

PICKERINGTON HIGH SCHOOLS AND JUNIOR HIGH SCHOOLS  
STUDENT HANDBOOK AND CODE OF CONDUCT  
2016-2017

<p><a href="#"><u>Lakeview Jr. High</u></a> 12445 Ault Road Pickerington, OH 43147 (614) 830-2200</p>	<p><a href="#"><u>Ridgeview STEM Jr. High</u></a> 130 Hill Road South Pickerington, OH 43147 (614) 548-1700</p>	<p><a href="#"><u>Pickerington HS Central</u></a> 300 Opportunity Way Pickerington, OH 43147 (614) 548-1800</p>	<p><a href="#"><u>Pickerington HS North</u></a> 7800 Refugee Road Pickerington, OH 43147 (614) 830-2700</p>
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JUNIOR HIGH BELL SCHEDULE				HIGH SCHOOL BELL SCHEDULE			
Period 1	7:20 am	to	8:15 am	Mods 1-3	7:55 am	to	8:40 am
Period 2	8:18 am	to	9:12 am	Mods 4-6	8:44 am	to	9:29 am
Period 3	9:15 am	to	10:09 am	Mods 7-9	9:33 am	to	10:18 am
Period 4	10:12 am	to	11:12 am	Mods 10-12	10:22 am	to	11:07 am
Period 5	11:15 am	to	12:15 pm	Mods 13-15	11:11 am	to	11:56 am
Period 6	12:18 pm	to	1:18 pm	Mods 16-18	12:00 pm	to	12:45 pm
Period 7	1:21 pm	to	2:15 pm	Mods 19-21	12:49 pm	to	1:34 pm
				Mods 22-24	1:38 pm	to	2:23 pm
				Mods 25-26	2:27 pm	to	2:55 pm

**STUDENT RULES OF CONDUCT FIRST WARNING**

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

**AVAILABILITY OF THE STUDENT CODE OF CONDUCT**

In addition to being posted on the District’s website, our Code of Conduct can be found in the Main Office, the Guidance Office, the Media Center, and classrooms.

**AVAILABILITY OF BOARD OF EDUCATION POLICIES**

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. These policies and procedures can be found via links on the District website.

## ACADEMIC INTEGRITY

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

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

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

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

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

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

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

## **ACCEPTABLE USE POLICY**

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

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

## **ACCIDENT PROTECTION POLICY**

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

## **ACTIVITIES**

Mock Trial, Fall Play, Spring Musical, Chorale, Science Olympiad, In the Know, Marching Band

To be eligible a student must:

- A. Maintain a grade point of 1.750 or better per grading period.
    - a. Eligibility for each grading period is determined by the grades received the preceding grading period. An athlete will be eligible or ineligible for the next grading period beginning with the fifth school day after the end of each grading period. Eligibility or ineligibility will remain until the fifth school day after the end of the next grading period.
    - b. For eligibility purposes, new ninth-grade students will have established their GPA if they took any junior high school course(s) for high school credit (e.g., if a student took Spanish only and received a "C", their ninth-grade GPA for eligibility purposes would be 2.0).
    - c. All beginning ninth-grade students must have passed 75 percent of subjects in which enrolled and must have earned a 1.75 GPA the preceding grading period (last grading period of eighth-grade year) to be eligible for fall activities.
  - B. All students' grades are to be checked at mid-term and at the end of the grading period. Students in grades 9-12 must be passing in at least 5.0 credits or the equivalent at each check.
- See your advisor/board policy for more specific details.

## **ALCOHOL AND DRUGS**

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

## **ATHLETICS**

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

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

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

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

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

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

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

## **BORROWING MONEY**

Pickerington Schools has a no-cash policy; therefore, the office cannot loan money to students.

## **CAFETERIA / COMMONS**

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. Students are not permitted to go out for lunch and then return to the building to attend classes.

The computerized cash register system allows parents to prepay for their child's lunches in advance. The amount of the lunch and any other items purchased will be deducted from this account. This system was designed to help speed up the lunch process and works best when parents prepay for lunches. Parents may monitor and add funds to their students' accounts at <http://www.mypaymentplus.com>

Students are required to report to the cafeteria for lunch during their scheduled lunch period. Lunch can be carried (brown bag) or purchased. Purchased lunches can be class A tray type lunch or a la carte.

The cleanliness of tables is the responsibility of all who sit there. Any lunchroom disruption including theft, leaving trash, or throwing food/trash items could be grounds for disciplinary action.

## **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 portion 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.

## **CLOSINGS AND DELAYS**

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

We recommend that families establish family emergency plans for potential closings. Such plans should include teaching your child where to go (home, baby sitter, neighbor's house, etc.)

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

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

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

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

A co-curricular and extra-curricular code of conduct has been board adopted for students participating in non-athletic extra-curricular activities. See your advisor for more specific details.

## **COMMUNICATION**

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

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

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

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

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

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

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

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

## **COMPUTER DISCS/FLASH DRIVES**

School personnel will dispose of external storage devices such as computer discs and flash drives left in the computer labs after the last day of school.

## **COMPUTER LABS**

Classroom teachers for curriculum/technology projects schedule the computer labs. Students who need extra computer lab time to complete projects must make arrangements in advance with their classroom teacher. A teacher must supervise students' time and use while in the computer labs.

## **CONCERNS/QUESTIONS**

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

## **CONDUCT**

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

## **COURTYARD**

The courtyard's purpose is to allow students to relax during lunch and to use going to and from classes. No food, drink, or games of catch are permitted in or through the courtyard. Students should not use the courtyard doors to enter the hallways before the period dismissal bell rings. If students desire to be outside, they may only use the courtyard.

## **DELIVERIES TO STUDENTS**

School-related items, such as books, projects, lunch money, etc., may be left with the office or person at the greeter's table for delivery to your student. No deliveries will be accepted for food, balloons, flowers, etc. The schools cannot assume responsibility for deliveries made to students at the building.

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

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

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

Parents may contact the guidance 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.

## **DISTURBANCES**

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

## **DRESS CODE**

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

- 1) Students must use restraint in wearing jeans with holes.
- 2) Clothing must fit appropriately. No sagging pants. No exposure of undergarments. Undergarments must be worn under clothing.
- 3) Girls' skirts, shorts, and dresses at the high school must be of reasonable length
- 4) Pajamas and/or slippers are not considered appropriate school attire.
- 5) The torso must be appropriately covered (i.e. no bare midriff, excess exposure of cleavage, cut-off T-shirts)
- 6) Students are not permitted to wear halter tops, spaghetti strap tops, or backless shirts/tops.
- 7) Shoes are required at all times. House slippers are not considered appropriate school attire.
- 8) No sunglasses are to be worn in the school building unless directed by an eye doctor.
- 9) No hats of any kind, bandanas, headwear, scarves, etc., are to be worn in the building. "Hat Days" may be designated by the administration.
- 10) Safety precautions may dictate certain types of dress for some classes.
- 11) When students take trips on behalf of the school, whether to athletic contests or on field trips, they should dress properly to present a positive image.
- 12) Jewelry/clothing promoting drug/alcohol/tobacco use or suggestive clothing shall not be permitted. No inappropriate slogans or items depicting a double meaning.

- 13) Clothing with group marking or clothing associated with a group or gang will not be permitted, i.e., Confederate flag, bandanas, shirts, sweats or coats, etc., of the same color or markings. This includes students who choose to dress alike in gang-associated colors/markings.
- 14) Blankets are not permitted in the school building.
- 15) All teachers should check their students for dress code violations and send them to the office if there is a problem.
- 16) Administrators shall have the right to modify specific items in these regulations as school situations and activities merit.
- 17) In situations where a disagreement exists as to whether or not the attire is appropriate, the building administrator shall have the final decision.

Obvious violators may be sent home or assigned further discipline.

### **DROP OUTS (O.R.C. 4510.32)**

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

### **ELEVATOR USAGE**

Students will not use the elevator without permission from the office. Usually, students need access to the elevator for a limited time period due to health concerns, surgery, or an accident. Students with handicaps may choose one person to ride the elevator with them to assist with their needs. An elevator key will be issued to the student for the duration of this need. The key is the property of the school and may be revoked at any time for misuse. A fee may be charged for issuing the key. A fee will be assessed if it is lost, stolen, or not returned in a timely manner.

### **EMERGENCY MEDICAL FORMS**

Accidents can and do happen. It is essential that we are able to contact a parent/guardian or a reliable neighbor in the event of an emergency. Please return the emergency medical authorization form to the school immediately. If an emergency arises during school hours due to an illness or injury to a student, school personnel will attempt to notify parents. If not successful, one of the telephone numbers listed on Infinite Campus will be called.

During the school year, there may be changes in addresses and telephone numbers. Please update your information on the Infinite Campus Parent Portal at <http://www.pickerington.k12.oh.us/parent-portal/>.

### **EMERGENCY REMOVAL OF STUDENT**

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

### **EQUAL OPPORTUNITY**

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



## FIELD TRIPS

Students' participation in a field trip requires submission of a field trip permission statement signed by an authorized adult, appropriate student behavior, and appropriate attire that presents a positive image of the school. Students must wear proper dress to present a positive image of the school on field trips and at athletic contests.

## FOOD

Foods and drinks are to be consumed only in the cafeteria/commons area. No food or drink is to be taken into hallways, classrooms, courtyard, or outside. Students may drink water in class. No food items are to be delivered to the schools (i.e. fast food/pizza).

## GRADE POINT AVERAGE/CLASS RANK

An accumulative grade point average (G.P.A.) is maintained in the guidance office for each student. All graded courses are used in the calculating the G.P.A. The accumulative G.P.A. will be used to determine class rank. G.P.A. is calculated at the conclusion of each semester.

## GRADING SCALE

Percentages are used to compare nine (9) weeks grades. Semester and yearly averages are computed on a four-point scale.

Weighted Grade System				
Letter Grade	Regular Course	Honors	Articulation Agreements	Advanced Standing CCP, Dual Credit Advanced Placement
A	4.00	4.50	4.75	5.00
A-	3.75	4.22	4.45	4.69
B+	3.25	3.66	3.86	4.06
B	3.00	3.38	3.56	3.75
B-	2.75	3.09	3.27	3.44
C+	2.25	2.53	2.67	2.81
C	2.00	2.25	2.38	2.50
C-	1.75	1.97	2.08	2.19
D+	1.25	1.41	1.48	1.56
D	1.00	1.13	1.19	1.25
D-	0.75	0.84	0.89	0.94
F	0.00	0.00	0.00	0.00

9 Weeks Grade			Semester/Year	
Percent	Letter Grade	Value	Range When Averaging Letter Grades	Sem/Yr Final Grade
100-93	A	4.00	4.00-3.88	A
92-90	A-	3.75	3.87-3.50	A-
89-87	B+	3.25	3.49-3.13	B+
86-83	B	3.00	3.12-2.88	B
82-80	B-	2.75	2.87-2.50	B-
79-77	C+	2.25	2.49-2.13	C+
76-73	C	2.00	2.12-1.88	C
72-70	C-	1.75	1.87-1.50	C-
69-67	D+	1.25	1.49-1.13	D+
66-63	D	1.00	1.12-.088	D
62-60	D-	0.75	0.87-0.67	D-
Below 60	F	0.00	0.66-0.00	F

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

## WEIGHTED GRADE SYSTEM

- Weighted credit is determined by multiplying regular credit by the following factors: Honors 1.125, articulation agreements 1.1875, and advanced standing 1.25.

## Definitions:

Honors-level courses align with Ohio's learning standards and extend student learning experiences.

College Credit Plus (CCP) courses offer students who meet the postsecondary institution's criteria the opportunity to participate in college courses taught by high school faculty in the high school setting. Students receive both high school and transcribed college credit.

Dual Credit courses offer students who meet the postsecondary institution's criteria the opportunity to participate in college courses taught by high school faculty in the high school setting. Students receive both high school and transcribed college credit.

Articulation Agreements are written agreements between high schools and colleges that allow students to earn college credit for high school courses that align with the content of college courses. Articulation agreements stipulate the course of action for students to obtain transcribed college credit.

1. Advanced placement students must take the A.P. test, regardless of score, in order to receive a weighted grade.
2. The Board shall award comparable credit for the completed equivalent course. If the District offers no comparable course, the Board shall grant to the student an appropriate number of credits in a similar subject area. CCP students who earn an F or fail to complete the course must reimburse the District at full cost.

Students have the option of dropping or transferring from a weighted class without penalty. Students dropping CCP or dual credit courses will adhere to the policies of the postsecondary institution, which may include consequences for course withdrawal after a published deadline.

- A. Graduates in the top ten of their class will be recognized as "Decem Decor" (10 with honor).
- B. Graduates with a 4.0 or higher in their class will be recognized as "Optima Supra" (above the best).

## GRADUATION EXERCISES

Commencement is an extra-curricular ceremony conducted by Pickerington Schools to honor its graduating students. Students are expected to behave in a manner befitting the dignity and importance of this event. Those not wishing to conform to behavioral expectations may desire to receive their diploma in an alternative setting.

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

To graduate from a Pickerington high school the student must:

1. Complete the school year of the year in which they graduate (attend until the last scheduled regular school day.)
2. If the student has no outstanding un-served discipline, including but not limited to in-school study, out-of-school suspension and expulsion, the Superintendent, in his/her discretion, has the authority to waive this graduation requirement regarding student (senior) attendance until the last regularly scheduled school day.
3. Successfully complete the curriculum of the high school or the individualized education program (I.E.P.) developed for the student pursuant to Section 3323.08 of the Ohio Revised Code. Successful completion of the curriculum or I.E.P. includes completion of the school year in which the student is

to graduate and serving any outstanding discipline that has been ordered by school district personnel.

4. Have all outstanding fees and/or debts paid to the school in order to receive his/her diploma.

## **GRADUATION REQUIREMENTS**

Students must earn 20 credits to graduate. Specific requirements for subject areas are outlined in the high school registration guide and in board policy. To receive a diploma, students must meet the testing and curriculum requirements in effect at the time they completed the high school curriculum. Date of diploma indicates graduation requirements in effect at that time. This will apply unless modified by state law. Specific requirements for subject areas are outlined in the high school registration guide.

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

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

## **HALL PASSES**

A student who needs to move about the building is expected to have a proper hall pass from his/her teacher. Only one student may be out of a classroom at a time. (Applies to high school only)

## **HEALTH CONCERNS**

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

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

## *NURSE / CLINIC*

The school health clinic is available to students who may become ill or injured. Students should not contact parents on their own if they are ill. Students with symptoms of possible communicable diseases should not attend school. Please keep your child home if vomiting, diarrhea, or elevated temperature (100.0 or above) occurs. Your child will be sent home for any of the above symptoms and must be fever and symptom-free for 24 hours before returning to school.

## *SCREENINGS*

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

## *IMMUNIZATIONS*

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

## *MEDICATION*

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

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

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

## **HONORS DIPLOMA**

To complete the college preparatory curriculum in high school, students must meet at least seven of the following eight criteria:

- 1) Earn four credits of English.
- 2) Earn four credits of mathematics that include algebra I, geometry, algebra II or equivalent, and another higher-level course or a four-year sequence of courses that contain equivalent content.
- 3) Earn four credits of science that include physics and chemistry.
- 4) Earn four credits of social studies.
- 5) Earn either three credits of one foreign language or two credits of two foreign languages.
- 6) Earn one credit of fine arts.
- 7) Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year.

- 8) Obtain a composite score of 27 on the American College Test (A.C.T.) or a composite score of 1210 on the Scholastic Aptitude Test (S.A.T).

## **HONOR ROLLS**

We recognize academic achievement with three honor rolls:

Distinguished Honor Roll	3.750 - 5.000
High Honor Roll	3.250 - 3.749
Honor Roll	3.000 - 3.249

The yearlong G.P.A. will be an arithmetic average of the student's G.P.A. in each of the first three (3) grading periods that school year.

## **I.D. CARDS**

Replacement I.D. Cards are available at a cost of \$5.00 to the student.

## **INCOMPLETES:**

1. When computing final GPAs and nine-week GPAs, all incompletes will compute to an F. If all work is not submitted within 10 school days after the end of the quarter, incompletes will automatically convert to an F.
2. Students who do not make-up work missed will receive an "I", which will be changed to the appropriate grade when the work is or is not completed.
3. When units of credit are not applicable to junior high students, all incompletes shall be considered temporary, meaning that students will receive zero for work not completed, which will be computed with existing grades.
4. All students with incompletes will be omitted from the nine-week honor rolls.
5. After the due date, any grading period incomplete will result in a final grade and a semester average of incomplete at the end of the course. In the case of a final grade incomplete, the following will happen.
  - A. The teacher will provide information to counselors and administrators regarding resolution of the incomplete work and deadlines for submission.
  - B. A comment will be made on the grade card.
  - C. After the allotted time, the final grade of incomplete will be changed to an F.

## **INTERIM REPORTS**

Interim reports will be available half way through each grading period. The Parent Portal of Infinite Campus enables parents to access their child's grades. It is available to all parents by using their user name and password; therefore, paper interims are NOT distributed. If parents do not have Internet access, they may request a paper interim. Parents may contact their teacher to request a progress report. The teacher will then print a progress report and give it to the student. The interim report may be in writing, in conference, or by telephone.

## **LOCKERS (O.R.C. 3313.20)**

School lockers may be available for every student. The lockers are school property and are provided to students for the safekeeping of school items and personal items necessary for school. No other items are to be kept in the lockers. Lockers and the contents of the locker are subject to random searches at any time by school personnel and/or law enforcement officers. Students are urged to keep their lockers

locked at all times and not give their combination to anyone. The school is not responsible for lost or stolen articles. Students may not decorate their lockers with drug/alcohol/tobacco advertisements, slogans, inappropriate pictures, or anything that is difficult to remove or a violation. Fees may be charged for damage to lockers.

## **LOITERING**

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

## **MAKE-UP WORK**

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

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

Students are required to complete make-up work due to absence within the same amount of time that they were absent. (For example, if you were absent two days, you have two days to complete the make-up work). Only in special situations will teachers extend this time. It is the student's responsibility to find out his/her assignments and have them in on time. Excuses must be brought to the office within two days after returning to school. Students having in-school study (I.S.S.) will be permitted to make-up all work missed.

## **MEDIA CENTER**

The media center is open during most school hours. Students wishing to visit the media center during their study halls will be permitted to do so. However, the media specialist will determine the number of students permitted to attend each period based on the media center's schedule of classes. There are many resources found in the media center including books, Internet access, periodicals, and newspapers. The online card catalog gives students the availability of materials at all school buildings in the district. The availability of materials at Pickerington Public Library, as well as Columbus Public Library, can also be checked through the on-line gateway catalog.

The library media center rules are made so that students will respect the rights of others, and so that it is an educational area of learning. The use of the media center is a privilege.

The rules of the media center are as follows:

1. Have respect for yourself, others, and school property.
2. Each student should be working while in the media center. There are many students who would like to use the media center.

3. Follow directions the first time.
4. No gum, food, or beverages in the media center.
5. Students are not permitted to leave the media center without permission.

#### Computer Usage Rules:

1. Internet use is for school assignment only.
2. Each student must sign up to use a computer.

### **NON-SCHOOL SPONSORED PUBLICATIONS**

Students who edit, publish, and/or wish to distribute non school-sponsored handwritten, printed, or duplicated material(s) to their fellow students must secure permission in advance from the school principal.

### **PARKING**

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

Licensed student drivers who elect to drive to school must secure a parking permit. A fee is required. If a student loses a pass, a replacement fee of one-half the regular fee will be charged. Only one (1) replacement permit will be issued per school year. Students will occupy only one parking spot (no angle parking). Faculty and visitors must park in their designated areas. Handicapped areas are clearly marked. Students going to the parking lot during the school day without permission from the office may receive discipline. Discipline may be issued to students who park in unauthorized or handicapped parking areas.

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

The school is not responsible for damage, theft, or vandalism to vehicles parked in the lot. Students who park in areas designated as visitors, staff, and/or handicapped without prior permission, or students who are not driving properly, may be subject to discipline. Parking passes can be revoked by an administrator when deemed necessary. Students who violate parking registration procedures may have their car impounded at owner's expense.

### **PASS/ FAIL**

Students may take electives courses on a pass/fail basis. Students will also be permitted to choose their final grade as a letter grade or pass/fail. Grades in a course taken as pass/fail will be determined according to the district grading scale. To receive credit for a pass/fail course, a student must earn at least a D- or 60%.

In order for this program to function effectively, the following guidelines have been established:

1. Courses taken as pass/fail will receive graduation credit and will be counted toward eligibility. The student must fulfill all course requirements.

2. A student choosing the grade option (A, B, C, D, F) must do so by the end of the course.
3. For students choosing the grade option (A, B, C, D, F), only the final grade will be changed for year-long courses. The final grade will be changed to pass/fail for the semester for semester courses.
4. A grade of satisfactory (pass) or unsatisfactory (fail) will be given for progress each grading period. The teacher should record all letter grades as usual in his/her grade book. Pass/fail will be recorded only on grade cards and permanent record cards. This may not apply to high school level coursework.
5. Pass/fail courses will not be counted in determining grade point average for honor roll, class rank, or academic awards unless the grade option is chosen.
6. Pass/fail grading may be used in grades 5-8 as determined by the building principal in consultation with the teaching staff and by approval of the Superintendent.
7. English Language Learners E.L.L. students (K-12) may take any class pass/fail as long as recommended by the appropriate school staff.
8. Students in grades 7-8 taking high school classes must take the class for credit. Students in grades 7-8 taking these classes may choose the pass/fail option at any point in the course.

## **PEER MEDIATION**

The junior high schools have a group of students and staff trained as mediators. The group is available every period of the day to help individuals solve conflicts in a peaceful manner. Students who feel they need help solving a conflict situation before it becomes violent should contact a counselor, teacher, and/or an administrator.

## **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.

## **PHYSICAL EDUCATION DRESS**

Students in physical education classes are required to wear appropriate attire: shorts, sweat suit, gym shoes, etc. Failure to dress for class may result in failing the class. The physical education teacher will distribute information regarding appropriate attire, and course requirements, at the beginning of each semester. Students may opt to take physical education as a pass/fail course and must follow the guidelines as established by the Physical Education Department. Students are responsible for their clothes and personal items. A combination lock is needed for physical education lockers. The school will not be responsible for lost or stolen items.

## **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, and other activities worth recognizing and promoting.

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



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

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

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

## **QUIET STUDY TIME**

The schools operate a quiet study time (Q.S.T.) program. This discipline option is used at the discretion of the principal or his designee. Proper behavior is required of those who are assigned; it is after school time period of quiet study -- all students are expected to have ample schoolwork to do. If a student is late to Q.S.T., he/she may not be permitted to stay and will receive additional punishment. If a student fails to serve Q.S.T. assigned hours, more discipline will result.

## **RESTROOMS**

Students must use the restroom closest to the classroom from which they are excused. Students feeling ill must report to the clinic or office and not remain in the restroom. Disciplinary action may result if proper procedures are not followed.

## **SAFETY**

Please report all safety issues to the office. Students who feel uncomfortable reporting this information to the office may see a teacher or a counselor. Additionally, concerns can be reported to the Ohio SaferSchool Hotline by calling 1-844-SAFEROH. Calls to the Ohio SaferSchool Hotline can be made anonymously.

## **SAFETY DRILLS**

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

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

## **SALES**

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

## **SCHEDULE CHANGES**

Schedule changes should be made within the first three weeks of school and with parental permission. Students wanting to change their schedules after this time need written parental permission and principal approval.

Not attending a class while a student is trying to drop it will be considered a class cut. All classes (including study hall and commons) listed on a student's schedule must be attended until it is dropped with a counselor's permission and all paper work is completed. Students dropping a class will be assigned to a class. There are penalties for withdrawing from a class after 10 days has passed in each semester. There will be no schedule changes for the purpose of changing instructors.

## **SCHOOL COUNSELING DEPARTMENT**

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

They also offer individual counseling to help students manage both academic and emotional issues, as well as provide mediation in resolving peer conflicts. Students can obtain a pass from their teachers or self refer to schedule a time to meet with a school counselor. See your schedule for your counselor's name.

## **SCHOOL-SPONSORED EVENTS**

Student behavior at school-sponsored events relates directly to the individual, the entire student body, and the community. Students with inappropriate behavior at school-sponsored events will be subject to school disciplinary action.

Students from other schools are permitted to attend dances at the high schools as a guest, with an approved form signed by the guest's school administrator and parent. Students leaving the dance will not be permitted to return. Students are not permitted to remain in the parking lot or outside the building while dances are going on.

Dances/Teen Nights - While most after-school activities are open to the general public, junior high school dances/teen nights are for RV/LV students only. The following rules apply to teen nights and dances:

1. Attire should be in good taste. The torso must be appropriately covered (i.e. no bare midriff, excess exposure of cleavage, sleeveless/cut-off T-shirts, sleeveless undershirts). Also, students are not permitted to wear halter-tops, spaghetti strap tops, or backless shirts/tops. School dress standards apply for all school activities. The administrators will decide what is and is not appropriate. Costumes and/or masks of any type are not permitted at any teen night.
2. School rules apply during teen night. Failure to abide by school rules may result in disciplinary action and removal from future dances.
3. Students are not permitted to leave without being signed out by an adult prior to 8:45 p.m.
4. Teen Night begins at 7 p.m. and ends sharply at 9:30 p.m. Students are expected to have transportation home at that time. Students found waiting for transportation after a reasonable time

period of 15 minutes will be excluded from attending the next scheduled dance. Repeat offenders will be excluded from remaining dances scheduled during the school year.

5. High school students are not permitted to attend junior high teen night dances.
6. Junior high students are not permitted to attend high school dances.
7. Any student who has been assigned OSS or ISS may be excluded from attending.

## **SEARCHES (O.R.C. 3313.20)**

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

## **SKATEBOARDS / IN-LINE SKATES**

For safety reasons, students are not permitted to bring skateboards or in-line skates to school. They may not be used on school property.

## **SOCIAL MEDIA**

Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of respect consistent with the behavior expected of students in school as outlined in federal and/or state law, Board policy and school rules. Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet. Students are personally responsible for the content they publish online. Because digital content lives in perpetuity, anything you publish will be public for a long time. Use common sense and adhere to the following rules when posting content online. The Social Media for Students Policy applies to the use of social networking in the classroom as well. The same rules and policies that govern student conduct at school apply to social networking activity when social networking is used in conjunction with a class assignment or other school activities.

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

## **STUDY HALL**

Study hall is a place for quiet study. Students are expected to take material to work on during study hall. Attendance in study hall is the same as a class. Students who drop a class may be assigned to a study hall instead of lunch and/or commons period.

## **SUSPENSIONS**

There are two types of suspensions used in the buildings: in-school suspension (I.S.S.) and out-of-school suspension (O.S.S.). Students assigned to I.S.S. are removed from the mainstream of the student population. It shall be used within the structure of the disciplinary code and the nature of the offense. This study time is to be served in a designated area. Academic work may be made up provided the student abides by the rules and completes the work assigned. Students assigned to I.S.S. must pack a lunch from home, bring a drink, and take their books to the I.S.S. room. Students who do not bring a packed lunch will be served a sack lunch from the cafeteria. Failure to serve I.S.S. and/or to follow established guidelines will result in an Out-of-School Suspension. These students may not be given credit for work completed. A tardy to I.S.S. is a violation of I.S.S. rules and may result in an O.S.S. A

student assigned to I.S.S. must attend as instructed. Any un-served days due to an excused absence will be made up upon the student's return.

A student suspended out-of-school will be permitted to do make-up work and receive 50% credit for missed work. Suspended students are not to be on any Pickerington Schools property or to attend/participate at school events (home or away) on the days they are suspended. If school is cancelled during a suspended day, the suspension is extended by the number of days missed.

## **SURVEILLANCE CAMERAS**

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

## **TITLE IX AND SECTION 504**

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

## **TRANSFER OF RIGHTS**

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

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

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

## **VACATIONS**

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

## **VISITORS**

Students are not to invite visitors to see them at school at any time. The student may only have a visitor to school if that visitor is accompanied by their parent(s). All visitors to any school must first stop at the office, sign in and pickup a visitor's pass that they must keep with them at all times while in the building. Do not report directly to the classroom, lunchroom, or playground during school hours. This is done for the safety of all students.

## **VOCATIONAL PROGRAMS**

It is the policy of the Pickerington Board of Education that all vocational programs are available to students without regard to race, religion, sex, economic status, national origin, age, handicap, or sexual orientation.

## **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. Other volunteers may be required to submit to criminal records checks at the discretion of the school district.

## **WITHDRAWING FROM SCHOOL**

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

## **YEAR-END AWARDS ASSEMBLY**

All awards must be picked up in the guidance office by the student's last day or they will be discarded.

# ATTENDANCE POLICY

## **ABSENCES**

The Pickerington Board of Education believes that regular attendance for the number of days prescribed by state law is essential if students are to receive maximum benefits from the educational program afforded them.

- A. The responsibility lies with the parent/guardian to notify the school office by 8:00AM when his/her child is absent. Upon the second straight day of absence, homework may be requested by 10:00AM to be available at the end of the day.
- B. The State of Ohio recognizes only the following as approved excuses for missing school:
  - 1. Personal illness
  - 2. Illness in the immediate family
  - 3. Death of a relative
  - 4. Observation of religious holiday
  - 5. Medical or Dental appointment
  - 6. Quarantine for contagious disease
  - 7. College Visitation
  - 8. Emergency Circumstances

\*Students are allowed three college visitations per year during their junior and senior years.

- C. In the event the school and parent do not make contact, the parent should send a written explanation or telephone the school on the student's **first day back**. Students will be notified at school on their first day back if the absence is unverified. The student will be given directions on how to clear up the problem and the consequences if the absence is not excused within two school days.

If the student's absence remains unverified after the second day back, the absence is considered truant. He/She may receive discipline.

Appointments for senior pictures, haircuts, driving tests, etc., are not an acceptable reason to be absent from school.

- D. Be advised that attendance is calculated into a student's record as follows:

A half (1/2) day of absence is charged when a

student has missed at least 1 hour and 25 minutes. A full day of absence is charged when a student has missed 3 hours and 45 minutes or more.

Students absent from school for less than one hour and twenty-five minutes are identified as "late arrivals" or "early dismissals."

- E. Students who are absent from school will be permitted to make-up all class assignments. Students having in-school study (I.S.S.) will be permitted to make-up all work missed. The time to make-up work is equal to the amount of time missed. (This does not apply to pre-planned absences.) Out-of-school suspensions will be permitted to make-up work for 50% credit.
- F. Emergency Removal - Students may be removed from class/school as per board policy and the O.R.C.

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 (N.M.E.) 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.

## *TARDIES*

*TARDIES TO SCHOOL:* Students who arrive after the tardy bell are considered tardy. When a student has five (5) tardies in a quarter, a letter will be sent home to the parents reviewing the tardy policy. After seven (7) tardies, a letter will be sent home to the parent requesting a meeting with the administrator. After ten (10) tardies, the building administrator may take disciplinary action for habitual tardiness. This will be enforced on a case-by-case basis. All tardies due to doctor's, dentist's, orthodontist's, or court appointments, must have official documentation from that office.

*TARDIES TO CLASS:* A student is considered tardy if he/she is outside the classroom when the bells ring or arrives within the first 5 minutes of the period. Documentation of times tardy will be kept for each student by administrators. If a student is unexcused from any assigned period, discipline will occur in a progressive manner. If a student is sick and not in a class, he/she must be with an adult (nurse/teacher/office personnel). If the student is not under adult supervision, he/she is not excused from the class. While credit will be given for completed work missed, there may be behavioral consequences.

When a student receives their 4th tardy, they will be issued a consequence. A student may also lose parking privileges, commons, etc. if he/she receive his/her 6<sup>th</sup> tardy, or more, to classes during the semester. NOTE: Class cuts will be totaled per student/per year and are not counted separately per class. Example: 1 English cut, 1 math cut, and 1 science cut = 3 cuts.

There shall be administrative discretion about delaying tardiness to class first period when the weather is inclement.

## *PREPLANNED ABSENCES*

Students are responsible for notifying and having discussions with individual teachers prior to the dates of a pre-planned absence to determine make-up requirements for a class. Parents should submit a letter of request to the attendance office one week in advance for a pre-planned absence form.

Parents and students are strongly encouraged to schedule vacations and college visitations when school is not in session. Three college visitations per junior and senior year are excused by the High Schools. Pre-planned absence forms are available in the attendance office.

## *ENTERING/ LEAVING THE BUILDING*

Students are not to enter or leave the building during school hours without reporting to the attendance office. Failure to sign in or out of school will result in discipline. Phone calls or notes to excuse the student after the student has left the building will not be accepted. Discipline may be assigned for violations.

## *CHRONIC TRUANCY*

A "chronic truant" is any child who has unexcused absences for seven (7) or more consecutive days, ten (10) or more days in one month, or fifteen (15) days in a school year. To avoid a referral to the district attendance officer, please provide the office with medical verification of any appointment.

Possible consequences include:

- a. After 5 unexcused absences a letter will be sent home to the parent reviewing the policy.
- b. After 10 unexcused absences, an informal hearing with the principal will occur.

- c. After 12 unexcused absences, an administrative hearing will occur with the parent.
- d. After 15 unexcused absences, truancy will be filed with the legal system.
- e. For those students who are 18 years of age, or older, you may be withdrawn by the school for failure to attend.

#### ½ Day Unexcused Absence (TRUANCY)

If a student arrives unexcused after 1 hour and 25 minutes of assigned start time, he/she will be considered 1/2-day truant and will receive consequences. If he/she participates in extra-curricular activities on that day, he/she will be denied participation for that day.

#### Full Day Unexcused Absence (TRUANCY)

If a student arrives unexcused after 3 hours and 45 minutes, he/she will be considered a full day truant and will receive consequences. He/she will also be denied participation from extra-curricular activities for that day.

#### MAKE-UP WORK

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.

#### REQUEST FOR HOMEWORK

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

#### EARLY DISMISSAL

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

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

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

#### NEEDS MEDICAL EXCUSE (N.M.E.)

School attendance and academic success are closely linked. Pickerington Schools has a procedure to address students who accumulate 7 or more of absences from school. A warning letter will be mailed to the student's home when a student reaches 7 absences. When a child has been absent twelve (12) days, whether those days have been excused or unexcused, no additional absences will be excused unless a physician's note for medical verification is provided. Parents should keep the school abreast of attendance situations to avoid placement in the N.M.E. category.

Students placed on N.M.E. restrictions are required to produce a medical excuse within two days after the absence has occurred. Without a medical note, the day will be marked as unexcused. Please be aware that a truant officer may contact the parent/guardian, as well as the student, to schedule an informal hearing to



discuss attendance issues.

# **BUS TRANSPORTATION**

## **STUDENT CONDUCT ON BUSES**

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

## **STUDENT REGULATIONS**

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

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

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

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

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

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

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

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

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

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

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

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

- illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk

amount of a controlled substance or the sale of a controlled substance; and/or

- aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.

## **DISCIPLINARY ACTION**

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

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

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

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

**Emergency removal:** Students may be removed from class/school as per board policy and the 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:** When students are suspended out-of-school, they have the opportunity to complete all work assigned and receive 50% credit. Suspended students may not be on school property or attend/participate school events, home or away, on the days they are suspended.

**Expulsion:** For serious violations, students may be expelled from school for a period up to one year.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

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

## **INFRACTIONS**

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

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

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

For purposes of this section of the Code of Conduct, the term "Substance" shall include, but not be limited to the following: alcohol; illegal drugs; un-prescribed drugs; narcotics; hallucinogens;

amphetamines; barbiturates; marijuana; steroids; caffeine tablets; K2, spice, posh, "legal weed", or any other marijuana substitute; look-alike drugs; or any substance that is represented to be, to contain, to mimic, or be used to produce the same or similar effects as illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, alcohol, stimulants, depressants, or other intoxicants; or any other controlled substance as defined under the laws of Ohio or federal law.

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

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

### 3. Counterfeit Substances

No student shall possess any counterfeit "Substance," as the term is defined under "Alcohol and Drugs," nor shall any student make, sell, offer to sell, give, package, conceal, supply, transmit, or deliver a counterfeit Substance. Possession is defined under "Alcohol and Drugs." No student shall directly or indirectly represent a counterfeit Substance as a Substance that is prohibited by the Code of Conduct by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a Substance.

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

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

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

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

Additionally, O.R.C. Sec. 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school. A violation may result in the student being expelled for a period of one calendar year. Violators of the Code of Conduct may be referred to civil authorities. Whenever a student is suspended, expelled, or permanently excluded from school for a Code of Conduct violation involving a firearm, knife, or other weapon, the student may lose or be denied a driver's license.

### 5. Inducing Panic (ORC 2917.31)

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

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

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

Students may be expelled for one calendar year.

#### 6. False Alarms and Reports

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

#### 7. Damage to School Property

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

#### 8. Extortion

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

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

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

#### 10. Violence or Disruption

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

#### 11. Unauthorized Fires

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

#### 12. Theft

A student shall not steal or attempt to steal property. If a student finds an item that does not belong

to him/her, they must immediately turn it in to a staff member. A person commits a theft when he/she:

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

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

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

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

- a. physical violence and/or attacks;
- b. threats, taunts and intimidation through words and/or gestures;
- c. extortion, damage or stealing of money and/or possessions;
- d. exclusion from the peer group or spreading rumors;
- e. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying), such as the following:
  - i. posting slurs on web sites, social networking sites, blogs or personal online journals;
  - ii. sending abusive or threatening e-mails, web site postings or comments and instant messages;
  - iii. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - iv. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.
- f. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of bullying and/or hazing. Administrators, teachers, other employees and



students who fail to abide may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal Law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding, or hearing regarding the charge of hazing and/or bullying of an individual. See board policy.

14. Sexting

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

15. Sexual misconduct

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

16. Disrespect

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

17. Smoking or Use of Tobacco

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

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

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

18. Forgery and Falsification

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

19. Distribution of Unauthorized Material

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

20. Insubordination

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

21. Over-the-Counter Substances

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

22. Presence in an Unauthorized Area/Trespassing

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

23. Repeated Violations

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

24. Truancy

A student must attend school or must have an excused absence. If a student misses a full day or comes in after 11:06 A.M. without an excuse they will be considered truant. If a student arrives late without an excuse 1 hour and 25 minutes after assigned start time, they will be considered 1/2-day truant.

25. Tardiness

Tardy to class (within 5 minutes). The First 3 are without penalty each semester. A late arrival to school (after 5 minutes without an excuse) will be considered under tardy policy instead of a class cut.

26. Class Cuts (unexcused absences from individual class periods)

- If a student is more than 5 minutes late to class they 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 they show up late: No credit will be given for work missed.

27. Hall Passes

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

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

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

29. Gambling

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

30. Prepared for Class

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

31. Driving Regulations/Use of Auto/Illegal Parking

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

32. Office Phones

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

33. Loitering

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

34. Use of Property

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

35. Unserved Discipline Hours

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

36. Profanity

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

37. Bus Behavior

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

38. Cheating/Plagiarism on Tests or Other School Work

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

39. Creating a Safety Hazard

A student may be removed for creating a safety hazard.

40. Off School Grounds Without Permission

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

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

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

42. Outside Building Without Permission

A student shall not be outside the building without permission.

43. Failure to Sign In/Out of School

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

44. Dress Code Violation

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

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

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

46. Failure to Clean Up Lunchroom Table/Area

Students are responsible for leaving their area clean.

47. Possession/Use of Electronic Equipment by Students

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

48. Inappropriate Material

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

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

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

50. Instigation

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

51. Acceptable Use Policy:

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

52. Social Media:

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