

PICKERINGTON LOCAL SCHOOL DISTRICT



2019-20 School Year



PICKERINGTON ELEMENTARY AND MIDDLE SCHOOLS STUDENT HANDBOOK AND CODE OF CONDUCT

FAIRFIELD ELEMENTARY

1300 Coventry Avenue
Pickerington, OH 43147
Phone: (614) 834-7600
Fax: (614) 834-7610

HERITAGE ELEMENTARY

100 East Street
Pickerington, OH 43147
Phone: (614) 833-6385
Fax: (614) 833-6415

PICKERINGTON ELEMENTARY

775 Long Road
Pickerington, OH 43147
Phone: (614) 548-1400
Fax: (614) 548-1410

SYCAMORE CREEK ELEMENTARY

500 Sycamore Creek Street
Pickerington, OH 43147
Phone: (614) 834-6200
Fax: (614) 834-6210

TOLL GATE ELEMENTARY

12183 Toll Gate Road
Pickerington, OH 43147
Phone: (614) 834-6300
Fax: (614) 834-6310

TUSSING ELEMENTARY

7117 Tussing Road
Reynoldsburg, OH 43068
Phone: (614) 834-2600
Fax: (614) 834-2610

VIOLET ELEMENTARY

8855 Education Drive
Pickerington, OH 43147
Phone: (614) 548-1500
Fax: (614) 548-1510

DILEY MIDDLE

750 Preston Trails Drive
Pickerington, OH 43147
Phone: (614) 830-2900
Fax: (614) 830-2910

HARMON MIDDLE

12410 Harmon Road
Pickerington, OH 43147
Phone: (614) 835-2000
Fax: (614) 835-2010

TOLL GATE MIDDLE

12089 Toll Gate Road
Pickerington, OH 43147
Phone: (614) 834-6400
Fax: (614) 834-6410

IMPORTANT DISTRICT-WIDE INFORMATION

District Office	614-833-2110
District Website	http://www.pickerington.k12.oh.us
Petermann Transportation	(614) 837-8525
Food Services	(614) 833-3645
Student Food Accounts	www.mypaymentsplus.com or 1-866-711-7341
Treasurer's Office	(614) 833-2112

PICKERINGTON LOCAL SCHOOL DISTRICT

VISION: We aspire to be the school district of choice, improving our community and society by opening doors and providing opportunities for every child, every day.

MISSION: Our mission is to provide an engaging, innovative and holistic experience that empowers all students to become responsible, productive citizens.

GENERAL INFORMATION

Parents and guardians, thank you for reviewing the contents of this handbook with your child. We look forward to partnering with you to provide the best possible educational experience for your child. Using and understanding this handbook will help ensure everyone in our schools have a safe, productive and fulfilling school year.

This handbook is not an all-inclusive list of policies and procedures for our district/schools. If you have questions about a school matter, please contact your student's teacher or building administrator.

ACCEPTABLE USE POLICY

The Pickerington Local School District provides 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 school 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, the following: Illegal activities, accessing inappropriate material, inappropriate or insensitive communication, violating copyright laws, copying of 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 this policy 7540.03 in its entirety on the district website for additional details.

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 occurs during school, on the way to and from school, and while attending school functions.

AFTER-SCHOOL EVENTS

Students must be picked up promptly at the time the event is to end. If the student is not picked up on time, he/she may not be allowed to attend the next activity without a parent/guardian/chaperone. It is the parent's responsibility to provide transportation home after school activities.

1. All after-school activities are a privilege. Students must be in attendance at school to participate/attend.
2. All school rules and procedures apply during the activity.

BIRTHDAYS

The staff recognizes that birthdays are very special days for children. We want to help your child celebrate this special occasion; however, to protect students with health concerns including food allergies and to comply with board policy, please follow these guidelines:

1. Limit your treats to non-food items such as stickers, pencils, etc.
2. Refrain from sending flowers, balloons, or other special gifts to children during school hours.

To avoid hurt feelings, party invitations will not be distributed at school.

BICYCLES

Students are permitted to ride bikes to school with their parents' approval. The school will not be responsible for bikes damaged or stolen while on school property. We recommend that only students who live in the immediate vicinity ride bikes to school. Students must walk their bicycles while on the sidewalks in front of the school. Bicycles must be parked in the bike racks and remain parked during school hours.

CHANGE OF ADDRESS

Any change of address must be reported to the District's Welcome Center at 614-920-6180. Any home phone number and/or parent work phone number change should be made by going to the Infinite Campus Parent Portal at: <http://www.pickerington.k12.oh.us/parent-portal/>.

CHILD CUSTODY REGULATIONS

In cases of divorce/separation, a copy of the final agreement of the divorce decree/separation agreement that stipulates the custodial provisions must be provided to the school. Any subsequent changes to the court order or decree must also be provided to school officials. Proper identification may be requested to address custody/student issues with building staff.

CLOSINGS AND DELAYS

Occasionally, Pickerington Schools closes or delays school start times (or closes 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 it 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/>

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 through Infinite Campus to contact large groups of households for special announcements and emergencies, such as calamity days. This system sends emails, phone calls, and text messages to the addresses and phone numbers parents have identified as their contact preferences in Infinite Campus.

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:

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, on social media, 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.

Busing Information: Up to date Bus Routing Information is made available through our Elink parent portal: <http://elink.nationalexpresscorp.com/ElinkPickeringtonOH/Login.aspx> Each student automatically has an account created within 24 hours after creation of the six digit student ID# assigned by Infinite Campus. The username and password are the student ID#. This portal is also used for all bus stop change requests. Once logged in to Elink you can choose the "Parent Communication" tab to access the communication form for this purpose.

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

We ask that parents do not have things delivered to students at school such as balloons, flowers, and food items.

DIRECTORY INFORMATION (O.R.C 3319.321)

The district proposes to designate the following personally identifiable information contained in a student's education record as "directory information"; it discloses that information without prior written consent, except that not even directory information is not released for a profit-making plan or activity. Such information includes:

1. student's name;
2. student's grade level;
3. student's address;
4. telephone number(s);
5. student's date and place of birth;
6. major field of study
7. participation in officially recognized activities and sports;
8. student's height and weight , if a member of an athletic team;
9. dates of attendance ("from and to" dates of enrollment);
10. date of graduation; and
11. 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.

DISMISSAL PROCEDURES

Please notify your child's teacher about the daily routine your child should follow at dismissal time. If there is any change in a student's normal dismissal routine, a note stating the change must be written to the student's teacher; otherwise, students will be dismissed according to their regular routine. We request that any changes to your child's transportation be made no less than one hour prior to school dismissing to ensure that the proper notification can be made to appropriate people.

DRESS CODE

Dress must be appropriate for school and should not disrupt the learning environment. Bare midriffs, spaghetti strap shirts, tank tops, and T-shirts with suggestive, drug-related, alcohol-related, or violent imprints are prohibited. Skirts and dresses are to be of reasonable length. Shorts, skorts, and split skirts are permitted; however, cut-off sweats, biker shorts, short-shorts, etc., are not. Students may not wear hats, caps, or bandanas inside the school building. The principal reserves the right to make judgment as to what is appropriate.

EMERGENCY MEDICAL FORMS

Accidents can and do happen. It is essential that we are able to contact a parent/guardian or another reliable adult 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, extra-curricular, or co-curricular activity or school premises on an emergency basis as dictated by board policy.

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.

FEES/FEE WAIVER

On an annual basis, the District Board of Education adopts rules and regulations establishing a schedule of fees for materials used in our courses of instruction. Where applicable, the cost of the student planners will be included in school fees. Consumable materials become the student's property. Families who are financially unable to pay for necessary materials should refer to board policy for fee waivers. Applications are available in the school office. Failure to pay school fees will result in school records (i.e., grades and credits) being held until payment is received.

FIELD TRIPS

Students' participation in a field trip requires submission of a field trip permission statement signed by an authorized adult and a completed emergency medical form (completed online), 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.

Parent's attending field trips must follow the board policy for volunteers and visitors.

GRADING AND REPORTING

Grading with report cards is a system of communication between teacher, students, and parents. The system is designed to reflect achievement in respect to ability and progress in relationship to expectation and effort.

Grade cards are issued four times a year. These grade cards are the parent's copy and do not have to be signed or returned.

We will use the following percentages to compute nine-week grades.

Semester and yearly averages are computed on a four-point scale.

(A+ will not be used, allowing A to be a perfect score.)

*For grade levels not using a standards-based achievement record.

GRADING SCALE (6 th Grade Only)				
9 Weeks Grades			Semester/Year	
Percent	Letter Grade	Value	Range When Averaging Letter Grades	Sem./Year Final Grade
100-93	A	4.00	4.00-3.88	A
92-90	A-	3.75	3.87-3.50	A-
89-87	B+	3.25	3.49-3.13	B+
86-83	B	3.00	3.12-2.88	B
82-80	B-	2.75	2.87-2.50	B-
79-77	C+	2.25	2.49-2.13	C+
76-73	C	2.00	2.12-1.88	C
72-70	C-	1.75	1.87-1.50	C-
69-67	D+	1.25	1.49-1.13	D+
66-63	D	1.00	1.12-0.88	D
62-60	D-	0.75	0.87-0.67	D-
Below 60	F	0.00	0.66-0.00	F

ACHIEVEMENT RECORDS

Kindergarten through fifth-grade students will receive standards-based report cards each nine weeks. These documents will be based on grade-level standards. Grade levels are in bands, which are K-2 and 3-5.

Student levels of achievement are:

N	No Progress:	Student is making no progress towards meeting end of year grade level standards with extensive support.
L	Less than expected progress:	Student is making less than expected progress toward meeting end of year standards with increased support.
P	Progressing towards mastery:	Student is making expected progress toward meeting the year-end grade level standards.
M	Mastery:	Student is meeting the year-end grade level standard and may be ready to work at greater depth.

Sixth-grade students will receive report cards each nine weeks. While grading is based on mastery of the standards, students will receive a report card with letter grades.

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 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 (100.0 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 and 11. Hearing screenings will be provided in grades K, 1, 3, 5, 9 and 11. Parents will be notified if their child fails the screening.

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 will be excluded per Ohio Law.

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, signed by parent/guardian, and given to the school 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.

HOMEWORK

Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning process. Parents are encouraged to set aside a regular time each evening to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing, studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities. For additional information, please refer to board policy 2330: Homework

HONOR ROLL (6th grade only)

Recognition will be awarded based on grade point average (GPA) for each nine-week period as follows:

- "A" Honor Roll: A student must maintain at least an "A-" average in all academic subjects for a particular grading period (3.750-4.000).
- Honor Roll: A student must maintain at least a "B" average in all academic subjects for a particular grading period (3.000-3.749).

Yearly recognition will be granted to students who maintain an average grade of 3.750-4.000 or 3.000-3.749 for the first three nine-week grading periods. Year-end honor roll awards will be based upon the average of the student's first three nine-week grading periods only.

MAKE-UP WORK / REQUEST FOR HOMEWORK

Students will be permitted to receive credit for make-up work. Students who are absent on the day before a pre-announced quiz, test, or project will be required to take the quiz/test or present the project on the scheduled date unless new material was covered during the absence. Homework assigned before the absence is due upon the student's return. The amount of time permitted to complete make-up work will be determined cooperatively by the teacher and student, but will not exceed the number of absent days.

Parents may request homework assignments for their child on the second day of an absence. In order for the office to have the necessary lead-time to acquire these assignments, the request must be made before 10:00 a.m. to ensure that it will be available for pickup the same day. Parents must be aware of the individual homework request policy for their child's teachers. This policy may vary somewhat by school.

PARENT-TEACHER ORGANIZATION (PTO)

Each of our schools extends an invitation to each family to join their parent-teacher organization. Please check notices sent home with your child concerning the various activities the PTO will conduct throughout the school year.

PARENT CONFERENCES

You are encouraged to schedule a conference at any time to discuss your child's progress. This is perhaps one of the best means of communication for the child, the parents, and the school personnel.

Preplanned parent-teacher conferences are held in the fall and winter. These conferences are very important to both parents and teachers. Parents will have the opportunity to know and understand more fully the progress of your child in school. The conference enables teachers to better understand each child and parents' expectations. Parents are urged to make every effort to schedule a conference

during the scheduled days. Information regarding conferences is sent home with students approximately three weeks before the conference dates.

PARENT VISITATION

Visitors, particularly parents/guardians, are welcome at school. To properly monitor the safety of students and staff, each visitor must report to the school office upon entering the building to sign in and provide proper identification to receive a visitor's badge. Any visitor without a visitor/volunteer badge will be asked to return to the office. If parents wish to meet with a staff member or observe a classroom, they should call to schedule an appointment. Appointments must be made at least 24 hours in advance by contacting the school office. Parents are welcome to visit our school for special programs and class observations. Students are not permitted to invite friends or relatives to school during the school day. Additional guidelines regarding visitors in school can be found on the district website under policies: 9150 and 9150 AG.

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.

PHONE CALLS

Students must have the approval of their teacher, principal or office staff before making a telephone call. Telephone calls should be limited to emergency situations unless approved otherwise. All student calls should be made from the classroom or office phone.

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 Sept. 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.

RECESSES

Children are required to go outside unless prohibited by weather conditions or health reasons. Indoor recess will be held on days of inclement weather or when the wind chill factor is below 25 degrees. On these “indoor” days, students will remain indoors and participate in classroom games and/or activities. If your child has a medical problem and must remain indoors or have limited activity, please provide the school office with a written note. A physician statement must accompany any request for extended excuse from recess. Parents will not be permitted to attend recess unless it is approved in advance by the principal.

SAFETY

Please report all safety issues to the office. Students who feel uncomfortable reporting this information to the office may see a teacher or counselor. 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

Several types of emergency/safety drills are conducted throughout the year, including fire, tornado, medical, 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.

SCHOOL COUNSELING SERVICES

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. Students can obtain a pass from their teachers or self-refer to schedule a time to meet with a school counselor.

SCHOOL PROPERTY

Lockers/cubbies, textbooks, and district-owned technology (including Chromebooks) are school property. If school officials have reason to believe a locker/cubby or other school property is being used inappropriately, school personnel may search the school property without permission of the student. Students who share lockers/cubbies must be respectful of one another’s property. Students are responsible for their textbooks and district-owned technology devices. Textbooks and literature books that are lost or excessively damaged beyond normal usage shall be the responsibility of individual students. Replacement costs and/or fees will be assessed accordingly.

Students also are responsible for any library materials they borrow.

The school and other equipment in the building must be treated with respect. Damage and marking on walls, doors, or other surfaces will not be tolerated.

SCHOOL LUNCHESES

The school operates a cafeteria, which offers students hot, nutritious lunches each school day. Students who bring lunches from home may purchase milk in the cafeteria.

The computerized cash register system allows parents to prepay for their child's lunches in advance. Parents may monitor and add funds to their students' accounts at <http://www.mypaymentplus.com>

SCHOOL TIME SCHEDULE

Check our school or district website for information on daily start and stop times for typical days and days for which a two-hour delay occurs.

SEARCHES (O.R.C. 3313.20)

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property of a student, including any district-owned technology, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. Any unattended belongings will be searched to determine ownership and to confirm the item or its contents are not dangerous. Please refer to board policy for additional details.

SIGNING IN VISITORS TO SCHOOL / PICKING UP YOUR CHILD

All visitors to any school must first stop at the office and sign in. Do not report directly to the classroom, lunchroom, or playground during school hours. This is done for the safety of all students. If you need to pick up your child, you must come to the office with proper identification to sign your child out and wait there for the office personnel to get your child for you. All students arriving late must first report to the office to sign in and obtain an office pass before returning to class.

SOCIAL MEDIA FOR STUDENTS

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 social media for students policy when posting content online. The Social Media for Students 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 refer to board policy 7540.03A Social Media Policy (Students)

STUDENT PLANNERS (Third/Fourth grade students only)

Elementary school students may receive a student planner. Those students receiving planners should use planners each day in class by writing all of their assignments down for each subject. Planners should be taken home each night to be reviewed by parents. It is the responsibility of the student to make parents and teachers aware of messages for which responses are needed. Students who lose their student planners are expected to purchase a replacement.

SURVEILLANCE CAMERAS

Surveillance cameras are mounted in and around various locations throughout the building. Students may be recorded at any time. Please refer to board policy 7440.01 on the district's website for additional guidelines on video and electronic monitoring.

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. Please refer to the district's policy on discrimination for additional guidance.

VOLUNTEERING IN PICKERINGTON SCHOOLS

All persons volunteering within Pickerington Schools must submit a Volunteer Application and sign a Volunteer Code of Conduct form. These forms are available in all of our school offices and on the district website. All volunteers (both new and current) having unsupervised access to children on a regular basis must have a background check. Please refer to board policy 9150: School Visitors and administrative guideline 9150 AG: School Visitors for additional details.

WITHDRAWING FROM SCHOOL

Please notify the school office before withdrawing a child from school. Office personnel will explain the procedures that must be followed. Please refer to board policy 5130: Withdrawal of School and administrative guideline 5130: Withdrawal/Transfer from School for additional details.

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) College visitation (three approved days allowed)
- G Emergency circumstances (eg. court appearance, required meeting with social services agency, student required to travel with parent.)
- H Absences due to a student's placement in foster care or changes in foster care placement or any court proceedings related to their foster care status
- I Absences due to circumstances impacted by homelessness

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.

EARLY POLICY

Once a student gets to school, he/she is expected to stay the entire day or until that student is dismissed. Each student leaving school property during school hours will be required to have written communication from the parent or guardian. Please note that for security purposes, students will NOT be dismissed to parents following school events held during the regular school day. Parents wanting to take their child out of school early must follow the regular sign out procedures. Any student leaving early will be counted absent for that portion of the day.

VACATION

Vacation days are noted in the annual school calendar. It is the expectation of the Board 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. All work missed must be completed and turned in on the day of return to school. Scheduling family vacations during established testing windows is strongly discouraged. Family vacations are not considered an excused absence.

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 K-6 STUDENT CODE OF CONDUCT

The code complies with the due process requirements of Ohio law. In general, it outlines offenses for which a student may be suspended and/or expelled from school. Students are responsible for knowing the rules and regulations of the code. If you have questions or concerns about the school Student Code of Conduct policy, please contact any Principal or Assistant Principal.

It is impossible to list or categorize all the various types of disciplinary violations; thus, the administration reserves the right to administer discipline as the facts of the case dictate.

The administration will make every attempt to communicate to parents all necessary information concerning discipline or attendance problems. Parents and guardians should feel free to contact them for assistance.

Notwithstanding the discipline guidelines, a student may, at any time, for any violation of the Student Code of Conduct, be suspended, removed and/or expelled from school, and/or be subjected to other disciplinary action for committing any one or more of the acts listed below.

These discipline regulations apply to conduct while school is in session; at school-sponsored activities; on school premises; off school premises at any 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, 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.

During the time of suspension (not to include in-school study), expulsion, or removal, the student's parent, guardian, or custodian is responsible for the student. While suspended, expelled, 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.

Copies of the Student Code of Conduct and relevant board policies are available in the office, upon request, to students and parents. The Student Code of Conduct may change during the school year. Please consult the posting in the office for the current policies. Disciplinary action will follow the Board of Education approved Student Code of Conduct.

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, principal, and assistant principal.

Loss of Recess: Students may lose recess time. The amount of time lost will be determined by the school administration.

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 ORC.

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/Expulsion: 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 assignment. 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).

RULES OF CONDUCT

These rules are intended to promote maximum safety, develop a positive climate for living, encourage courtesy and respect, maintain a good atmosphere for learning, and protect the rights and property of school and others. Any violation of the following rules may result in disciplinary action being taken by the school.

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, be under the influence of, 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 used 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.

- 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, ORC Section 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordnance 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 up to one calendar year. Violators of the Code of Conduct may be referred to civil authorities. See board policy.

5. Inducing Panic

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 ORC 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. See ORC Section 2917.31.

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 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, Hitting, or Throwing

This is the act of physically touching or hitting, throwing objects at, or making physical threats to a student or employee of the school system, or any other person, while on school property or while at a school event. 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 Pickerington Schools.

12. Theft or Possessing Stolen Property

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, cigars, clove cigarettes, chewing tobacco, snuff, and/or any other nicotine product. 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; or 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.

23. Repeated Violations

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

OTHER MISCONDUCT

In addition to the rules previously listed in the Code of Conduct, students may be disciplined for violations of the following rules. A violation of these rules normally will not result in suspension or expulsion, but repeated violations could result in suspension or expulsion. The law has defined habitual and chronic truancy with referrals to juvenile court. See board policy.

24. Truancy

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

25. Tardiness

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

26. Class Cuts (Unexcused Absences From Individual Class Periods)

If a student is more than five minutes late to class, he/she may be considered unexcused from the class. If a student fails to attend an assigned period without an excuse, it will be dealt with more severely than if he/she shows up late.

27. Hall Passes

Students shall have a pass from an instructor 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 anywhere on 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.

32. Phone Use

Office/school 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 Peterman Bus Company. All students may be removed from riding the bus for up to 1 year. (Refer to the Bus Transportation section)

38. Cheating/Plagiarism on Tests or Other School Work

A student shall not cheat or use unauthorized materials on tests or other schoolwork.

39. Creating a Safety Hazard

A student may be removed from class for creating a safety hazard.

40. Off School Grounds Without Permission

A student shall not leave school grounds without permission.

41. Possession of Lighters/Matches/Stink Bombs

Students may not to possess any of these 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

A parent, guardian, or custodian must sign a student in, when arriving after the bell, or sign a student out before school is dismissed.

44. Dress Code Violation

A student shall not violate the dress code. See board policy.

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. Students are not to litter anywhere on school grounds.

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 for wireless communication devices (WCD's). 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.

48. Inappropriate Material

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

49. 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.

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.

50. Instigation

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

51. Acceptable Use Policy (AUP)

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.

Note: This is a representative listing of rules and violations. It is not a complete listing of all acts of misbehavior that may require disciplinary action. The Pickerington Schools administration reserves the right to take disciplinary action as the situation warrants.

In addition to these items, a student may be subject to school disciplinary action, for misconduct that 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 appropriate by the Board of Education because disrespectful acts could negatively affect student behavior at school and thereby cause deterioration in the learning environment. See ORC 3313.661(A).

Certain violations of the Code of Conduct 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. See board policy.

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

The Code of Conduct 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.

Pickerington Schools comply with all requirements of state and federal law in regard to the discipline of disabled students.

All Student Handbook policy references were current at the time of publication. Policies are subject to change as the Board of Education updates policies throughout the year. All discipline and policy enforcement will be based on current Board of Education policy located on the District website and/or at

<http://www.boarddocs.com/oh/plsd/board.nsf/public>. Please refer to board policies online for the most recent version.