Pickerington SCHOOLS
EDUCATING FOR TOMORROW

# 2026-2027 School Year

ELEMENTARY AND MIDDLE SCHOOLS
STUDENT HANDBOOK AND CODE OF CONDUCT

## IMPORTANT DISTRICT-WIDE INFORMATION

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| **District Office** | **614-833-2110** |
| **District Website** | **www.plsd.us** |
| **Petermann Transportation** | **(614) 837-8525** |
| **Food Services** | **(614) 833-3645** |
| **Student Food Accounts** | **www.mypaymentsplus.com or 1-866-711-7341** |
| **Treasurer's Office** | **(614) 833-2112** |

### KINDERGARTEN CENTER
750 Preston Trails Drive
Pickerington, OH 43147
Phone: (614)
Fax: (614)

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

### HERITAGE ELEMENTARY
100 East Street
Pickerington, OH 43147
Phone: (614) 833-6385
Fax: (614) 408-2541

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

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

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

### TUSSING ELEMENTARY
7117 Tussing Road
Reynoldsburg, OH 43068
Phone: (614) 834-2600
Fax: (614) 834-2615

### VIOLET ELEMENTARY
8855 Education Drive
Pickerington, OH 43147
Phone: (614) 548-1500
Fax: (614) 548-1511

### DILEY MIDDLE
130 Hill Road South
Pickerington, OH 43147
Phone: (614) 830-2900
Fax: (614) 408-2502

### HARMON MIDDLE
12410 Harmon Road
Pickerington, OH 43147
Phone: (614) 835-2000
Fax: (614) 408-2515

### RIDGEVIEW MIDDLE
130 Hill Road South
Pickerington, OH 43147
Phone: (614) 830-2900
Fax: (614) 408-2502

**Superintendent's Message**

Dear students and parents/guardians,

I am pleased to introduce the Student Code of Conduct for Pickerington Local Schools. Our code of conduct is a comprehensive resource designed to support the growth and development of our students, as well as ensure their safety and well-being while they are in our care.

Our mission is Pickerington Local Schools is to educate for tomorrow by ensuring every student is prepared for life after graduating whether enrolling in college, enlisting in the armed forces, or following their career path. An important first step towards fulfilling this mission is to provide a learning environment that is orderly, safe, and positive. As Superintendent, one of the responsibilities I hold most seriously, is to provide a safe and secure environment for students and staff.

Students and families, PLSD is privileged to partner with you in cultivating a safe environment for all of our students to thrive academically and socially. Please review with your child the expectations for conduct and attendance found in this handbook. Working together, we can continue to keep schools among the safest places in the community for children to learn and grow.

Thank you for your commitment to PLSD.

Sincerely,

Dr. Charles Smialek

Charles Smialek, Ed.D.
Superintendent of Schools

# PICKERINGTON LOCAL SCHOOL DISTRICT

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

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

## 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, and the Media Center.

## 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's website.

## NOTICE OF LANGUAGE ASSISTANCE

Pickerington Schools will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in all services, activities, and programs available throughout the district. It is the policy of PLSD to ensure meaningful communication with LEP students and families and to communicate information related to the education of all students. All services needed to comply with this policy will be provided for students and their families in need of such assistance free of charge. For assistance, please call 614-833-2110.

## ACADEMIC INTEGRITY

Academic Integrity is defined as the commitment to honesty, trust, fairness, respect, and responsibility in all aspects of a student's academic career. To uphold academic integrity, students should avoid all forms of dishonesty, including but not limited to the following:

*Academic Dishonesty:* is failure to appropriately acknowledge another's intellectual property in one's own work, to falsify facts or misuse information, to use unauthorized materials during a test, quiz, or exam, or to assist or contribute to another's academic misconduct. If a student is concerned that their work may violate academic integrity, then it is the responsibility of the student to confer with the teacher prior to submitting work for credit.

*Cheating:* The act of deception by submitting work as one's own. This includes, but is not limited to copying another student's assignment either all or in part or supplying a student with another's assignment (unless specifically permitted by the teacher). Cheating also includes using unauthorized materials such as notes, books, prohibited technology, calculators, or computers during a test, quiz, exam, or project. Students may not share information on tests, quizzes, and projects unless the teacher has explicitly given permission to do so. Use of Artificial Intelligence (AI) to write papers, and/or complete coursework may be considered as cheating.

*Plagiarism:* The act of presenting the published ideas or words of another as one's own. This includes but is not limited to books, poems, speeches, films, TV, newspapers, magazines, and Internet media. Using information from such sources requires proper citations and formatting in order to give credit to the author or speaker. Furthermore, any revision or paraphrasing of the original work must also receive correct citations.

*Forgery:* The act of altering signatures, school related forms, documents, or records (either paper or electronic form) for an academic advantage. Forging information supplied to other sources such as athletics or colleges may have additional consequences outside the control of the high school.

*Stealing:* The act of taking academic information for personal gain. Examples include, but are not limited to, taking another student's work without permission, taking an exam key, removing a test from a teacher's room without permission, obtaining electronic material from a teacher's computer, or keeping test booklets instead of returning them to the teacher.

*Falsification:* The act of producing unauthorized, intentionally misleading information regarding a source or creating unclaimed references for academic credit. Although the assignment may contain the appearance of legitimate sources and citations, the actual sources of information do not exist. A student who has been accused of academic dishonesty will be determined based upon evidence gathered by a teacher's or other supervisor's observations, materials, and/or information. Concerns provided by others, including staff or students, may also be taken into consideration.

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

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

Please review policy 7540.03 in its entirety on the district website for additional details.

**ACCIDENT PROTECTION POLICY**

The Pickerington Board of Education authorizes the Superintendent to make accident insurance covering children available to parent/guardian(s) at a nominal premium. Covering a child in the program is at the discretion of the parent/guardian(s). The insurance covers accidents that occur during school, on the way to and from school, and while attending school functions. More information about the school insurance program can be found by visiting our website at: www.plsd.us

**BIRTHDAYS**

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

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

To avoid hurt feelings, party invitations will not be distributed at school. Address and phone numbers are not considered directory information per school board policy 8330, therefore; the district will not provide/assist with distribution of personal invitations.

**BICYCLES**

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

**BORROWING MONEY**

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

**CHANGE OF ADDRESS**

A change of address must be reported to the District by completing a Change of Student Information (COSI) form and submitting it to the District's Welcome Center at welcome_center@plsd.us within thirty (30) days of the move. Any home phone number and/or parent/guardian work phone number change should be made by going to the Infinite Campus Parent Portal at: www.plsd.us
(Insert COSI link)
Welcome Center: 614-920-6180

**CHILD CUSTODY REGULATIONS**

In cases of divorce/separation or custody related matters, a copy of the signed and court filed orders that stipulates the custodial provisions, must be provided to the school. Any subsequent changes to court orders must also be provided to school officials. Proper identification shall be requested to address custody/student issues with building staff.

**CLOSINGS AND DELAYS**

Occasionally, Pickerington Schools closes or delays school start times or, on rare occasions, closes school early, or moves to all virtual learning based on inclement weather or other reasons. These decisions are made for the safety of our students. While we strive to make these decisions by 5:30 a.m., however; there are times when 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, babysitter, neighbor's house, etc.) if the district must close school earlier than normal.

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

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

For complete information on our approach to closings and delays, visit our website at: www.plsd.us

## COMMUNICATION

The district and individual schools use a variety of tools and tactics to communicate with parent/guardian(s) and the community. These tools include, but are not limited to:

*Website*: The primary source of District information is our website, www.plsd.us.

*Parent/guardian notification system (emails, TalkingPoints, PeachJar, Smore, Infinite Campus emails and text messages, and phone calls)*: Pickerington Schools uses an e-communication and telephone service through Infinite Campus to contact large groups of households for special announcements and emergencies, such as calamity days. This system sends emails, phone calls, and text messages to the addresses and phone numbers parent/guardian(s) have identified as their contact preferences in the student management system.

Parents/guardians are automatically enrolled as subscribers based on the contact information we have on file through the student management system. For that reason, it is important for parent/guardian(s) to ensure their contact information in Infinite Campus is correct. This can be done by logging in to the online parent portal at: 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.

Parent/guardian(s) 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*: Parent/guardian(s) are encouraged to follow the district and their child's school on Facebook and Twitter. Links to all available accounts can be found at: www.plsd.us

*Newsletters*: The district and many school building administrators produce periodic newsletters for parent/guardian(s). Depending on the school, these may be mailed, posted to the building and/or district website, shared on social media, or emailed via the parent/guardian notification system and/or utilizing a program called Smore.

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

*Busing Information*: Up to date bus routing information is made available through our Elink parent portal: Bus Information. An account is created automatically for each student within 24 hours after a six-digit student ID# assigned by Infinite Campus. The username and password are the student ID#. This portal is also used for all bus stop change requests. Once logged in to Elink you can choose the "Parent Communication" tab to access the communication form for this purpose.

## CONCERNS/QUESTIONS

The district encourages parent/guardian(s) to first work with their child's teacher(s) to address concerns or resolve conflicts. If you have further concerns after meeting with the teacher(s), 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: www.plsd.us

## CO-CURRICULAR AND EXTRA-CURRICULAR CODE OF CONDUCT (INCLUDING CLUBS)

A co-curricular and extra-curricular code of conduct has been board-adopted for students participating in non-athletic extra-curricular/club activities. See your advisor for more specific details. (refer to policy 2432.03) The parent/guardian and student must sign the code of conduct.

## DELIVERIES TO STUDENTS

School related items, such as books, projects, lunch money, etc., may be left with the office or person at the front desk for delivery to your student. No deliveries will be accepted for food, balloons, flowers, etc. even if delivered by parent/guardians. 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. major field of study
3. participation in officially recognized activities and sports;
4. student's height and weight, if a member of an athletic team;
5. dates of attendance ("from and to" dates of enrollment);
6. date of graduation; and
7. awards received.

Parent/guardian(s) may contact the school counselor's office to request that the school not release any of the above information about the student.

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

Please review Policy 8330 Student Records for more information on directory information and student records.

**DISMISSAL PROCEDURES**

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

**DRESS CODE**

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

- divert the attention of the pupils from the primary function of the school, which is education; and
- display slogans and logos that are offensive, racist, sexist, discriminatory, or promote practices considered inappropriate for students. This includes but is not limited to advertisement for alcohol, sex, tobacco, etc.

Addressing a student for dress code infractions may include: counseling of the student, communication with the parent/guardian, remedying of the infraction, and/or, disciplinary measures for repeat offenders, as deemed appropriate by building administration. The building administrator reserves the right to make judgement as to what is appropriate.

**EMERGENCY MEDICAL INFORMATION**

Accidents can and do happen. It is essential that we are able to contact a parent/guardian or a reliable adult in the event of an emergency. Please complete the annual update online including: registration emergency, medical, mental health, and medication information. If an emergency arises during school hours due to an illness or injury to a student, school personnel will attempt to notify the parent/guardian. If unsuccessful, one of the other emergency contacts listed on Infinite Campus will be called.

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

**EQUAL OPPORTUNITY**

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

**FEES/FEE WAIVER**

On an annual basis, the District Board of Education adopts rules and regulations establishing a schedule of fees for materials used in our courses of instruction. Consumable materials become the student's property. Families who are financially unable to pay for necessary materials should refer to board policy for fee waivers. Applications are available in the school office. Failure to pay school fees will result in school records (i.e., grades and credits) being held until payment is received. Note: The premiums for the insurance coverage for Chromebooks and/or iPads (Technology Protection Plans) are not subject to waiver or reduction. This is optional coverage that can provide up to $400 in coverage for accidental damage or destruction of District issued Chromebooks and/or iPads.

**FIELD TRIPS**

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

Parent/guardian(s) attending field trips must follow the board policy for volunteers and visitors.

**FOOD**

Foods and drinks are to be consumed only in the designated eating areas. No food or drink is to be taken into hallways, classrooms, courtyard, or outside without prior approval from the building administrator. Students may drink water in class. No food items are to be delivered to the schools (i.e. fast food/pizza).

**HALL PASSES**

A student who needs to move about the building is required to have a proper hall pass from their teacher and move immediately to the designated area. A student's hall pass use can be restricted at the discretion of the building administrator.

**LOCKERS/CUBBIES (O.R.C. 3313.20)**

School lockers/cubbies are available upon request due to limited availability. The lockers/cubbies 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/cubbies. Lockers/cubbies and the contents of the locker are subject to random searches at any time by school personnel and/or law enforcement officers. The school is not responsible for lost or stolen articles. Students may not decorate their lockers/cubbies 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/cubbies.

**LOITERING**

Students shall not loiter in areas of the school building unless asked to do so by staff or assigned by their schedule. This includes restrooms, hallways, commons, and/or cafeteria. Students shall not remain in the school or on school property after the conclusion of the school day unless they are 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, they may be disciplined for insubordination.

**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.

**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 building administrator.

**PARENT-TEACHER ORGANIZATION (PTO/PTSO)**

Each of our schools extends an invitation to each family to join their parent-teacher organization. Please check notices sent home with your child concerning the various activities the PTO/PTSO will conduct throughout the school year. (See Volunteering in Pickerington Schools for additional requirements.)

**PARENT/GUARDIAN CONFERENCES**

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

Preplanned parent/guardian-teacher conferences are held in the fall and winter and can be found on the school district calendar. These conferences are very important to both parent/guardian(s) and teachers. Parent/guardian(s) will have the opportunity to know and understand more fully the progress of your child in school. The conference enables teachers to better understand each child and parent/guardian(s)' expectations. Parent/guardian(s) are urged to make every effort to schedule a conference during the scheduled days. Information regarding conferences is sent home

with students approximately two weeks before the conference dates. If schools are doing virtual, a parent/guardian can request an in person.

**PARENT VISITATION**

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

**PERSONAL COMMUNICATION DEVICES (Board Policy 5136)**

Personal communication devices ("PCDs" are electronic communication devices powered by batteries or electricity that are capable of receiving, transmitting, or receiving and transmitting communication between individuals or groups that are not issued by the District for the purpose of instruction. Examples of PCDs include computers, laptops, tablets, e-readers, cellular telephones, smartphones, gaming devices, smartwatches and other wearable technology, and other web-enabled devices used to communicate.
Students may use PCDs before and after school, during school activities (extra-curricular activities) or at school activities. Use of PCDs during school hours must be approved by a building administrator. At any other time at school during the school day, PCDs are prohibited and must be powered completely off or in airplane mode (i.e. not just placed into vibrate or silent mode) and stored out of sight. Students should not loan out personal devices or district devices assigned to the student nor should a student share their login information with anyone. The district is not responsible for items that have been loaned out, lost and/or not-returned. Violations of board policy may result in disciplinary action and/or confiscation of the PCD. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

**PERSONAL ITEMS**

Students are discouraged from bringing valuable items, including electronic devices, 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, hover boards, ebikes, Heeleys, and roller blades/skates are NOT permitted.

If a student finds an item that does not belong to them, they must immediately turn it in to a staff member.

**PHONE CALLS**

Students must have the approval of their teacher, building administrator or office staff before making a telephone call. Telephone calls should be limited to emergency situations unless approved otherwise. All student communication should be made from the classroom or office phone. Parent/guardian(s) are discouraged from directly communicating with their children during the school day.

**PUBLICIZING GREAT THINGS ABOUT OUR STUDENTS**

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

Sometimes, this recognition appears on district and school websites, in print publications, and in district-controlled social media, including Facebook and Twitter feeds. This recognition may include photos of students, as well as their names, school, grade and teacher's name. It also may include pictures or other representations of students' artistic work, including visual and written pieces. We also occasionally will have members of the local media visiting our buildings to cover special events and unique approaches to education being offered by our teachers. Media access to students does not happen within our schools without district knowledge and supervision, and we do not provide direct access to students when the media is covering stories or topics that might be considered controversial or negative.

Most parent/guardian(s) 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 parent/guardian(s) who prefer that their children be excluded from such acknowledgement and recognition.

***Action is only required by parent/guardian(s) who wish to deny this consent.*** (implied consent) We require those parent/guardian(s) 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. Parent/guardian(s) are asked to do this by the first day of school each school year to ensure we have a current list of students whose activities should not be publicly acknowledged by the district on the website, on social media, or in other public forums.

**RECESSES**

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

**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. Only one person may be in a stall at one time. Violation of this rule may result in a search of the persons. In accordance with board policy 7421, students must use the facility that corresponds to their biological sex.

**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 **Safer Ohio School Tipline** by calling **844-723-3764**. Calls to the Safer Ohio School Tipline can be made anonymously.

The district implements certain strategies to promote school safety. These include student instruction, anonymous reporting systems, threat assessment teams, emergency management plans, and staff training. Ohio law requires schools to provide instruction in suicide prevention, violence prevention, and social inclusion. School counseling services are also available.

988 SUICIDE & CRISIS LIFELINE

The 988 Suicide and Crisis Lifeline also provides 24/7, free, and confidential support to students or adults in a mental health crisis. You can call or text "988" to reach a trained specialist for help and support.

**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, medical and school intruder drills. These drills are held to acquaint students with proper emergency/safety procedures and evacuation routes. Each student will be instructed of their responsibilities during these drills.

**SALES**

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

## SCHOOL COUNSELING SERVICES

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

School counselors deliver developmentally appropriate activities and services directly to students and indirectly for students. These activities and services help students develop the mindsets and behaviors required for future-readiness and academic success. Through the school counseling program, school counselors ensure equitable academic, college and career and social/emotional development opportunities for all students.

## SCHOOL LUNCHES

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

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

## SCHOOL PROPERTY

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

Students also are responsible for any library materials they borrow.

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

## SCHOOL-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 (student handbook applies). School sponsored activities are a privilege not a right.

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

All after-school activities are a privilege. Students must be in attendance at school to participate/attend. All school rules and procedures apply during the activity. Students may be excluded from school events if they fail to follow rules and procedures during school or at the event.

Sporting Events - All K-8 students must be accompanied by an adult for sporting events. K-8 students must be seated with the adult throughout the entire event.

**SCHOOL TIME SCHEDULE**

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

**SIGNING IN VISITORS TO SCHOOL / PICKING UP YOUR CHILD**

All visitors to any school must first stop at the office and sign in. Do not report directly to the classroom, lunchroom, or playground during school hours. This is done for the safety of all students. If you need to pick up your child, you must come to the office with proper identification to sign your child out and wait there for the office personnel to get your child for you. If a student is being picked up by someone other than the parent/guardian, a written note should be sent to the office identifying the person/relationship/time that will be picking up your student. All students arriving late must first report to the office to sign in and obtain an office pass before returning to class.

**SOCIAL MEDIA FOR STUDENTS**

Although social media can be useful for many purposes, care must be taken to maintain an atmosphere of respect consistent with the behavior expected of students in school as outlined in federal and/or state law, Board policy and school rules.

**Social media is defined as any form of online publication or presence that allows end users to engage in multi-directional conversations in or around the content on the Internet.**

Students are personally responsible for the content they publish online. Because digital content lives in perpetuity, anything you publish will be public for a long time. Use common sense and adhere to the social media for students' policy when posting content online. The Social Media for Students Policy applies to the use of social networking in the classroom as well. The same rules and policies that govern student conduct at school apply to social networking activity when social networking is used in conjunction with a class assignment or other school activities. **Any social media post that interferes with the educational process or creates a disruption within the school environment may result in school discipline.**

Please refer to board policy 7540.03A Social Media Policy (Students)

**STUDENT PLANNERS (Third/Fourth grade students only)**

Elementary school students may receive a student planner. Students who lose their student planners are expected to purchase a replacement, if available.

**SURVEILLANCE CAMERAS**

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

**TITLE IX AND SECTION 504 (Board Policy 2260, 5517, 2266)**

If you believe you have been discriminated against, please inform the building administrator. 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 District's Title IX compliance officer(s), who will act as the district's final mediator. Please refer to district policies on discrimination for additional guidance.

**VISITORS**

Visitors, particularly parents/guardians, are welcome at school. To properly monitor the safety of students and staff, each visitor must report to the school office upon entering the building to sign in and provide proper identification to receive a visitor's badge. Any visitor without a visitor/volunteer badge will be asked to return to the office. If parent/guardian(s) wish to meet with a staff member or observe a classroom, they should call to schedule an appointment and must complete the required form(s). All confidentiality rules apply when visiting our classrooms or observing students in our schools.

Appointments must be made at least 24 hours in advance by contacting the school office. Parent/guardian(s) are welcome to visit our school for special programs and class observations. Students are not permitted to invite friends or relatives to school during the school day.

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/guardian(s). All visitors to any school must first stop at the office, sign in and pick-up 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. Additional guidelines regarding visitors in school can be found on the district website under policies: 9150 and 9150 AG.

**VOLUNTEERING IN PICKERINGTON SCHOOLS**

All persons volunteering within Pickerington Schools must submit a Volunteer Application and sign a Volunteer Code of Conduct form. Please visit https://www.plsd.us/students-families/volunteer to access the volunteer form. You must fill out a form for each building you would like to volunteer and must be completed every year you want to volunteer.All volunteers (both new and current) having unsupervised access to children on a regular basis must have a background check, a link for the background check is in the volunteer form. If applying to volunteer at multiple buildings only one background check is required. Background checks are good for 3 years; you do not need to rerun your background check every year.

Please refer to board policy 9150: School Visitors and administrative guideline 9150 AG: School Visitors for additional details.

**WITHDRAWING FROM SCHOOL (Board Policy 5130)**

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

# ATTENDANCE POLICY

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

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

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

***ABSENCES***

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

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

A. Illness (doctor's excuse may be required)
B. Illness inside the immediate family that necessitates the presence of the child
C. Death of a relative (limited to 3 days)
D. Observation of religious holidays consistent with their religious beliefs (Limited to 3 days. Notification must be submitted at least one day prior to the absence.)
E. Medical or dental appointment (usually a partial day)
F. Quarantine for contagious disease (as verified by a medical professional)
G. College visitation (three approved days allowed / must complete the pre-approval form)
H. Emergency circumstances (eg. Court appearance, required meeting with social services agency, student required to travel with parent/guardian.)
I. Absences due to a student's placement in foster care or changes in foster care placement or any court proceedings related to their foster care status
J. Absences due to circumstances impacted by homelessness

All other absences will be counted as unexcused. Excessive absences may result in a referral to the District's attendance coordinator. In addition, further absences illness may result in the child being placed on Needs Medical Excuse (NME) status. Students placed on NME restrictions must provide a note from their physician for the absence to be excused. Without this medical note, the absence will remain unexcused.

When a student's attendance is negatively impacting their academic progress an attendance intervention plan may be implemented regardless of the type of absence.

*EARLY DISMISSAL*

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

*VACATIONS*

Vacation days are noted in the annual school calendar. It is the expectation of the Board that families do everything possible to plan their vacations during these times. If this is not possible, arrangements must be made in advance through the office. All work missed must be completed and turned in on the day of return to school. Scheduling vacations during established testing windows is strongly discouraged. Vacations are unexcused absences.

A student who will be out of the country for 10 consecutive school days will be withdrawn from the district. Upon return to Pickerington, they will need to provide the Welcome Center proof of residency to be re-enrolled and continue their education in Pickerington Schools.

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

# BUS TRANSPORTATION

## STUDENT CONDUCT ON BUSES

Publicly funded transportation is a service provided under the direction of the Pickerington Board of Education, which should be regarded as a privilege by students. It is expected that those who ride the school buses will always conduct themselves as good passengers. All students who ride a school bus are subject to these regulations while riding to and from school or on special trips. The bus is an extension of the classroom/school with equal expectations for behavior. Therefore, based on the student code of conduct, the school may assign additional discipline for a bus infraction.

## TRANSPORTATION RULES AND DISCIPLINE

The safety of our students is always the district's first concern. The safe operation of a school bus requires both the full attention of the school bus driver and proper behavior of the student passengers. Parents are asked to discuss with their children their individual responsibilities for a safe bus ride and the importance of observing the bus rules. These rules are based on state law, Ohio Department of Education guidelines, and Pickerington Schools policies (*8600 Transportation). Adherence to these rules ensures the safety and welfare of all riders.
Remember, the school bus driver is the school district representative in charge of the bus. A driver's instructions must be followed and respected by students on the bus. These instructions guide the students as they board and leave the bus and help manage student conduct during the ride.

## STUDENT REGULATIONS

The superintendent/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 disciplines. 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/guardians are responsible for the safety of their student(s) before pick up and after drop off. Students should take the safest route to the bus stop and arrive at the bus stop at least five minutes before the bus is scheduled to arrive. While waiting at a safe distance from traffic, students must be respectful of other individuals, their possessions, and surrounding property, and behave in an orderly manner.
2. Students should not run toward a moving bus or approach the bus until the driver opens the door. Students should board the bus calmly, proceed directly to the first available or their assigned seat and sit facing forward. In some cases, elementary and middle school students are assigned three to a seat. When school is dismissed, students will have ample time 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 and drive away.
3. Students must remain seated properly at all times (seat to seat, back-to-back, feet to floor), keeping aisles and exits clear. Students may not move from seat to seat. No standing on seats or sitting on the backs of seats. Students will keep all parts of their bodies inside the bus.

4. When crossing a street to enter or exit the bus, a student must watch for traffic in both directions, obey the bus driver's hand signal, and walk at least ten steps in front of the bus. Students must cross in front of the bus and obey the driver's hand signals when crossing the street. Before crossing, the driver will raise his/her hand. When the hand is lowered, the student should cross to the center of the street, stop, and look both ways to check for oncoming traffic. If it is safe, the student should continue crossing and walk directly to his or her place of safety. Never stop to pick up anything from under the bus.
5. Students shall ride only on assigned buses and may not disembark at any location other than the assigned bus stop without prior administrative approval. Students may only get on and off the bus at their assigned locations unless they have written parental and administrative permission to do so. Students who wish to ride a different bus for a trip must have a note signed by the parent/guardian(s) and the building administrator/designee. This will only be done in an emergency, not for convenience.
6. Unauthorized or inappropriate touching or hitting, stomping, spitting, or making physical threats to a student, bus driver, or anyone else is not permitted and will generally result in a suspension of at least three (3) days.
7. Eating, drinking and chewing gum is not permitted on the bus at any time, except for medical reasons.
8. Students should observe classroom behavior and follow their school's code of conduct while on the bus. All instructions from the driver should be followed promptly and respectfully. Ask the driver for permission to open windows.
9. Vandalism of the bus, such as cutting seats, punching/poking holes, defacing, etc., is not permitted and at no time are students permitted to tamper with the emergency exit door or windows. Students who tamper with or vandalize the bus or any of its equipment, including emergency equipment, will be suspended. In addition, students and parents/guardians will be held financially responsible for any malicious destruction of the bus and/or equipment.
10. Noise on the bus must be kept to a minimum at all times to ensure safe operation of the bus.
11. Absolute quiet must be maintained at all railroad crossings until the bus has safely crossed the tracks and at other hazardous locations as determined by the bus driver. Students shall not use abusive, obscene, profane, or offensive language, gestures, or signs toward bus drivers, monitors, school personnel, other students, or adults.
12. Ohio law prohibits students 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 the district. This law extends to the use of tobacco in any form on the bus. Students are prohibited from smoking or otherwise using, possessing, buying, selling, attempting to sell, distributing, or burning tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other form of tobacco.
13. 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.
14. Throwing or passing anything on the bus, at the bus or out the windows of the bus, is prohibited and will result in suspension from the bus.
15. Students must immediately obey the bus driver's instructions the first time they are given and refrain from talking back. Failure of a student to comply with reasonable requests or instructions of a school employee or bus driver will be considered insubordination. Any student distraction of the bus driver will be considered a violation of the Student Discipline Code.

16. Except as required by state or federal disability laws, animals of any size will not be transported on a school bus (as specified in a student's IEP or 504 Accommodation Plan).
17. Students may possess and use personal communication devices (PCDs) on the school bus. However, distracting use of a device that creates an unsafe environment will not be tolerated (i.e., loud playback, inappropriate or offensive language, bright lights, etc.). The bus driver or district staff member (e.g., teacher, activity sponsor, counselor, coach) has the right to ask any student to turn off their device. Students are prohibited from using PCDs 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. Failure to comply may result in bus suspension.
18. A student may not possess, transfer, or conceal a dangerous weapon, dangerous instrument, or "look-alike" imitation weapon or instrument. Look-alike weapons may include, but are not limited to, starter pistols, stun guns, or any object that a reasonable person would consider to be a weapon or dangerous instrument under the circumstances, such as firearms, ammunition, explosives, fireworks, knives, or mace.
19. Students may not possess alcohol or narcotics while on the bus, with the exception of prescription medication required for a student. A student may not possess, solicit, use, conceal, sell, offer to sell, be under the influence of, show evidence of use of, deliver, or transfer narcotics, other illegal drugs, drug paraphernalia, alcoholic beverages, counterfeit controlled substances, or "look-alike" controlled substances. A look-alike-controlled substance may 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, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale. Possession includes, but is not limited to, having on the student's person or in a purse, wallet, locker, desk, or vehicle on school property or used for school purposes. Included in the prohibition is any substance that is presented as a controlled substance, such as non-alcoholic beer, steroids, tobacco products, e-cigarettes, vaporizers, and drug paraphernalia.
20. Students may only carry items on the bus that can be held in their lap and must be secured (this includes book bags). No glass containers or aerosol cans are allowed on the school bus. Balloons, lacrosse sticks, hockey sticks, basketballs, and skateboards are not allowed on the bus. Baseball bats, tennis rackets, and athletic equipment are permitted when transported in appropriate bags/covers. They must be held on the lap. Lacrosse sticks, golf clubs, and basketballs are NOT allowed. In addition, if students attempt to carry more items than can be safely held on their lap, they will not be permitted to ride. Headphones, boom boxes, toys, etc. must be kept in book bags. This includes musical instruments. Students are not permitted to bring the following musical instruments on buses transporting students to and from school:

| | |
|---|---|
| Tenor Sax | Tuba |
| French Horn | Drums |
| Baritone | Cello |
| Trombone | String Bass |

21. Drivers may confiscate anything brought onto the bus.
22. All students are subject to the district's harassment policy.
23. Civil charges may be filed against a student for serious violation(s) of the rules.
24. Students must comply with all provisions and requirements of the Student Code of Conduct. Students who receive a misconduct slip must have it signed by a parent/guardian and return it to

the bus driver the next time the student boards the bus. Failure to do so may result in suspension of riding privileges until the signed misconduct slip is returned. A copy is shown below.

**Questions?** Contact Petermann Transportation at **614-837-8525.**

Corrective action for misconduct on a school bus will follow appropriate district and Petermann policy. Typically following a progressive approach, minor Infractions may involve corrective action by the bus driver at the time of the incident or a subsequent call to a parent or guardian.

**Major Infractions may lead to immediate suspension of riding privileges.**

Serious or repeated infractions that jeopardize the safety of self and others will result in a write-up for Petermann personnel to address. If a student receives a third write-up, disciplinary action will be taken. Such discipline may include suspension from bus transportation up to and including if warranted, **immediate removal from a bus**. Students have a right to due process and students who are suspended from bus transportation will be handled by the Petermann Discipline Coordinator and school administration during school hours. Serious offenses may result in the school resource officers and/or local authorities being involved. Parents, guardians, or designees are responsible for transporting students to and from school when bus privileges have been suspended.

As an added measure of safety, our transportation fleet is equipped with video recording devices to monitor bus conditions and video recordings may be used to support disciplinary action(s) or for driver training purposes. Petermann is the sole owner of the video recordings and viewership is restricted to Petermann and district personnel.

PETERMANN

Date _____

Bus # _____ School _____ Student's Name _____ Grade _____

Dear Parents:
All students in the Pickerington School District who ride a bus to school are subject to regulations until they get off at their school or the bus stop near their home. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and as such, jeopardizes the safety of all passengers.

The above-named student has been cited for the infraction of the rule(s) checked below:

MINOR OFFENSES
_____ Failure to remain properly seated
_____ Having any body part out of bus window
_____ Eating, drinking or chewing gum
_____ Bothering others
_____ Improper procedure at bus stop/Delaying bus schedule
_____ Improper procedure at railroad crossing
_____ Causing a distraction
_____ Unauthorized exiting or boarding of bus
_____ Unauthorized use of wireless device
_____ Other

MAJOR OFFENSES
_____ Obscene language/gestures/spitting
_____ Tobacco/alcohol/harmful drugs
_____ Vandalism
_____ Fighting/pushing/tripping
_____ Refusing to obey driver
_____ Throwing objects on bus or out of bus window
_____ Personal disrespect to bus driver
_____ Tampering with emergency exits
_____ Other

☐ 1st Write-up/ Written Warning
☐ 2nd Write-up
☐ 3rd Write-up
☐ 4th Write-up

Driver's Comments: _____

4 or more minor offenses will result in a bus suspension of up to 10 days. Any major offense will result in a bus suspension of no less than 3 days and up to the remainder of the school year. Please see student handbook for a complete list of transportation rules and guidelines.

This notice must be presented to the driver with the parents's signature. If this report is not signed and returned to the driver the next time the student boards the bus, action will be taken and the student could lose his/her riding privileges.

Parent _____ Date _____ Student _____ Date _____ Driver _____ Date _____

Discipline Supervisor: _____

*White - Parent* *Canary - Principal* *Pink - Transportation* *Goldenrod - Driver*

# CURRICULUM

## GRADING PRACTICES: Guiding Principles for K-12

- The purpose of grading is to communicate the level of mastery of course content standards to stakeholders.
- Teachers should provide clear and timely communication to parent/guardian(s) and students about the grading criteria and the student's level of mastery.
- Student evidence of learning should be aligned with grade-level content standards. Giving students extra credit or grades for activities (e.g., bringing in canned goods, classroom materials, parent/guardian(s) signatures, or participating in non-curricular activities) do not show evidence of learning.
- The grading system ensures consistency and equity across grade levels, content areas, and schools.
- The grading system measures, reports, and documents academic progress and achievement separately from work habits, character traits, attendance, and behaviors, so that educators and other stakeholders can accurately determine the difference between learning needs and behavioral or work-habit needs.
- The grading system is not used as a form of punishment, control, or compliance.
- Re-teaching and reassessment are a part of the instructional cycle.

## GRADING AND REPORTING

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

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

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

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

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

*ACHIEVEMENT RECORDS*

Student levels of achievement are:

| GRADING SCALE (K-5) | | |
|---|---|---|
| N | No Progress: | Student is making no progress towards meeting end of year grade level standards with extensive support. |
| L | Less than expected progress: | Student is making less than expected progress toward meeting end of year standards with increased support. |
| P | Progressing towards mastery: | Student is making expected progress toward meeting the year-end grade level standards. |
| M | Mastery: | Student is meeting the year-end grade level standard and may be ready to work at greater depth. |

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

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

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

**HOMEWORK**

Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning process. Parents are encouraged to set aside a regular time each evening to talk with their child about the day's events. Although homework may not be assigned each night, time should be spent reading, writing,

studying math facts, reviewing for tests, etc. Teachers may offer specific suggestions for evening activities. For additional information, please refer to board policy 2330: Homework

**HONOR ROLL (6th grade only)**

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

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

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

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

**INTERIM REPORTS**

Interim reports will be available half way through each grading period. The Parent Portal of Infinite Campus enables parent/guardian(s) to access their child's grades. It is available to all parent/guardian(s) by using their user name and password; therefore, paper interims are NOT distributed. If parent/guardian(s) do not have Internet access, they may request a paper interim. Parent/guardian(s) 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.

**MAKE-UP WORK / REQUEST FOR HOMEWORK**

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

Students should access homework assignments for their child on Google Classroom and/or SeeSaw. Parents must be aware of the individual homework request practice for their child's teachers. To obtain the homework, reach out to the classroom teacher.

**PBIS AND LIMITED USE OF RESTRAINT AND SECLUSION**

Positive Behavior Intervention Support (PBIS) is a process supported by the Ohio Department of Education and Pickerington Local School District to promote and maximize academic achievement and behavioral competence (B.P. 5630.01). It is a three-tiered system of support for helping all students achieve important social-emotional and learning goals. We know that when we create learning environments that are student–centered, efficient and stable, our students excel in their learning. As part of PBIS, we will establish and explicitly teach clear rules and behavior expectations

to students. We encourage and acknowledge desired behaviors. The expectations for all student behavior are clear In common areas throughout our building and in parking lots and playgrounds. Our school rules provide a safer school environment and allow more time for instruction. We apply consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching students in a positive, proactive way, we provide common language for everyone in our district, including students, teachers, front office staff, and paraprofessionals.

We believe having common vision and values, language and experiences allows our school community to build and sustain environments where students can succeed and grow. This framework provides clear expectations for student behavior, outlines specific methods and strategies to encourage social skills, and a menu of corrective strategies when misconduct occurs. Annual Notice of Board Policy 5630.01

# HEALTH CONCERNS

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

School personnel will provide basic first aid and care for student injuries and illnesses that occur during the school day. If an emergency arises during school hours due to an illness or injury, school personnel will attempt to notify the parent/guardian. If unsuccessful, one of the emergency contacts listed in Infinite Campus will be contacted. Once the parent/guardian is notified it is expected that your student is picked up from school in a timely manner.

Please ensure that your contact information is correct. Updates to your contact information can be made by logging into the Infinite Campus Parent Portal at:
https://pickeringtonoh.infinitecampus.org/campus/portal/parents/pickerington.jsp

*SCHOOL HEALTH CLINIC*

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

*SCREENINGS*

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

*IMMUNIZATIONS*

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

*MEDICATION*

*Medication prescribed by a health care provider:* State of Ohio law and district policy require that students requiring administration of prescription medication during the school day must have a completed Request for Administration of Prescription Medication by School Personnel form on file in the school health clinic. This form must be completed and signed by the prescribing health care provider, signed by the parent/guardian, and must be provided to the health team prior to

administration of the medication to the student. This form is located in our school health clinics and on our district website.

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

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

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

Students are not permitted to transport medications to and from school. All medications are to be delivered to school by the parent/guardian. The parent/guardian must pick up any unused medications before the end of the school year or the medications will be discarded.

# STUDENT CODE OF CONDUCT

## CONDUCT

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

## EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption in the academic process, taking place either within a classroom or elsewhere on school premises, the student may be removed from the curricular, extra-curricular, or co-curricular activity or school premises on an emergency basis as dictated by board policy. An emergency removal of a student should be no more than one school day.

## QUIET STUDY TIME / DETENTION

The schools operate a quiet study time (Q.S.T.)/detention program. This discipline option is used is at the discretion of the building administrator/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./detention, they may not be permitted to stay and may receive additional consequences. If a student fails to serve Q.S.T./detention assigned hours, more discipline may result.

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

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

## 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. Failure to serve I.S.S. and/or to follow established guidelines will result in an Out-of-School Suspension. 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 100% credit for work completed during their suspension. Students will not be penalized for missed work that cannot be duplicated outside of the classroom. Teachers may use a different assignment to determine mastery of the missing assignment. 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, an in-school suspension will be extended by the number of days missed.

**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. The options listed below will be determined by the building administrator. The following list of actions is not specific to the order of assignment.

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

***Detention***: A thirty (30) minute period before, during, 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 other corrective measures.

***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.

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

**DISCIPLINE OF STUDENTS WITH DISABILITES**

The suspension and expulsion of students with disabilities will be in accordance with the Individuals with Disabilities Education Improvement Act of 2004, the Ohio Revised Code, and the 2008 Operating

Standards for Ohio Educational Agencies serving Children with Disabilities (Rules 3301-51-01 to 3301-51-09 and 3301-51-11 of the Ohio Administrative Code).

**INFRACTIONS**

1. **Committing a Felonious Act or Other Violation of Law**

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

2. **Alcohol and Drugs** (Board Policy 5530)

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

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

   "Possession" includes, but is not limited to, retention of a Substance on the student's person or in a purse, wallet, locker, desk, or vehicle. Included in this prohibition are the possession of drug paraphernalia, which includes, but is not limited to rolling papers, and other items 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,". No student shall possess any counterfeit money, nor shall any student make, sell, offer to sell, give, package, conceal, supply, transmit, or deliver a counterfeit Substance. Possession is defined under "Alcohol and Drugs."

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

   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. (See ORC Section 2917.31)

6. **False Alarms and Reports**

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

7. **Damage to School Property**

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

8. **Extortion**

   A student shall not commit an act of extortion, threaten 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. This includes spitting or forcing bodily fluid onto a person. 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 or Possessing Stolen Property**

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

    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 them to reasonably believe that the property was stolen, and they:
        1. intends to deprive the owner of the use or benefit of the property; or
        2. knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner of such use or benefit; or
        3. uses, conceals, or abandons the property, knowing such use, concealment, or abandonment probably will deprive the owner of such use or benefit.

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

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

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

a. physical violence and/or attacks;

b. threats, taunts and intimidation through words and/or gestures;

c. extortion, damage or stealing of money and/or possessions;

d. exclusion from the peer group or spreading rumors;

e. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber bullying), such as the following:
   i. posting slurs on web sites, social networking sites, blogs or personal online journals;
   ii. sending abusive or threatening e-mails, web site postings or comments and instant messages;
   iii. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
   iv. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

f. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

14. **Sexting**

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

15. **Sexual Misconduct**

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

16. **Disrespect**

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

17. **Smoking or Use of Tobacco** (Board Policy 5530)

    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, vaping devices, 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.

23. **Repeated Violations**

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

24. **Truancy**

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

25. **Tardiness**

    - Tardiness to School: Refer to the attendance section of the handbook and the Pickerington Schools board policy 5200.
    - Tardiness to Class: If a student arrives late to class without a pass or excuse, the student will be considered tardy to class and may be referred to the office for additional discipline.

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

    If a student fails to attend an assigned period without an excuse, the absence will be counted as unexcused and may result in school discipline.

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 anywhere on school grounds.

30. **Prepared for Class**

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

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

33. **Loitering**

    Students may not use common areas as a place for loitering or as a "student lounge." Students shall not remain in the school or on school property after the conclusion of the school day unless under the supervision of a staff member or coach. Students shall not loiter in areas of the school building unless asked to do so by staff or assigned by their schedule. This includes restrooms, hallways, commons, and/or cafeteria. Students must exit the building at the end of the school day unless supervised by a staff member. If a student fails to exit the building after a request by a staff member, they may be disciplined for insubordination.

34. **Use of Property**

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

35. **Unserved Discipline Hours**

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

36. **Profanity**

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

37 **Bus Behavior**

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

38. **Cheating/Plagiarism on Tests or Other School Work**
    A student shall not cheat or use unauthorized materials on tests or other schoolwork. In addition to the loss of a grade, discipline 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. A loss of privileges 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. Students are not to litter anywhere on school grounds.

46. **Failure to Clean Up Lunchroom Table/Area**
    Students are responsible for leaving their area clean.

47. **Possession/Use of Electronic Equipment by Students**
    Please refer to the acceptable use board policy for personal communication devices (PCD). All electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

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

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

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

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

**Substance Use Matrix**

| Tobacco | Drugs/Alcohol | Discipline |
|---|---|---|
| 1st Offense | N/A | 10-day suspension reduced to 1 day OSS, 2 days ISS, and 7 days held in abeyance, with completion of a drug screen and intervention deemed necessary. |
| 2nd Offense | 1st Offense | 10-day suspension reduced to 2 days OSS, 3 days ISS, and 5 days held in abeyance, with completion of a drug screen and intervention deemed necessary. |
| 3rd Offense | 2nd Offense | 10-day suspension (7 days OSS, 3 days ISS). Completion of a drug screen and referral to an outside agency. |
| N/A | 3rd Offense | 10-day suspension with recommendation for expulsion and referral to P2S. |

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

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

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

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

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

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

All Student Handbook policy references were current at the time of publication. Policies are subject to change as the Board of Education updates policies throughout the year. All discipline and policy enforcement will be based on current Board of Education policy located on the District website and/or at http://www.boarddocs.com/oh/plsd/board.nsf/public. Please refer to board policies online for the most recent version.