to the portion limits and distribution allowed under the Laws of Fair Use; this includes citing the owner of the work. Reynoldsburg City Schools understands that work created by students or staff is copyrighted to the respective individuals. The district also recognizes the importance of sharing quality work with wider audiences in order to either showcase the work or increase the quality of similar work. In this realm, the district seeks permission for the right to display student and staff created materials to the public for the reasons stated above.

10. Personal Technology Tools:

Any technology tool such as handheld computers, cell phones, smart phones, laptop computers,

tablets, still and video cameras, recorders, and other assistive technology, whether used on or off the District Network, which are brought into District facilities must be used in accordance with Sections 1 through 9 above and may only be used to support the educational process. These devices may only be used for work that directly corresponds to schoolwork during school hours. Games, Internet surfing, social networking, and messaging are prohibited unless the activity is directly tied to school activities. Failure to abide by these guidelines could result in the student losing privileges and benefits of using these technologies during school hours. Students are responsible for the condition and maintenance of their individual devices. Reynoldsburg City School District does not assume responsibility for personal electronic devices that are lost or damaged. These devices are the property of the student and will be treated as such.

There must be a signed Student/Parent/Guardian Permission Form or Staff/Volunteer Agreement Form on file before the user gains access to the Network. Parents/Guardians will complete the Student/Parent/Guardian Permission Form upon registration for new students annually. The signed form will be kept in the student's cumulative folder. Employees will complete the Staff/Volunteer Agreement form upon employment. The signed form will be kept in the employee's personnel file.

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Reynoldsburg City School District

Reynoldsburg City Schools

Computer and Technology Acceptable Use Agreement

Students/Parents/Guardians

All Board policies are available in each school's administrative office and on the district website.

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

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

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

Student Name (Printed) Student Signature Date

If the student named above is under 18 years of age, a parent or legal guardian must complete the following:

PARENT/GUARDIAN PERMISSION FORM

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

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

Parent/Guardian Signature Date

Home Phone # Student ID #

Work Phone # Student Date of Birth

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Reynoldsburg City School District

RCSD welcomes qualified Ohio students

The Reynoldsburg City School District has a state-wide open enrollment policy, allowing students who meet criteria established by the board to enroll in Reynoldsburg schools where space is available.

Placements of new students are made prior to the start of a school year. Resident students who move out of the district mid-year may apply to continue the school year as an open enrollment student.

Application information is available at the Welcome Center.