



# 2022-23 School Year

## ELEMENTARY AND MIDDLE SCHOOLS STUDENT HANDBOOK AND CODE OF CONDUCT

### IMPORTANT DISTRICT-WIDE INFORMATION

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

#### **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

# 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)

Pickerington Schools will use a variety of services that allow the district to monitor student's PLSD Google accounts, all accounts linked to that PLSD Google Account and student's PLSD owned Chromebooks. These services may have the ability to notify students when minor infractions occur. As well as notify PLSD administrators is a major infraction occurs or the possibility of self-harm exists.

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 occur during school, on the way to

and from school, and while attending school functions. More information about the school insurance program can be found by visiting our website at <https://www.pickerington.k12.oh.us/forms/>.

## **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, on rare occasions, closes school early, or moves to all virtual learning 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 when 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, babysitter, 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:

<https://www.pickerington.k12.oh.us/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, texts, 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/](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 mailed, posted to the building and/or district website, shared on social media, or emailed via the parent notification system and/or utilizing a program called Smore.

*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>. An account is created automatically for each student within 24 hours after a 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: <https://www.pickerington.k12.oh.us/student-handbooks/>

## **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. telephone number(s);
4. major field of study
5. participation in officially recognized activities and sports;
6. student's height and weight, if a member of an athletic team;
7. dates of attendance ("from and to" dates of enrollment);
8. date of graduation; and
9. 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 school office; 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**

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 and safe learning atmosphere. Dress and grooming styles should not:

- divert the attention of the pupils from the primary function of the school, which is education; and
- create in the minds of pupils both in this and other communities a misleading image of the student body and school program; and
- display slogans and logos that are offensive, racist, sexist, discriminatory, or promote practices considered inappropriate for students. This includes but is not limited to advertisement for alcohol, sex, tobacco, etc.

Addressing a student for dress code infractions may include: counseling of the student, communication with the parent/guardian, remedying of the infraction, and/or, disciplinary measures for repeat offenders, as deemed appropriate by building administration. The building administrator reserves the right to make judgement 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 complete the emergency medical authorization form online. If an emergency arises during school hours due to an illness or injury to a student, school personnel will attempt to notify the parent/guardian. If successful, one of the other emergency contacts listed on Infinite Campus will be called.

During the school year, there may be changes in addresses and telephone numbers. Updates to your contact information can be made by logging into the Infinite Campus Parent Portal: <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**

The Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities.

## **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. Note: The premiums for the insurance coverage for Chromebooks and/or iPads (Technology Protection Plans) are not subject to waiver or reduction. This is optional coverage that can provide up to \$400 in coverage for accidental damage or destruction of District issued Chromebooks and/or iPads.

## **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 PRACTICES: Guiding Principles for K-12**

- The purpose of grading is to communicate the level of mastery of course content standards to stakeholders.
- Teachers should provide clear and timely communication to parents and students about the grading criteria and the student's level of mastery.
- Student evidence of learning should be aligned with grade-level content standards. Giving students extra credit or grades for activities (e.g., bringing in canned goods, classroom materials, parent signatures, or participating in non-curricular activities) do not show evidence of learning.
- The grading system ensures consistency and equity across grade levels, content areas, and schools.
- The grading system measures, reports, and documents academic progress and achievement separately from work habits, character traits, attendance, and behaviors, so that educators and

other stakeholders can accurately determine the difference between learning needs and behavioral or work-habit needs.

- The grading system is not used as a form of punishment, control, or compliance.
- Re-teaching and reassessment are a part of the instructional cycle.

## **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.

### *ACHIEVEMENT RECORDS*

Student levels of achievement are:

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.

<b>GRADING SCALE (K-5)</b>		
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.

<b>GRADING SCALE (6<sup>th</sup> Grade Only)</b>				
<b>9 Week Grades</b>			<b>Semester/Year</b>	
<b>Percent</b>	<b>Letter Grade</b>	<b>Value</b>	<b>Range When Averaging Letter Grades</b>	<b>Sem./Year Final Grade</b>
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

## **HEALTH CONCERNS**

If your student has a health concern or medical diagnosis, please provide the school nurse the most up to date medical documentation from your student’s health care provider. Mutual understanding about health concerns will help us to provide better care for your student while at school. Please update your student’s medical information at the start of every school year and as necessary when health status and diagnosis change.

School personnel will provide basic first aid and care for student injuries and illnesses that occur during the school day. 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 emergency contacts listed Infinite Campus will be contacted. Once the parent/guardian is notified it is expected that your student is picked up from school in a timely manner.

Please ensure that your contact information is correct. Updates to your contact information can be made by logging into the Infinite Campus Parent Portal at:  
<http://www.pickerington.k12.oh.us/parent-portal/>.

### *SCHOOL HEALTH CLINIC*

The school health clinic is available to students who may become ill or injured during the school day. Ill or injured students should report to the school health clinic prior to contacting their parent/guardian. It is important to keep your student home from school if they have an elevated temperature above 100.0 or a contagious disease like chickenpox, flu, vomiting, diarrhea, colds, strep throat and “pinkeye.” Students who are present at school with signs or symptoms of illness will be sent home and must be fever and symptom-free for 24 hours prior to returning to school.

## SCREENINGS

Hearing and vision screenings are conducted according to the Ohio Department of Health guidelines for students in grades: kindergarten, first, third, fifth, ninth and eleventh grade and all new students to the school district. Vision screenings will be conducted for all seventh-grade students. The parent/guardian will be notified if their student does not pass the screening.

## IMMUNIZATIONS

State required immunizations or exemptions must be on file within the first 14 days of school attendance per Ohio Law and district policy. Any student who does not meet the minimum state-required immunizations or exemptions will be excluded. Please submit your student's up-to-date immunization record to the school health clinic.

## MEDICATION

*Medication prescribed by a health care provider:* State of Ohio law and district policy require that students requiring administration of prescription medication during the school day must have a completed Medical Authorization Form on file in the school health clinic. This form must be completed by the prescribing health care provider, signed by the parent/guardian, and must be provided to the health team prior to administration of the medication to the student. This form is located in our school health clinics and on our district website.

Additionally, the medication must be presented to school personnel by the parent or guardian in its original container with the pharmacy label. The pharmacy label must include the student's name, provider's name, name of the medication, dosage to be given, and time to be administered. -Any change from the original order must be provided in writing from the student's prescribing provider.

### *FDA-approved non-prescription medication:*

If non-prescription medications are required to be given at school, the parent/guardian must sign the non-prescription medication form for their student. The medication must be in the original sealed container and accompanied by a completed non-prescription medication form with the student's name, name of the medication, dosage to be given, time to be given, date to be started, and date to be discontinued. The non-prescription medication form can be found in the school health clinic or on the district website.

All non-prescription medication (including cough drops) must be stored in a school clinic. Dosages exceeding manufacturer's will be require a medication authorization form completed by treating health care provider.

Students are not permitted to transport medications to and from school. All medications are to be delivered to school by the parent/guardian. The parent/guardian must pick up any unused medications before the end of the school year 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 (6<sup>th</sup> 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.

Students should access homework assignments for their child on Google Classroom and/or SeeSaw. 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 and can be found on the school district calendar. 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 two 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 and must complete the required form(s). All confidentiality rules apply when visiting our classrooms or observing students in our schools. 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.

## **PBIS**

Positive Behavior Intervention Support (PBIS) is a process supported by the Ohio Department of Education and Pickerington Local School District to promote and maximize academic achievement and behavioral competence. It is a three-tiered system of support for helping all students achieve important social-emotional and learning goals. We know that when we create learning environments that are student-centered, efficient and stable, our students excel in their learning. As part of PBIS, we will establish and explicitly teach clear rules and behavior expectations to students. We encourage and acknowledge desired behaviors. The expectations for all student behavior are clear in common areas throughout our building and in parking lots and playgrounds. Our school rules provide a safer school environment and allow more time for instruction. We apply consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching students in a positive, proactive way, we provide common language for everyone in our district, including students, teachers, front office staff, and paraprofessionals.

We believe having common vision and values, language and experiences allows our school community to build and sustain environments where students can succeed and grow. This framework provides clear expectations for student behavior, outlines specific methods and strategies to encourage social skills, and a menu of corrective strategies when misconduct occurs.

## **PERSONAL COMMUNICATION DEVICES (BP 5136)**

For purposes of this policy, "personal communication device" (PCD) includes, but not limited to, computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartwatches, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.) not owned by the district.

Students in grades 7-12 may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent

mode) and stored out of sight. Educational environment is defined as district properties including fields, buildings, and district provided transportation.

Students in grades preschool-6 may use personal communication devices (PCDs) only before and after school. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

## **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.

## **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 communication should be made from the classroom or office phone. Parents are discouraged from directly communicating with their children during the school day.

## **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 **Safer Ohio School Hotline** by calling **844-723-3764**. Calls to the Safer Ohio School 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 design and deliver school counseling programs that improve student outcomes. They lead, advocate, and collaborate to promote equity and access for all students by connecting their school counseling program to the school's academic mission and school improvement plan. They uphold the ethical and professional standards of the American School Counseling Association and promote the development of the school counseling program based on the following areas of the National Model: define, deliver, manage, and assess.

School counselors deliver developmentally appropriate activities and services directly (instruction, appraisal and advisement, and counseling) to students and indirectly (consultation, collaboration, and referrals) for students. These activities and services help students develop the mindsets and behaviors for student success and seek to improve achievement, attendance and discipline. Through the school counseling program, school counselors ensure equitable academic, career and social/emotional development opportunities for all students.

## **SCHOOL LUNCHES**

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 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 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. If a student is being picked up by someone other than the parent/guardian, a written note should be sent to the office identifying the person/relationship/time that will be picking up your student. 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. Any social media post that interferes with the educational process or creates a disruption within the school environment may result in school discipline.

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. Students who lose their student planners are expected to purchase a replacement, if available.

## **SURVEILLANCE CAMERAS**

Surveillance cameras are mounted in and around various locations on school grounds. 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 (BP 2260, 2260 AG, BP 5517, BP 2266, BP 5517 AG, BP 2266 AG)**

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 N. East Street, Pickerington, Ohio. If not satisfactorily settled at this level, the complaint may be made to the District's Title IX compliance officer(s), who will act as the district's final mediator. Please refer to district policies 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 (BP 5130 and 5130 AG)**

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 / must complete the pre-approval form)
- H Emergency circumstances (eg. court appearance, required meeting with social services agency, student required to travel with parent.)
- I 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
- J 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 DISMISSAL 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 office. All work missed must be completed and turned in on the day of return to school. Scheduling vacations during established testing windows is strongly discouraged. Vacations are unexcused absences.

A student who will be out of the country for an extended period of time will be withdrawn from the district. Upon their return to Pickerington they will need to provide the Welcome Center proof of residency to be re-enrolled and continue their education in Pickerington Schools.

**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**

Publicly funded transportation is a service provided under the direction of 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 compliant 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 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.
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. When boarding students must go directly to an available or assigned seat so the bus may safely resume motion.
5. Students must remain seated at all times, keeping aisles and exits clear. Students shall not move from seat to seat.
6. No standing on the seats or sitting on the backs of seats.
7. Unauthorized touching or hitting is the act of physically touching or hitting. Unauthorized touching, shoving or tripping, or making physical threats to a student, bus driver, or any other person will not be permitted; it will generally result in a suspension for a minimum of three (3) days.
8. 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.
9. 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.
10. 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.
11. Eating, drinking, and gum chewing on the bus is not permitted at any time, except as required for medical reasons.
12. Students will ride only on assigned buses and are not permitted to get off other than at the assigned bus stop without prior administrative approval.
13. Throwing litter on the bus or out the windows, or throwing anything at the bus, is prohibited.

14. Students will keep all parts of their body inside the bus.
15. At no time are students allowed to tamper with the emergency exit door or windows. A suspension will be given.
16. 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.
17. 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.
18. 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.
19. Spitting is not permitted.
20. Except as required by state or federal disability laws, animals of any size will not be transported on a school bus.
21. 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.
22. 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.
23. Noise on the bus shall be kept to a minimum at all times to ensure safe operation of the bus.
24. 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.
25. 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.
26. 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.
27. 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 DISABILITES**

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. Committing a Felonious Act 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 (BP 5530 and 5530 AG)**

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, CBD products, stimulants, depressants, or other intoxicants; or any other controlled substance as defined under the laws of Ohio or federal law. *E-Cigarettes*, vaping, juuling, IQOS, or the use of other similar devices used to inhale or ingest foreign substances will be treated as a drug violation.

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,". No student shall possess any counterfeit money, 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 (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 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. This includes spitting or forcing bodily fluid onto a person. A violation may result in the student being expelled for a period of up to one calendar year.

## **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**

Students are discouraged from bringing valuable items to school. The school cannot assume responsibility for losses or damages.

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 (BP 5530 and 5530 AG)**

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. E-cigarettes, vaping, juuling, IQOS, or the use of other similar devices used to inhale or ingest foreign substances will be treated as a drug violation.

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, vaping devices, 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 common areas 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 personal communication devices (PCD'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.

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## ADMINISTRATIVE LEVEL BEHAVIORAL MATRIX

Strategies and Consequences	Support Initiatives			Corrective Measures				
	Parent & Student Conference <small>This is a support to the corrective action.</small>	School Based Intervention (School Counselor, Social Work interns, Restorative Practices) <small>This is a support to behavior development</small>	Referral to Student Support programs (Agency and Community referrals). <small>This is a support to behavior development</small>	Detention (lunch, after school, Quiet Study Time (QST))	Community Service with a possibility of monetary restitution	In school Suspension (ISS)	Out of School Suspension (OSS) or Pathways to Success (P2S)	Referral for Expulsion, Pathway to Success and or virtual option
<b>Level I: Minor Offenses</b> Violations that have the potential to negatively impact the safe learning environment. Corrective Measure Depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense. Level One: Multiple options for correcting student behavior may be selected.							*	*
<b>Disruptive Behavior</b>	X	X	X	X	X	X		
<b>Profanity not directed at any person (36)</b>	X	X	X	X	X	X		
<b>Horseplay including running and playing in the halls (49)</b>	X	X	X	X	X	X		
<b>Outside building without permission (42)</b>	X	X	X	X	X	X		
<b>Class Cuts, Truancy (24/26)</b>	X	X	X	X	X	X		
<b>Unauthorized use Electronic Communication Devices (47)</b>	X	X	X	X	X	X		
<b>Recording fights, taking pictures without permission (47)</b>	X	X	X	X	X	X		
<b>Minor Theft - without the consent of the owner</b>	X	X	X	X	X	X		
<b>Forgery/Fraud/ False Identification (18)</b>	X	X	X	X	X	X		
<b>Disrespect (16)</b>	X	X	X	X	X	X		
<b>Level II: Repeated Level I offenses or serious misconduct</b> Violations that may cause harm, or potential harm to person or property. Corrective Measures: Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offenses.							*	*
<b>Verbal altercations/shoving (no punches) - 3 days combo of ISS/OSS</b>	X	X	X		X	X	X	
<b>Theft - beyond the scope of the expressed consent of the owner, or person authorized to give consent: a) by deception b) by intimidation</b>								
<b>Profanity directed towards another person (16)</b>	X	X	X		X	X	X	
<b>Unauthorized use Electronic</b>	X	X	X		X	X	X	



<b>Communication Devices (47)</b>								
<b>Vandalism (7)</b>	X	X	X		X	X	X	
<b>Trespassing (22)</b>	X	X	X		X	X	X	
<b>Cheating/Plagiarism (38)</b>	X	X	X		X	X	X	
<b>Unauthorized Use of Internet (51)</b>	X	X	X		X	X	X	
<b>Recording fights, taking pictures without permission, and sharing inappropriate content on electronic devices (47) (13)</b>	X	X	X				X	X
<b>Use or Possession of Tobacco (expulsion only if program not completed) (17) (2)</b>	X	X	X			X	X	X
<b>Use or Possession of Alcohol or Drugs (expulsion only if program not completed) (17) (2)</b>	X	X	X				X	X
<b>Level III: Repeated Level I or Level II Offenses</b> <b><u>Violations of serious misconduct, illegal offenses, health threatening offenses that may cause harm or potential harm to person or property</u></b> <b>Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.</b>							*	*
<b>Physical Assault (Suspension with an intent to expel) (10)</b>	X	X	X				X	X
<b>Sale or Distribution of Tobacco (17)</b>	X	X	X				X	X
<b>Sale or Distribution of Alcohol or Drugs (2)</b>	X	X	X				X	X
<b>Use, Possession, Sale or Distribution of a Firearm (4) (5)</b>	X	X	X				X	X
<b>Theft - beyond the scope of the expressed consent of the owner, or person authorized to give consent: a) by deception b) by intimidation c) by threat</b>								
<b>Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm, Explosive, Incendiary Device or Poison (4) (5)</b>	X	X	X				X	X
<b>Volatile Act</b>	X	X	X				X	X
<b>Sexual Offenses (14) (15)</b>	X	X	X				X	X
<b>False Alarms/Bomb Threats (6)</b>	X	X	X				X	X
<b>Serious Bodily Injury</b>	X	X	X				X	X
<b>Unauthorized Fires (11)</b>	X	X	X				X	X

**Level I: Minor Offenses****Violations that have the potential to negatively impact the safe learning environment.****Corrective Measures:** Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.**Level II: Repeated Level I offenses or serious misconduct****Violations that may cause harm, or potential harm to person or property.****Corrective Measures:** Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.**Level III: Repeated Level I or Level II offenses****Violations of serious misconduct, illegal offenses, health threatening offenses that may cause harm or potential harm to person or property**

Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.

**Substance Use Matrix**

Tobacco	Drugs/Alcohol	Discipline
1 <sup>st</sup> Offense	N/A	10-day suspension without expulsion. Can be reduced to 3 days (1 day OSS, 2 days ISS) with completion of drug screen and intervention deemed necessary.
2 <sup>nd</sup> Offense	1 <sup>st</sup> Offense	10-day suspension without expulsion. Can be reduced to 5 days (2 days OSS, 3 days ISS) with completion of drug screen and intervention deemed necessary.
3 <sup>rd</sup> Offense	2 <sup>nd</sup> Offense	10-day suspension (7 days OSS, 3 days ISS) without expulsion. Referral to outside agency.
N/A	3 <sup>rd</sup> Offense	10-day suspension with recommendation for expulsion and referral to P2S

## **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.

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.