



# Pickerington

## ALTERNATIVE SCHOOL



### **2017-18 Student Handbook and Code of Conduct**

7800 REFUGEE ROAD – DOOR Q  
PICKERINGTON, OHIO 43147  
PHONE: (614) 830-2797

#### OFFICE HOURS

PAS hours are 7:00 am to 3:00 pm.  
Times for students will be scheduled with the PAS administrator.

Notice: Any area not addressed in this handbook will be governed under the Pickerington Local School District's policies and administrative guidelines.

## **STUDENT RULES OF CONDUCT FIRST WARNING**

Your possession of these rules constitutes a first warning. No further warnings will be given to you. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school-sponsored activities and when aboard a school bus or other Board-owned vehicle. The application of the policies in this handbook applies to activities at all PLSD schools.

### **AVAILABILITY of THE STUDENT CODE OF CONDUCT**

The code of conduct can be found on the district's website and in each classroom.

### **AVAILABILITY of BOARD OF EDUCATION POLICIES**

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. These documents may also be viewed on the district website.

## **ACADEMIC INTEGRITY**

*Academic Integrity PBIS Background* - In the Pickerington Local School District, we believe the students, staff, and community are stakeholders in the climate and culture of our school. The schools were founded on the belief that all students can and must learn in order to achieve success in our society. The community and staff further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect, and responsibility.

*School Culture* – The values of honesty, trust, fairness, respect, and responsibility are worthy of our pursuit in the Pickerington schools. The parameters of academic integrity include these five values, which we hope to embrace and adjust to our environment. We strive to ensure success, exhibit integrity, and serve humanity through these five essential values. Any lapse in exhibiting these values by any stakeholder does not condone misconduct of another stakeholder.

*Honesty* – Honesty is the foundation of teaching, learning, research, and service. It is the prerequisite for full realization of trust, fairness, respect, and responsibility. Policies of Pickerington schools uniformly deplore cheating, lying, fraud, misrepresentation, theft, and other forms of dishonest behaviors that jeopardize the rights and welfare of our learning community.

*Trust* – Mutual trust is formed in an academic community that celebrates the free exchange of ideas. Trust enables us to reach our full potential as human beings. We believe people respond to consistent honesty with trust. Only with trust can our learning community believe in the social value inherent in academic inquiry, scholarship, and integrity.

*Fairness* – Fairness evolves from predictability, clear expectations, consistency, careful listening, and just responses to dishonesty. All students and staff have a role in ensuring an environment embracing fairness.

*Respect* – Respect is one of the rich rewards of an environment built on fairness. Teaching and learning demand active engagement and mutual respect. Students and faculty must respect their individual roles in order to appreciate diversity, learn and test new skills, build community, and grow from failures. The antithesis of respect is being rude, sarcastic, demeaning, or disruptive to others.

*Responsibility* – Responsibility requires that each stakeholder protect the integrity of the learning climate. Each person in the Pickerington Schools community must be responsible for his/her own honesty and personal responsibility and to encourage positive conduct by others.

## **MISSION STATEMENT**

The mission of the Pickerington Alternative School (PAS) is to provide its students a customized and personalized educational experience leading to high school graduation and meaningful post high school employment, or successful transition to post high school education. This School will provide educational opportunities for learners in the areas of academic development, civic leadership, and a lifetime of creative work. This mission will be accomplished by (1) developing partnerships between PAS and area businesses, contractors, government agencies, cultural and civic organizations, and local post-secondary institutions; and (2) by engaging students in a curriculum that is specifically designed for students 16-21, at risk for not completing high school, and (3) by using resources available within the economic corridors of the Pickerington/Reynoldsburg/Columbus communities, and (4) by having each student complete an Individual Career and Graduation Plan.

## **PHILOSOPHY**

The alternative high school seeks to provide an academic environment that focuses on the individual strengths and interests of each high school student. PAS will personalize and customize the needs of each individual student to help them graduate and reach their future goals.

## **TYPE OF SCHOOL**

PAS is designed as a dropout prevention/credit recovery high school. The school will provide to its students, grades 9-12, a meaningful teaching and learning opportunities. The focus will be on helping each student attain high school graduation requirements and career and technical community workforce involvement.

## **ACADEMIC CALENDAR**

PCS students begin on Wednesday, August 16, 2017 and conclude on Friday, May 25, 2018. Students in need of high school credit recovery can continue to take courses as well as OGT Intervention Assistance classes through the summer of 2017 as approved by the administration.

## **ACADEMIC GOALS**

The academic goals of Pickerington Alternative School are:

- To promote a standard of education for all students, encouraging them to reach their fullest learning potential.
- To assist students in achieving academic mastery across a variety of subject areas.
- To promote students' independent performance and personal responsibility for learning.
- To promote an alignment with community partnerships.
- To enhance students' communication skills.

## **ACADEMIC REPORTS**

Teachers will generate weekly academic reports throughout the school year. Academic reports are designed to give students and parents helpful information that can serve as an individual academic performance guide. In addition, teachers and staff will meet frequently to assess individual student progress. The areas discussed in these meetings include: academic performance, effort, ability to work independently, attendance, and professional skills. Please Note: Our academic provider "Apex" generates a weekly academic report through registered parent(s) and/or guardian(s) email accounts every Sunday for parents to review.

## **ACCEPTABLE USE POLICY**

Pickerington Schools provide students with access to computer equipment, programs, systems, email, internet and other technologies. Each student must take responsibility for appropriate and lawful use of this access. Students shall not use the District's equipment, systems, or network for activities that cause harm to others or damage to their property; or that violate the law, Board policy, or the Student Code of Conduct. The Board or authorized District officials will make a good faith judgment as to which materials, files, information, software, communications, and other content and activities are permitted and prohibited under the particular circumstances based on the following guidelines. Uses and activities that are considered unacceptable and constitute a violation of this policy include, but are not limited to: illegal activities, accessing inappropriate material, inappropriate or insensitive communication, violating copyright laws, copying software, plagiarism, misuse of equipment, passwords or software, malicious use or vandalism, and unauthorized access to the internet. The district and its staff reserve the right to filter and monitor district devices and district internet usage at all times. (24/hours, 365/days a year)

Please review the policy 7540.03 in its entirety on the District website.

## **ACCIDENT PROTECTION POLICY**

The Pickerington Board of Education authorizes the Superintendent to make accident insurance covering children available to parents at a nominal premium. Covering a child in the program is at the discretion of the parents. The insurance covers accidents that occur during school, on the way to and from school, and while attending school functions.

## **ADMISSIONS POLICY**

PAS adheres to the following Admissions Policies and Procedures pursuant to Section 3314.06 of the Ohio Revised Code.

PAS is nonsectarian in its program, admissions policies, employment practices and all other operations and is not operated by a sectarian or religious institution.

PAS actively seeks to recruit and admit students without regard to race, creed, color or handicap conditions, in an attempt to further enhance its diverse community of learners. PAS extends to all its students the rights, privileges, programs and activities of the school. In addition, the school will not discriminate on the basis of race, color or ethnic origin in the administrations of its educational programs and extracurricular activities.

All students enrolled at PAS will come through referrals from the Pickerington Local School District. A referral process will be used, through collaboration.

## **ACTIVITIES**

PAS students are able to participate in clubs and extra-curricular activities in their home building and must follow all guidelines and rules as stated in the PLSD Junior High / High School handbook.

## **ALCOHOL AND DRUGS**

The distribution, possession, use, or evidence of consumption of alcohol or a drug substance is prohibited and will be dealt with severely. This includes extra-curricular events both home and away. This policy also applies to caffeine tablets and powder, look-alike substances and any other item represented to be a drug. Ohio Revised Code 3321.13 and board policy requires schools to report drug or alcohol related suspensions of any student to the Division of Motor Vehicles. These individuals may have their driving privilege revoked.

## **APEX LEARNING – INTRODUCTION**

Apex Learning digital curriculum enables student-centered instruction, changing the role of the teacher from lecturer to learning facilitator, data analyst, and instructional interventionist. Apex Learning digital curriculum provides opportunities for students to take courses for credit recovery and original credit in non-traditional environments including blended learning, distance learning, and competency-based course acceleration. Digital curriculum is also used in supplemental and remediation programs.

Students using a digital curriculum may complete assignments from any computer with internet-access, including school-based labs and from computers outside of school.

The following programs are enabled through the use of Apex Learning digital curriculum:

1. Credit Recovery
2. Unit Recovery
3. Original Credit
4. Summer School
5. Distance Learning
6. Homebound
7. Alternative Education
8. Advanced Placement Courses
9. Advanced Placement Exam Review
10. Remediation (Literacy Advantage)
11. Supplemental Resources
12. Tutorials

## **ASSESSMENT OF STUDENT LEARNING**

PAS establishes high academic standards for each student. We believe in mastery-based learning establish standards in each for students to meet. We will use the following measures to assess success at PAS:

1. Individual graduation and career plan.
2. Classroom performance data.
3. Attendance rate.
4. Graduation rate.
5. Performance on the state required assessments.
6. Disciplinary referrals.
7. Career Based Intervention.
8. Surveys; one-on-one student interviews; evaluations by community partners.
9. State Assessments

## **ATHLETICS**

The Ohio High School Athletic Association (O.H.S.A.A.) mandates a student must be passing five (one-credit) courses or the equivalent each grading period. Changes in athletic eligibility will become effective on the start of the fifth school day after the end of the grading period and will last until five days after the next grading period ends. Summer school is not included.

For clarification, contact the athletic administrator or the assistant principal. Students on an I.E.P. should consult the athletic administrator if they have eligibility questions.

All Pickerington Schools athletes must maintain passing grades during the school year.

- A. All student athletes' grades are to be checked at the time of interim grades and at the end of the grading period.
- B. Students must be passing in at least 5.0 credits or the equivalent at interim. Those students declared ineligible at interim will be ineligible on a week-to-week basis, with grade(s) monitored weekly. Should the grade(s) improve to passing at the end of one week of ineligibility, the student athlete will be ruled eligible. Those students declared ineligible by O.H.S.A.A. at the end of a grading period will lose eligibility for the next grading period plus five school days.
- C. Students must maintain a 1.75 GPA per grading period. Students must be passing five (5) classes (grade 7-8) at interim and end of grading period. Refer to the Athletic Handbook for detailed eligibility requirements. There is one probationary period permitted for this standard.

### **Requirements for Participation (Athletic Handbook)**

1. A physical examination is required and an Ohio High School Athletic Association physical form must be completed and on file in the athletic office. Physicals are valid for one school year. We encourage all potential student athletes to get their physical during the summer months.
2. The student athlete and at least one parent must sign the student athlete data sheet, the athletic responsibility acknowledgment card, and the emergency medical card.

Students must follow the standards set forth by the Ohio High School Athletic Association, the Ohio Capital Conference, the Pickerington Board of Education, and the Pickerington athletic department.

## BUS TRANSPORTATION

Transportation will be provided to students on a limited basis. A bus shuttle will be provided from Central to North for session one. A shuttle will leave Ridgeview Junior High at approximately 7:15 am to get students living in the Central boundaries to North High School where PAS is located. Students will need to arrange transportation to their work site. PLSD will only be providing transportation from PAS to home for students in session one. Students are required to follow the Pickerington Schools and Petermann Bus Company rules and regulations. Any student riding a PLSD bus must follow all rules as defined in the PLSD handbook.

## CHANGE OF ADDRESS

Any change of address must be reported to the district's Welcome Center at 920-6180. Any home phone number, and/or parent work phone number change should be made by going to the Infinite Campus Portal at: <http://www.pickerington.k12.oh.us/parent-portal/>.

## CAREER BASED INTERVENTION (CBI)

CBI is a program for students at risk for graduation. Through the cooperation of the school and the business community, students attend their scheduled classes for part of the day and then are excused to go to their paid training stations for a minimum of fifteen hours per week. Students receive credit (Elective) for both classroom time and time spent on the job. Emphasis is on graduation and becoming productive citizens through instruction and application of employability, occupational, and academic skills.

| HOURS WORKED | CREDITS EARNED |
|--------------|----------------|
| 90 hours     | .5             |
| 180 hours    | 1.0            |
| 270 hours    | 1.5            |
| 360 hours    | 2.0            |
| 450 hours    | 2.5            |
| 540 hours    | 3.0            |

Elective credits are earned by accumulating 180 hours of work and/or volunteer work per credit with a maximum of 3 credits. It is the student's responsibility to bring in documentation of work/volunteer hours. Please Note: Student(s) may have their CBI credits revoked due to unexcused absences from school. Student not participating in CBI are required to attend 5.1 hours daily at the PAS facility unless other arrangements have been made by the PAS administrator.

## CELL PHONES

Students may possess cell phones during school hours. Cell phones should be used on a limited basis while at school. Students should not be using cell phones during times designated specifically for instruction. Students are required to put away their phones while taking a test. Refusing to put away a phone when asked by the teacher or administrator may lead to discipline.

## CLASS SCHEDULE & 2 HOUR DELAY SCHEDULE

### Session I (4-Hour Rule for Employed Students)

- Report Time = 6:45 to 7:15 am
- Tardy to School = After 7:15 am (unless an arrangement has been made with the PAS administrator)
- Dismissal Time = 10:45 to 11:15 am
- Students that DO NOT participate in CBI will attend school for 5.1 hours
- 2-Hour Delay Schedule – 9:00 to 12:00 pm

### Session II (4-Hour Rule for Employed Students)

- Report Time = 10:00 to 10:30 am
- Tardy to School = After 10:30 am (unless an arrangement has been made with the PAS administrator)
- Dismissal Time = 2:00 to 2:30 pm
- Students that DO NOT participate in CBI will attend school for 5.1 hours
- 2-Hour Delay Schedule – 11:00 am to 2:00 pm

## **CLOSINGS AND DELAYS**

Occasionally, Pickerington Schools close or delay school start times, or on rare occasions, close school early, based on inclement weather or other reasons. These decisions are made for the safety of our students. While we strive to make these decisions by 5:30 a.m., there are times that is not possible.

We recommend that families establish family emergency plans for potential closings. Such plans should include teaching your child where to go (home, baby sitter, neighbor's house, etc.) if the district must close school earlier than normal.

If Pickerington Schools close for any reason, the district will communicate with parents via our Infinite Campus parent notification system, website, and social media. (See "Communication" for details.)

We also will provide information to the following local TV stations: WCMH-TV (Channel 4), WBNS-TV (Channel 10), WSYX-TV (Channel 6), and FOX-TV (Channel 28).

For complete information on our approach to closings and delays, visit our website at <http://www.pickerington.k12.oh.us/snow-calamity-days/>

## **COLLEGE CREDIT PLUS (CCP)**

Students who are participating in the CCP program will be working with our PAS Counselor in regards to scheduling of classes, both at PAS and at the respective colleges. College Credit Plus students are responsible for staying up to date with the deadlines and the every day events at PAS. Students should check the school's website and the Naviance Family Connection website frequently to stay current on important dates, deadlines and events throughout their senior year.

## **COLLEGE ENTRANCE EXAMS**

To register for the ACT EXAM: <http://www.actstudent.org>

To register for the SAT EXAM: <http://www.collegeboard.com>

## **COMMUNICATION**

The district and individual schools use a variety of tools and tactics to communicate with parents and the community. These tools include, but are not limited to:

*Website:* The primary source of District information is our website, <http://www.pickerington.k12.oh.us>.

*Parent notification system (emails and phone calls):* Pickerington Schools uses an e-communication and telephone service to contact large groups of households for special announcements and emergencies, such as calamity days. This system sends emails and phone calls to our addresses and phone numbers on record.

Parents and guardians are automatically enrolled as subscribers based on the contact information we have on file through Infinite Campus. For that reason, it is important for parents to ensure their contact information in Infinite Campus is correct. This can be done by logging in to the online parent portal at <http://www.pickerington.k12.oh.us/parent-portal/> or by checking with your child's building secretary to ensure we have your most up-to-date phone numbers and email addresses.

Parents may also log on to this system to change their email and telephone contact preferences, as well as to opt out of notifications. These messages include, but are not limited to, information about snow/calamity days.



*Social media:* Parents are encouraged to follow the district and their child's school on Facebook and Twitter. Links to all available accounts can be found at <http://www.pickerington.k12.oh.us/follow-our-schools-on-social-media/>

*Newsletters:* The district and many school principals produce periodic newsletters for parents. Depending on the school, these may be posted to the building website or emailed via the parent notification system.

*Parent-Teacher Conferences:* These are held twice each year and are a valuable opportunity for parents to communicate directly with their child's teacher and building administrators.

## **CO-CURRICULAR AND EXTRA-CURRICULAR CODE OF CONDUCT**

Students who are residents of Pickerington Schools may participate at their home building for all co-curricular and extra-curricular activities. Students are required to follow the Pickerington Schools Code of Conduct and guidelines/rules set forth in the Student Athletic Handbook.

## **CONCERNS/QUESTIONS**

The district encourages parents to first work with their child's teachers to address concerns or resolve conflicts. If you have further concerns, after meeting with the teachers, contact the school's administration.

## **CONDUCT**

Proper behavior is as much a part of a quality education as anything else. While at school and school events, we expect our students to behave properly, i.e., in a manner that brings credit to themselves and their school. A complete copy of the Code of Conduct is available in the main office and by visiting the district website at: <http://www.pickerington.k12.oh.us>

## **DELIVERIES TO STUDENTS**

No deliveries will be accepted for food, balloons, flowers, etc.

## **DIRECTORY INFORMATION (O.R.C. 3319.321)**

The district designates the following personally identifiable information contained in a student's education record as "directory information." It discloses that information without prior written consent, except for a profit-making plan or activity. Such information includes:

1. student's name;
2. student's address;
3. telephone number(s);
4. student's date and place of birth; ;
5. major field of study
6. participation in officially recognized activities and sports;
7. student's height and weight, if a member of an athletic team;
8. dates of attendance ("from and to" dates of enrollment);
9. date of graduation; and
10. awards received

Parents may contact the school counselor's office to request that the school not release any of the above information about the student.

Senate Bill 26 requires Ohio Public Schools to release directory information on sophomores, juniors, and seniors to armed forces recruiters. However, a student's parent/guardian/custodian may submit a written request to the school district that the information not be released. Please review Policy 8330 Student Records for more information on directory information and student records.

## **DISTURBANCES**

Students causing disturbances on school premises (i.e. insubordination to teachers or other school employees or possession of firecrackers, smoke bombs, etc.) or having possession of, or threatening with, any type of weapon may be suspended from school.

## **DRESS CODE**

In general, dress styles and grooming should be moderate in nature and should not cause undue attention to the student and/or disrupt a positive learning atmosphere.

1. Clothing must fit appropriately; A) No sagging pants; B) No exposure of undergarments; C) Undergarments must be worn under clothing.
2. Girls' skirts, shorts, and dresses must be of reasonable length.
3. Dress shorts will be permitted at the high school under the following guidelines; A) Must extend to at least one half the length between the hip and the knee; B) No spandex or biker shorts are permitted.
4. Pajamas and/or slippers are not considered appropriate school attire.
5. The torso must be appropriately covered (i.e. no bare midriff, excess exposure of cleavage, cut-off t-shirts, cut-off sleeveless t-shirts, sleeveless undershirts).
6. Students are not permitted to wear halter-tops, spaghetti strap tops, or backless shirts/tops.
7. Shoes are required at all times.
8. No sunglasses are to be worn in the school building unless directed by an eye doctor.
9. Hats may only be worn at the approval of the building administrator.
10. Safety precautions may dictate certain types of dress for some classes.
11. When students take trips on behalf of the school, whether to athletic contests or on field trips, they should dress properly to present a positive image.
12. Jewelry/clothing promoting drug/alcohol/tobacco use or suggestive clothing shall not be permitted. No inappropriate slogans or items depicting a double meaning.
13. Clothing with group marking or clothing associated with a group or gang will not be permitted, i.e., Confederate flag, bandanas, shirts, sweats or coats, etc., of the same color or markings. This includes students who choose to dress alike in "gang" associated colors/markings.
14. All teachers should check their students for dress code violations and send them to the office if there is a problem.
15. The Administrator's shall have the right to modify specific items in these regulations as school situations and activities merit.
16. In situations where a disagreement exists as to whether or not the attire is appropriate, the building administrator shall have the final decision.

Obvious violators may be sent home or assigned further discipline.

## **DROP OUTS**

Students who drop out of school will have their names turned over to the Bureau of Motor Vehicles to have their driver's license revoked.

## **EARLY DISMISSAL**

A call or a written note from parents must be received in the attendance office prior to the beginning of school on the day of the early dismissal. Parents who need to pick up their child must come to the office to sign the child out and wait there for the office personnel to get the child.

The following are the only reasons for an excused early dismissal from school:

- |                               |                            |
|-------------------------------|----------------------------|
| 1) Doctor/Dentist appointment | 3) Going out-of-town       |
| 2) Court/Court related matter | 4) Emergency circumstances |

## **EMERGENCY MEDICAL FORMS**

Accidents can and do happen. It is essential that we are able to contact a parent/guardian or a reliable neighbor in the event of an emergency. Please return the emergency medical authorization form to the school immediately. If an emergency arises during school hours due to an illness or injury to a student, school personnel will attempt to notify parents. If not successful, one of the telephone numbers listed on Infinite Campus will be called. During the school year, there may be changes in addresses and telephone numbers. Please update your information on the Infinite Campus Parent Portal at: <http://www.pickerington.k12.oh.us/parent-portal/>.

## **EMERGENCY REMOVAL OF STUDENT**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in the academic process, taking place either within a classroom or elsewhere on school premises, the student may be removed from the curricular or co-curricular activity or school premises on an emergency basis as dictated by board policy.

## **ENTERING/LEAVING BUILDING**

Students are not to leave the building during school hours without permission from the PAS staff. Phone calls or notes to excuse the student after the student has left the building will not be accepted. Students are only to enter PAS in the assigned areas. Students are not to enter the classroom through any other entrances in the building unless previously approved by PAS staff.

## **EQUAL OPPORTUNITY**

Pickerington Schools believe in the worth of every individual. We pledge to provide equal opportunity for students regardless of sex, race, or national origin. Students who believe they have been denied such equal opportunity should inform the principal.

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## **FIELD TRIPS**

Students' participation in a field trip requires submission of a field trip permission statement signed by an authorized adult, appropriate student behavior, and appropriate attire that presents a positive image of the school. The student code of conduct needs to be followed on all field trips. A student's participation on a field trip may be restricted based on grades and attendance.

## **FOOD AND DRINKS**

Food and drink items consumed in the facility needs to be approved by the building administrator. No food items are to be delivered.

## **GRADUATION EXERCISES**

Commencement is an extra-curricular ceremony conducted by Pickerington Schools to honor its graduating students. Participating in the commencement exercises is a privilege and not a right.

Students are expected to behave in a manner befitting the dignity and importance of this event. Those not wishing to conform to behavioral expectations may desire to receive their diploma in an alternative setting.

Undergraduates who misbehave during the graduation ceremony will be subject to school discipline. Misbehavior at commencement exercises violates the Code of Conduct.

To graduate from a Pickerington high school the student must:

1. Complete the school year of the year in which they graduate (attend until the last scheduled regular school day.)
2. If the student has no outstanding un-served discipline, including but not limited to in-school study, out-of-school suspension and expulsion, the Superintendent, in his/her discretion, has the authority to waive this graduation requirement regarding student (senior) attendance until the last regularly scheduled school day.
3. Successfully complete the curriculum of the high school or the individualized education program (I.E.P.) developed for the student pursuant to Section 3323.08 of the Ohio Revised Code. Successful completion of the curriculum or I.E.P. includes completion of the school year in which the student is to graduate and serving any outstanding discipline that has been ordered by school district personnel.
4. Have all outstanding fees and/or debts paid to the school in order to participate in the graduation ceremony and to receive their transcript/diploma.

## **GRADUATION REQUIREMENTS**

Students, with guidance from parents and teachers, will develop their own Graduation and Career Plan that at a minimum must include the following:

1. Successful passage of all parts of the Ohio Graduation Test (OGT).
2. Proposed career and educational goals after graduation.
3. 920 hours of school-designed curriculum.
4. Successful accrual of the state required "20 Credits" for graduation.
5. Successful completion of volunteer and/or workplace experience.

In addition to completing course requirements, students entering ninth grade for the first time on or after July 1st, 2014 must satisfy at least one of the following conditions to qualify for a high school diploma:

1. be remediation-free on each of the national standardized assessments in English, mathematics and reading;
2. attain a cumulative score of 18 points on the seven end-of-course examinations; or
3. attain a score that demonstrates workforce readiness and employability on a nationally recognized job skills assessment and obtain either an industry-recognized credential or license issued by a state agency or board for practice in a vocation that requires an examination for issuance of that license.

## **HALL PASSES**

A student who needs to move about the building is expected to have a proper hall pass from his/her teacher.

## **HEALTH CONCERNS**

If your child has a health concern, please provide the school nurse medical documentation from your child's physician. Mutual understanding about health concerns will help us to better care for your child. Please update your student's information as necessary.

School personnel will provide basic first aid and care for injuries and illnesses that occur at school. If an emergency arises during school hours due to an illness or injury, school personnel will attempt to notify the parent/guardian. If unsuccessful, one of the telephone numbers listed on the Emergency Medical Authorization form and/or information listed in Infinite Campus will be called. The student must be picked up within a reasonable amount of time. Any changes in information (telephone numbers/addresses) can be made by logging on to the Infinite Campus Parent Portal on the district website.

## *NURSE / CLINIC*

The school health clinic is available to students who may become ill or injured. Students should not contact parents on their own if they are ill. Students with symptoms of possible communicable diseases should not attend school. Please keep your child home if signs of illness including: vomiting, diarrhea, or elevated temperature (101.0 or above) occur. Your child will be sent home with symptoms of illness and must be fever and symptom-free for 24 hours before returning to school.

## *SCREENINGS*

Vision screenings will be provided in grades K, 1, 3, 5, 7 and 9. Hearing screenings will be provided in grades K, 1, 3, 5, 9 and 11.

## *IMMUNIZATIONS*

State law and district policy require written proof of every student's immunization status. Any student who does not meet the minimum state-required immunizations or exemptions within the first 14 days of school attendance may be excluded.

## *MEDICATION*

Medication prescribed by a physician: District policy for grades K-12 requires that for prescribed medications the appropriate form must be completed by the physician and given to the clinic staff before the medication can be given. This form is available in our school clinic and on our website. Additionally, the medication must be presented to school personnel by the parent or guardian in its original container and labeled with the pharmacy label that includes the child's name, doctor's name, name of the medication, dosage to be given, and time to be taken. Any change from the original order must be provided in writing from the student's prescribing physician.

FDA-approved non-prescription medication: If non-prescription medications are required to be given at school, they must be in the original container and accompanied by a form with the child's name, name of the medication, amount to be given, time to be given, date to be started, and date to be discontinued. This form must be signed by the student's parent or guardian. All medication (including cough drops) must be stored in the clinic. Dosages exceeding manufacturer's recommendations must be accompanied by a physician's order as described above.

All medications are to be delivered to school by the parent or guardian. Prior to the end of the school year, the parent or guardian must pick up any unused medications or the medications will be discarded.

## **LOITERING**

Students shall not remain in the school or on school property after the conclusion of their school day unless he/she is under the direct supervision of a staff member or coach. Students must exit the building no later than 30 minutes from the end of the school day. If a student fails to exit the building after a request by a staff member, he/she may be disciplined for insubordination.

## **LUNCH**

PAS does NOT provide a school lunch program. However, students may bring food items from home. Staff at PAS will decide when and where food and drinks can be consumed. Note: PAS doesn't have facilities for students to store, cook, or heat up food.

## **PARENT / STUDENT ASSISTANCE**

A Parent and/or student can contact our staff to inquire about academic progress, curriculum assistance, set parent-teacher conferences and overall student concerns.

## **PARKING**

The board recognizes that students might desire to drive their own vehicles to school. In compliance with state law, student drivers under age 17 are not permitted to transport more than one person who is not a family member unless the driver is accompanied by his/her parent, guardian or custodian. Students are discouraged from transporting other students to and from student activities, events and programs.

Handicapped areas are clearly marked. Discipline may be issued to students who park in unauthorized or handicapped parking areas.

Having an automobile on school property is considered consent by the student to a search of his/her vehicle by school officials if there is reasonable suspicion to believe that the automobile contains items that may be a threat to the safety or security of the student, others, or property. The police and drug dog may be used for assistance in this area.

The school is not responsible for damage, theft, or vandalism to vehicles parked in the lot. Students who park in areas designated as visitors, staff, and/or handicapped without prior permission, or students who are not driving properly, may be subject to a detention and/or Q.S.T. There shall be administrative discretion in regard to student parking privilege when deemed necessary. Students who violate parking registration procedures may have their car impounded at owner's expense.

## **PERSONAL ITEMS**

Students are discouraged from bringing valuable items to school. If brought to school, these items remain the responsibility of the student. Such items can be lost or damaged. The school cannot assume responsibility for losses or damages. Skateboards, scooters, and roller blades/skates are NOT permitted. If a student finds an item that does not belong to him/her, he/she must immediately turn it in to a staff member.

## **PRIVACY**

Online postings and conversations are not private. Anything you post can be forwarded or shared with many others in just a few clicks. There are, however, steps you can take to safeguard your own privacy and that of others.

1. Exercise care with your privacy settings and profile content.
2. Be aware that people are not always who they claim to be. Many people provide false information about themselves and their backgrounds online. Therefore, students should not post confidential information or specific information about themselves or other students online. Students should not disclose any information online that could help someone contact them in person. Such information includes the student's last name, home address, phone numbers, email address, school name, schedules, photos, or videos.

## **PUBLICIZING GREAT THINGS ABOUT OUR STUDENTS**

The district frequently has the opportunity to celebrate accomplishments of our students, including award recipients, participants in unique classroom projects, involvement in fine arts programs, athletics, and other activities worth recognizing and promoting.

Sometimes, this recognition appears on district and school websites, in print publications, and in district-controlled social media, including Facebook and Twitter feeds. This recognition may include photos of students, as well as their names, school, grade and teacher's name. It also may include pictures or other representations of students' artistic work, including visual and written pieces.

We also occasionally will have members of the local media visiting our buildings to cover special events and unique approaches to education being offered by our teachers. Media access to students does not happen within our schools without district knowledge and supervision, and we do not provide direct access to students when the media is covering stories or topics that might be considered controversial or negative.

Most parents enjoy seeing their children included in the day-to-day celebration of all the great things happening in our schools. For that reason, default consent and release for this type of recognition is granted to the district. However, we know there are a few parents who prefer that their children be excluded from such acknowledgement and recognition.

Action is only required by parents who wish to deny this consent. We require those parents to inform us, in writing, of their desire to have their children excluded from district-managed recognition by downloading a form available on the district website, filling it out, and returning it to their child's school. Parents are asked to do this by September 1 each fall to ensure we have a current list of students whose activities should not be publicly acknowledged by the district on the website, on social media, or in other public forums.

## **RESTROOMS**

Students must use the designated restroom closest to the PAS facility. Students may be required to have an escort at the discretion of the PAS administrator. Students feeling ill must report to the clinic or office and not remain in the restroom. Disciplinary action may result if proper procedures are not followed.

## **SAFETY**

Please report all safety issues to a teacher, counselor, or PAS administrator.. Additionally, concerns can be reported to the Ohio SaferSchool Hotline by calling 1-844-SAFEROH. Calls to the Ohio SaferSchool Hotline can be made anonymously.

## **SAFETY DRILLS**

Fire exits for each classroom are prominently posted. Students are expected to know the exit routes from each classroom and exit procedures. Periodic drills are held throughout the school year. Students are to leave all books and personal effects (except purses) in the classroom. Students are expected to take all drills seriously and exit the building in an orderly manner. All students must stay with the adult in charge. Leaving the reporting area (i.e. sitting in cars or leaving the property, etc.) will result in disciplinary action.

Several types of emergency/safety drills are conducted throughout the year, including fire, tornado, and school intruder drills. These drills are held to acquaint students with proper emergency/safety procedures and evacuation routes. Each student will be instructed of his/her responsibilities during these drills.

## **SALES**

Only school-approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior administrative approval.

## **SCHOOL COUNSELING DEPARTMENT**

School counselors offer classroom guidance, as well as skill and support groups for study skills, grief, friendship, fear, anxiety, stress, anger management, and separation/divorce.

They also offer individual counseling to help students manage both academic and emotional issues, as well as provide mediation in resolving peer conflicts.

## **SCHOOL ENVIRONMENT**

Students are required to clean up their assigned work areas. This gives the student a sense of pride and respect for their own environment.

## **SEARCHES**

A student's person or personal property may be searched at any time if reasonable suspicion exists. School officials may seize items determined to constitute or be evidence of a violation of law or school rule, or which may be a threat to the safety or security of the student, others, or the property. Schools may use drug dogs to investigate for the presence of drugs and/or drug paraphernalia at any school in the district at any time.

## **SOCIAL MEDIA**

Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of respect consistent with the behavior expected of students in school as outlined in federal and/or state law, Board policy and school rules. Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet. Students are personally responsible for the content they publish online. Because digital content



lives in perpetuity, anything you publish will be public for a long time. Use common sense and adhere to the following rules when posting content online. The Social Media for Students board policy applies to the use of social networking in the classroom as well. The same rules and policies that govern student conduct at school apply to social networking activity when social networking is used in conjunction with a class assignment or other school activities.

Please review the policy 7540.03A in its entirety on the District website.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are mounted in and around various locations throughout the building. Students may be recorded at any time.

## **SUSPENSIONS**

Suspended students are not to be on any Pickerington Schools property or to attend/participate at school events (home or away) on the days they are suspended. If school is cancelled during a suspended day, the suspension is extended by the number of days missed.

## **TITLE IX AND SECTION 504**

If you believe you have been discriminated against, please inform the principal. Then, if not satisfied, the complaint should be forwarded to the district's Title IX and/or Section 504 Coordinator, who can be reached at 614-833-2110 or 90 East Street, Pickerington, Ohio. If not satisfactorily settled at this level, the complaint may be made to the superintendent, who will act as the district's final mediator. However, if the complainant is not satisfied with the superintendent's decision concerning the alleged discrimination, the complaint is to be forwarded to the U.S. Department of Education.

## **TRANSFER OF RIGHTS**

Under Family Educational Rights and Privacy Act (FERPA), the rights accorded to a parent, which would include permission and consent, transfer to a student who turns 18 or enters an institution of post-secondary education. This would include all dual enrollment classes offered by the district in cooperation with a college or university. Parents still maintain the right to access student records as long as the student is a dependent student for tax purposes.

Eighteen-year-old students are accountable for their own behaviors and actions. Compliance with the rules of the school including attendance will be addressed directly with the 18-year-old student. Correspondence from the school will be sent directly to the 18-year-old student.

It is the expectation of the student to keep his/her parent informed. If you have any questions about the transfer of rights, please contact your building principal.

## **VACATIONS**

Vacation days are noted in the annual school calendar. We request that families do everything possible to plan their vacations during these times. If this is not possible, arrangements must be made in advance through the attendance office by completing a pre-planned absence form. All work missed must be completed and turned in on the day of return to school. Please do not schedule vacations during high stakes testing. Athletes who take a vacation during their season may have their position adversely affected upon their return.

**VISITORS**

Students are not to invite visitors to see them at school at any time. Students may only have a visitor to school if that visitor is accompanied by their parent(s). Visitors must report to the office for a visitor's pass and must have it with them when they are in the building.

**WITHDRAWING FROM SCHOOL**

Please notify the school office before withdrawing a child from school. Office personnel will explain the procedures that must be followed.

## ATTENDANCE POLICY

We believe that regular, punctual attendance to school is essential if our students are to receive maximum benefit from the educational program we offer. Success in school is directly related to attendance habits, and developing a regular pattern of good attendance is crucial for future success.

Our Board of Education policies on student attendance and absences from school follow all statutes and regulations of both the Ohio Administrative Code and the federal Missing Child Act. Together, our local policy and these pieces of legislation outline each aspect of your child's attendance to school.

First and foremost, it is the responsibilities of the parents to ensure their children have regular school attendance. Additionally, in the event a student is absent from school for any reason, it is the responsibility to notify the school. The specific policies related to our elementary and middle school attendance program are described below. Questions should be addressed to your school's office.

### *ABSENCES*

When a child will be absent from or tardy to school, parents must notify the school no later than 10:00 a.m. the morning of the absence. An answering machine is available 24 hours a day for reporting a student absence or tardy. If school office personnel have not been notified of an absence, we will place a telephone call either to the home or to the parent's place of employment.

Absences from school are classified as either excused or unexcused. Students will be permitted to make up and receive credit for work missed. The State of Ohio permits us to excuse a child's absence for the following reasons:

- A. Illness (doctor's excuse may be required)
- B. Illness inside the immediate family that necessitates the presence of the child
- C. Death of a relative (limited to 3 days)
- D. Observation of religious holidays consistent with his/her religious beliefs (Notification must be submitted at least one day prior to the absence.)
- E. Medical or dental appointment (usually a partial day)
- F. Quarantine for contagious disease (as verified by a medical professional)
- G. College visitation (three approved days allowed)
- H. Emergency circumstances (eg. court appearance, required meeting with social services agency, student required to travel with parent.)

All other absences will be counted as unexcused. Excessive absences may result in a phone call from school, written notification from school, or a referral to the District attendance/truant officer. In addition, further absences illness may result in the child being placed on Needs Medical Excuse status. Students placed on N.M.E. restrictions must produce a note from their physician for the absence to be excused. Without this medical note, the absence will remain unexcused.

**Please refer to policy 5200 on attendance for information on habitual absences, tardies, preplanned absences, and procedures for addressing truancy.**

## **BUS TRANSPORTATION**

### **STUDENT CONDUCT ON BUSES**

Free transportation is a service provided by the Pickerington Board of Education, which should be regarded as a privilege by students. It is expected that those who ride the school buses will conduct themselves as good passengers at all times. All students who ride a school bus are subject to these regulations while riding to and from school or on special trips.

### **STUDENT REGULATIONS**

The superintendent or his/her designee is authorized to deny transportation to a student. A student must be given a written notice of the intended suspension. The student shall have the opportunity to appear informally before the superintendent or superintendent's designee before the suspension is imposed. Students are also subject to emergency removal from the bus for other discipline. If emergency removal is imposed, a hearing will be held within three (3) school days of the initial removal. The notice shall also include the reasons for removal. Students may be suspended for up to one (1) year.

1. Parents are responsible for the safety of their student before pick up and after drop off.
2. Students will be at designated bus stops before bus arrival time in the morning and in the evenings when school is dismissed. Students must be at the designated bus stops five (5) minutes before arrival time. In the evenings when school is dismissed students have seven (7) minutes to board their assigned bus. After the bus drivers have been notified that it is clear to leave, they are instructed to close the bus doors. No students will be allowed to board after the bus doors have been closed.
3. Students must cross approximately ten (10) feet in front (only) of the bus. Students must follow the driver's hand signals when crossing the street.
4. Improper behavior at bus stops, including physical aggressiveness and property destruction, will not be tolerated.
5. Students must go directly to an available or assigned seat so the bus may safely resume motion.
6. Students must remain seated at all times, keeping aisles and exits clear. Students shall not change from seat to seat. Drivers are encouraged to assign seats to all students.
7. No standing on the seats or sitting on the backs of seats.
8. Unauthorized touching or hitting is the act of physically touching or hitting, or making physical threats to a student or bus driver or any other person. Unauthorized touching, shoving or tripping will not be permitted; it will generally result in a suspension for a minimum of three (3) days.
9. A student shall not use abusive, obscene, profane, or offensive language, gestures, or signs toward the bus driver, bus monitor, another student, school employee, or adult.
10. Students are not permitted to smoke, otherwise use, possess, buy, sell, attempt to sell, distribute, or burn tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other form of tobacco. Ohio law prohibits pupils from smoking and/or using and/or possessing tobacco in any area under the control of the school district or at any activity supervised by any school in that district.
11. Students are not permitted to use matches or cigarette lighters. A student shall not burn or attempt to burn any part of any school bus or objects therein, or any other property belonging to another person or to the Pickerington Schools.
12. Eating, drinking, and gum chewing on the bus is not permitted at any time, except as required for medical reasons.
13. Students will ride only on assigned buses and are not permitted to get off other than at the assigned bus stop. Parents may request a deviation from this rule by completing a "Change of Bus Stop" form. It will go into effect after it is approved by the transportation supervisor.
14. Throwing litter on the bus or out the windows, or throwing anything at the bus, is prohibited.

15. Students will keep all parts of the body inside the bus.
16. At no time are students allowed to tamper with the emergency door. A suspension will be given.
17. Vandalism of buses, such as cutting seats, poking holes, etc., shall not be permitted. Parents will be financially responsible for any damage done by their children.
18. Students must promptly obey the bus driver's instructions the first time they are given and refrain from talking back. If a student fails to comply with reasonable requests or directives of any school employee or bus driver, it will be considered insubordination. The bus is an extension of the classroom with equal expectations for behavior.
19. Absolute quiet must be maintained at all railroad crossings until the bus is across the tracks and at other points of danger as specified by the bus driver.
20. Spitting is not permitted.
21. Except as required by state or federal disability laws, animals of any size will not be transported on a school bus.
22. A student is not permitted to possess, transmit, or conceal a dangerous weapon, dangerous instrument, or "look-alike" counterfeit weapon or instrument. Look-alike weapons could include, but are not limited to, starter pistols, stun guns, or any object a reasonable person might consider, under the circumstances, to be a weapon or dangerous instrument such as firearms, ammunition, explosives, fireworks, or knives.
23. A student is not permitted to possess, solicit, use, conceal, sell, offer to sell, be under the influence of, show evidence of consumption, supply, or transmit narcotics, other illegal drugs, drug paraphernalia, alcoholic beverages, counterfeit controlled substances or "look-alike" controlled substances. A look-alike controlled substance could include but is not limited to anything that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, marking, labeling, packaging, distribution, or the price for which it is sold or offered for sale. Possession includes, but is not limited to, retention on the student's person, or in a purse, wallet, locker, desk, or vehicle on school property or vehicle used for school purposes. Included in the prohibition are any substances represented as a controlled substance, such as non-alcoholic beers, steroids, tobacco products, e-cigarettes/vaporizers, and drug paraphernalia.
24. Noise on the bus shall be kept to a minimum at all times to ensure safety of the operation of the bus.
25. Students wishing to ride a different bus for one trip must have a note signed by the parents and by the building principal/designee. This will be done only in emergencies, not for convenience.
26. Students may carry on the bus only objects that can be held in their laps. Absolutely no glass containers or aerosol cans will be permitted on any school bus. Balloons, lacrosse sticks, hockey sticks, basketballs, and skateboards are not permitted on the bus. Baseball bats, tennis rackets, and athletic equipment are permitted when transported in appropriate bags/covers.
27. Students may possess wireless communication devices (WCDs) on the school bus. Students may use WCDs while on the school bus. However, distracting behavior that creates an unsafe environment will not be tolerated. The bus driver or District staff member (e.g. teacher, activity sponsor, advisor, coach) has the right to ask any student to turn off his/her device. Students are prohibited from using WCDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/videos) of any student, staff member, or other person without express prior notice and explicit consent for the capture, recording, or transmission of such words or images.
28. Students must comply with all provisions and requirements of the Student Code of Conduct. Students who have been given a misconduct slip must have said slip signed and returned to their bus driver the next time they board the bus. Failure to do so may result in a bus suspension until the signed misconduct slip has been returned.

## **GRADES 7-12 STUDENT CODE OF CONDUCT**

Good conduct is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights of others are not violated. Pickerington Schools students will conform with school regulations and accept directions from authorized school personnel. The Pickerington Board of Education will not tolerate violent, disruptive, or inappropriate behavior by its students and will vigorously enforce related policies and the Ohio Revised Code.

A student who fails to comply with Student Code of Conduct, established school rules, or with any reasonable request made by school personnel when subject to the authority of the Board of Education will be subject to the approved student discipline regulations. The superintendent or his/her designee shall develop regulations that establish strategies to address student misbehavior. Strategies shall encompass efforts ranging from prevention to intervention.

Each year (or when entering during the year), students and parents will receive access to information on where to find the rules and regulations to which they are subject. These discipline regulations apply to conduct while school is in session; at school-sponsored activities; on school premises; off school premises at any interscholastic competition, extracurricular activity, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board of Education; in any vehicle whose use is controlled or organized or arranged by the school; when the student is within the school district's off-premises institutional authority; or at any time when the student is subject to the authority of the Board of Education or school personnel.

In addition, a student may be subject to school disciplinary action, including suspension or expulsion for harassment, vandalism, physical abuse, or other harmful or disruptive behavior toward school personnel during non-school hours. The information will include the types of conduct that will make them subject to suspension, expulsion, removal from school, or other forms of disciplinary action. The Board directs the administration to make all students and parents aware of the Student Code of Conduct, which is designed to encourage positive appropriate behavior, and the fact that any violations of the Student Code of Conduct are subject to the consequences outlined therein.

If a student violates this policy or the 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.

Student attendance at after-school co-curricular events is a privilege. Any pupil may be removed from such events for engaging in disruptive conduct, for violation of the Student Code of Conduct, or for conduct posing a danger to persons or property. Any student removed from co-curricular events may be barred from attendance at future events for the remainder of the school year.

During the time of suspension (not to include in-school study), expulsion, or removal, the parent, guardian, or custodian of the student (or the student if age 18 or older) is responsible for the student. While suspended, expelled, permanently excluded, or removed from school, students are not permitted to attend curricular or extracurricular activities or to be on school premises for any reason unless a prior appointment has been made with school officials.

The Board may seek the permanent exclusion of a student age 16 or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

- illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance; and/or
- aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

## **DISCIPLINARY ACTION**

In the event of student misconduct, one or more of the following procedures may be administered or other discipline imposed as deemed appropriate by the school administration.

**Conference:** A conference involving any combination of student(s), parents, teachers, counselor, and administrator.

**Detention:** A thirty (30) minute period before or after school. Detentions must be served within two school days. If not, the student may be issued a second detention. Failure to serve that detention could lead to a school suspension.

**Office time out:** Students may be assigned an amount of time to be spent in the office or other designated area.

**Emergency removal:** Students may be removed from class/school as per board policy and the Ohio Revised Code.

**In-school study:** In-school study shall be used within the structure of the Student Code of Conduct, depending upon the nature of the offense. Students assigned to in-school study are removed from the mainstream of the student population to a designated area. Academic work may be made up provided the student abides by the rules and completes the work assigned.

**Out of school suspension:** When students are suspended out-of-school or expelled, they have the opportunity to complete all work assigned and receive full credit. Students will not be penalized for missed work that cannot be duplicated outside of the classroom. Teachers may use a different assignment to determine mastery of the missed assignments. Suspended or expelled students may not be on school property or attend/participate school events, home or away, on the days they are suspended/expelled. Additional guidance regarding discipline can be found in district policies located on the district's website.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The suspension and expulsion of students with disabilities will be in accordance with the Individuals with Disabilities Education Improvement Act of 2004, the Ohio Revised Code, and the 2008 Operating Standards for Ohio Educational Agencies serving Children with Disabilities (Rules 3301-51-01 to 3301-51-09 and 3301-51-11 of the Ohio Administrative Code).

## **INFRACTIONS**

### **1. Conviction of a Felony or Other Violation of Law**

A student shall not commit any act not listed herein that constitutes a felony, misdemeanor, or violation of an ordinance.

### **2. Alcohol and Drugs**

For purposes of this section of the Code of Conduct, the term "Substance" shall include, but not be limited to the following: alcohol; illegal drugs; un-prescribed drugs; narcotics; hallucinogens; amphetamines; barbiturates; marijuana; steroids; caffeine tablets; K2, spice, posh, "legal weed", or any other marijuana substitute; look-alike drugs; or any substance that is represented to be, to contain, to mimic, or be used to produce the same or similar effects as illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, alcohol, stimulants, depressants, or other intoxicants; or any other controlled substance as defined under the laws of Ohio or federal law.

A student shall not possess, solicit, use, conceal, sell, offer to sell, purchase, show evidence of consumption, supply, distribute, or transmit any Substance, or otherwise violate Board Policy.

"Possession" includes, but is not limited to, retention of a Substance on the student's person or in a purse, wallet, locker, desk, or vehicle. Included in this prohibition are the possession of drug paraphernalia, which includes, but is not limited to rolling papers, and other items use to inject, inhale, administer, deliver, ingest or otherwise consume a substance.

### 3. **Counterfeit Substances**

No student shall possess any counterfeit "Substance," as the term is defined under "Alcohol and Drugs," nor shall any student make, sell, offer to sell, give, package, conceal, supply, transmit, or deliver a counterfeit Substance. Possession is defined under "Alcohol and Drugs."

No student shall directly or indirectly represent a counterfeit Substance as a Substance that is prohibited by the Code of Conduct by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a Substance.

No student shall directly or indirectly represent a counterfeit Substance as a Substance that is prohibited by the Code of Conduct.

- A. Any Substance that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
- B. Any unmarked or unlabeled contraband that is represented to be a Substance prohibited by the Code of Conduct, which is manufactured, processed, packaged, or distributed;
- C. Anything that is represented to be a Substance prohibited by the Code of Conduct but does not fall within the definition of a "Substance."
- D. Anything that a reasonable person would believe to be a Substance prohibited by the Code of Conduct because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

### 4. **Possession or Use of Weapons or Dangerous Instruments**

A student shall not possess, transmit, or conceal a dangerous weapon, dangerous instrument, or "look-alike" counterfeit weapon or instrument. Such items include, but are not limited to, explosives, bullets, fireworks, mace, firearms, knives, BB or pellet guns or any object that can reasonably be considered a dangerous instrument. Look-alike weapons include, but are not limited to, any object a reasonable person might consider, under the circumstances, to be a weapon or dangerous instrument.

Additionally, O.R.C. Sec. 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school. A violation may result in the



student being expelled for a period of one calendar year. Violators of the Code of Conduct may be referred to civil authorities. Whenever a student is suspended, expelled, or permanently excluded from school for a Code of Conduct violation involving a firearm, knife, or other weapon, the student may lose or be denied a driver's license.

#### 5. **Inducing Panic (ORC 2917.31)**

No student shall induce panic, i.e., cause the evacuation of any school building or otherwise cause serious public inconvenience or alarm, by:

- A. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false. Examples include, but are not limited to, pulling a fire alarm when you know there is no fire, making a bomb threat when you know there is no bomb, and making a fake "hit list".
- B. Threatening to commit an offense of violence, as that term is defined in O.R.C. Section 2917.31. Examples include, but are not limited to, threatening to kill, assault, kidnap, rape or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into the school.
- C. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means perversely disregarding a known risk that your conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects of your actions on others.

Any student who violates this rule will be subject to school discipline, in accordance with board policy and the Code of Conduct. In addition, any student who violates this rule may be referred to the authorities. Under Ohio law, any person who "induces panic" is guilty of a felony, regardless of whether anyone is hurt or the school suffers economic harm. Students may be expelled for one calendar year.

#### 6. **False Alarms and Reports**

A student shall not initiate a fire alarm or initiate a report warning of a fire, bombing, bomb threat, or other catastrophe or emergency without cause, or give false information or falsely report school incidents. A violation may result in the student being expelled for a period of up to one calendar year.

#### 7. **Damage to School Property**

A student shall not knowingly cause or attempt to cause physical harm to any school building or school property or property or private property of another, including the private property of school employees on school property. Parents, guardians, or custodians shall be held financially responsible for any such property damage, by their child, pursuant to O.R.C. 3109.09, 2307.70, and any other applicable sections of law. A student could be expelled for up to one calendar year. The building administrator will determine the extent of the damage and will assign discipline.

#### 8. **Extortion**

A student shall not commit an act of extortion, threatened extortion, or threaten reprisals in order to secure an object, benefit, or service from another person.

#### 9. **Unauthorized Touching or Hitting or Throwing**

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

## 10. **Violence or Disruption**

A student shall not disrupt, attempt to disrupt, or urge others to disrupt the educational process, normal school operations, or any school or school-sponsored activity by violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other disorderly conduct.

## 11. **Unauthorized Fires**

A student shall not burn or attempt to burn any part of any building or objects therein, or any other property belonging to another person or to the Pickerington Schools.

## 12. **Theft**

A student shall not steal or attempt to steal property. If a student finds an item that does not belong to him/her, they must immediately turn it in to a staff member. A person commits a theft when he/she:

- A. Obtains or exerts unauthorized control over property of the owner (including computer software or copyrighted material); or
- B. Obtains by deception control over property of the owner; or
- C. Obtains by threat control over property of the owner; or
- D. Obtains control over stolen property, knowing the property to have been stolen or under circumstances as would lead him/her to reasonably believe that the property was stolen, and he/she:
  1. intends to deprive the owner of the use or benefit of the property; or
  2. knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner of such use or benefit; or
  3. uses, conceals, or abandons the property, knowing such use, concealment, or abandonment probably will deprive the owner of such use or benefit.

## 13. **Bullying and Hazing (Harassment and Intimidation)**

Harassing, hazing, intimidating, bullying and/or dating violence behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, bullying and/or dating violence means any intentional written, verbal, electronic, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students or school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation; or at any official school bus stop.

Hazing, harassment, intimidation, bullying, or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- a. physical violence and/or attacks;
- b. threats, taunts and intimidation through words and/or gestures;
- c. extortion, damage or stealing of money and/or possessions;
- d. exclusion from the peer group or spreading rumors;
- e. 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:
  - i. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - ii. sending abusive or threatening e-mails, web site postings or comments and instant messages;

- iii. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
- iv. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
- f. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

**14. Sexting**

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

**15. Sexual misconduct**

Students shall not engage in inappropriate sexual misconduct on school grounds or at school sanctioned events.

**16. Disrespect**

A student shall not use abusive, obscene, profane, or offensive language, gestures, or signs toward another student, school employee, or adult.

**17. Smoking or Use of Tobacco**

Ohio law prohibits pupils from smoking and/or using and/or possessing tobacco in any area under the control of the school district or at any activity supervised by any school in that district.

Therefore, a student shall not smoke, otherwise use, possess, buy, sell, attempt to sell, distribute, or burn tobacco in any form, including, but not limited to, cigarettes, electronic cigarettes/vaporizers, cigars, clove cigarettes, chewing tobacco, snuff, and any other nicotine products. Students may be assumed to be smoking if any one of the following conditions exists;

- 1. odor of smoke present,
- 2. more than one person in a restroom stall,
- 3. or refusing to come out of the stall if asked.

**18. Forgery and Falsification**

A student shall not falsely represent, attempt to falsely represent, or lie concerning any information to be used by or given to school officials, use the name or identity of another person, forge any school forms or information.

**19. Distribution of Unauthorized Material**

A student shall not distribute or sell any material that has not been authorized by an administrator.

**20. Insubordination**

A student shall not fail to comply with reasonable requests or directives of adults or school employees.

**21. Over-the-Counter Substances**

A student shall not knowingly make, sell or offer to sell, receive, or distribute any substance that is available to purchase without a prescription.

**22. Presence in an Unauthorized Area/Trespassing**

A student shall not be in any unauthorized area of school grounds or any Pickerington Schools building without permission. This includes misuse of the Elevator Usage guidelines.

**23. Repeated Violations**

A repeated violation of any rule in the Code of Conduct is subject to additional penalties.

**24. Truancy**

Refer to the attendance section of the handbook and the Pickerington Schools board policy 5200.

**25. Tardiness**

Refer to the attendance section of the handbook and the Pickerington Schools board policy 5200.

**27. Hall Passes**

Students shall have a pass from an instructor or an escort to be in the halls during class time.

**28. Public Display of Affection (P.D.A.)**

Students may show only affection that is within the boundaries of good taste while at school. Students that do not show good taste will be dealt with accordingly.

**29. Gambling**

Students may not gamble in the buildings or on the school grounds.

**30. Prepared for Class**

Students are to bring to class those items identified by the instructors as needed to participate in the class or laboratory activity. This would include proper dress or uniform, books, manuals, notebook, and pencil or pen.

**31. Driving Regulations/Use of Auto/Illegal Parking**

Students may not leave school without permission, park without the proper permit, park in designated staff, visitor and/or handicapped spaces, or improperly use an automobile to and from school and on school property, or be in violation of the parking code. Students may lose their parking privileges if these rules are broken.

**32. Office Phones**

Office phones may be used with the permission of a staff member on a case-by-case basis.

**33. Loitering**

Students may not use the rest rooms as a place for loitering or as a "student lounge." Students shall not remain in the school or on school property after the conclusion of the school day unless under the supervision of a staff member or coach.

**34. Use of Property**

Students may not use any school-owned property or another student's property without permission.

**35. Unserved Discipline Hours**

If a student fails to serve discipline, additional discipline will be issued.

**36. Profanity**

A student shall not use profanity in class, halls, or on school grounds.

**37. Bus Behavior**

A student shall not violate the bus rules listed in "Bus Transportation". All bus discipline will be reported to the transportation supervisor at Petermann Bus Company. All students may be removed from riding the bus for up to 1 year. (Refer to the Bus Transportation section in the Student Planner.)

**38. Cheating/Plagiarism on Tests or Other School Work**

A student shall not cheat or use unauthorized materials on tests or other schoolwork. In addition to the loss of a grade, discipline hours and points may be assigned.

**39. Creating a Safety Hazard**

A student may be removed for creating a safety hazard.

**40. Off School Grounds Without Permission**

A student shall not leave school grounds without permission. Loss of commons may result.

**41. Possession of Laser Pens/Lighters/Matches/Stink Bombs**

Students may not possess the above items, and they will be confiscated.

**42. Outside Building Without Permission**

A student shall not be outside the building without permission.

**43. Failure to Sign In/Out of School**

All students must sign in when arriving after the bell or sign out before school is dismissed.

**44. Dress Code Violation**

A student shall not violate the dress code. (Refer to the Dress Code section in the Student Planner)

**45. Food/Drink/littering in Building, Outside Cafeteria**

All food and drink must be kept in the cafeteria during school hours unless special permission has been granted.

**46. Failure to Clean Up Lunchroom Table/Area**

Students are responsible for leaving their area clean.

**47. Possession/Use of Electronic Equipment by Students**

Please refer to the Acceptable Use board policy for Wireless Communication Devices. All electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. Any violation of the policy may result in discipline.

**48. Inappropriate Material**

Students are not to possess, bring, make, transmit, conceal, sell, or offer to sell inappropriate material or items.

**49. Classroom/Lunchroom/Hallway Disturbance/Horseplay/ Inappropriate Behavior**

A student shall not be involved in any type of inappropriate behavior, including but not limited to excessive noise and blocking/loitering in hallways, which will also include excessive noise for electronic devices and/or speakers.

**50. Instigation**

A student shall not participate in any activity considered by the administration to be a direct or indirect instigation.

**51. Acceptable Use Policy:**

Each student must take responsibility for appropriate and lawful use of this access. Please refer to the reference regarding board policy.

**52. Social Media:**

Care must be taken on social media to maintain an atmosphere of respect consistent with the behavior expected of students in school. Please refer to board policy.

**STUDENT CONDUCT (ZERO TOLERANCE)**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students must conform to school regulations as well as accept directions from authorized school personnel. The Board has “zero tolerance” of 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 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 discipline code and the fact that any violations of the student discipline code are punishable.

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

In addition to these items, a student may be subject to school disciplinary action, for misconduct which occurs off school property to the extent that the misconduct, regardless of when it occurs, is directed at a district official or employee or the property of such official or employee. Such action is deemed inappropriate by the Board of Directors because disrespectful acts could negatively affect student behavior at school and thereby cause a disruption in the learning environment. (O.R.C. 3313.661(A))

Certain violations of the Discipline Code involving firearms, knives, bomb threats, or serious physical harm to persons or property can result in the student being expelled for a period of up to one calendar year or being permanently excluded from school.

Students who violate school rules may be punished under the Handbook and Co-curricular and Extra Curricular Activities Policy (PLSD) in addition to receiving school punishment.

Certain violations of school rules may result in the loss of a student’s driver’s license. (O.R.C. 4510.32).

Students violating certain school rules may be permanently excluded from attendance in any school in Ohio. (O.R.C. 3313.662)

The Discipline Code shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with good order, discipline, or operation of the academic or educational process taking place in the school, or which substantially and materially is, or poses a threat to, the safety of persons or property.

Emergency Removal - Students may be removed from class/school.

Given a specific set of circumstances, charges may be filed against anyone who has violated the law, in addition to school punishment.