

Reynolds Junior-Senior High School

Student Handbook



2024-2025

TABLE OF CONTENTS	2-3
Message from the Principals	4
Annual Notice to Parents	4
Education for Children and Youth Experiencing Homelessness	6
Nondiscrimination Policy	7
Policy Re: Drug/Alcohol Abuse	7
Foreword	8
School District Directory/Meetings	8-9
Academic Integrity	9
Academic Standards	9
Access to Classrooms/Offices	9
Accident Insurance	10
Accidents	10
Activities	10
Advanced Placement (AP) Courses	10
Animal Dissection Policy	11
Announcements	11
Arrival-Dismissal Time	11
Attendance and Tardiness	12-14
Backpacks/Book bags	14
Behavior	14
Behavior in Extra-Curricular Activity	14-15
Bicycles/Unlicensed Vehicles	15
Breakfast Program	15
Bullying/Cyber Bullying	16
Calculator Use and Responsibility	16
Canine (K9)	16-17
Classroom Disturbance	17
Class Cutting	17
Code of Conduct	17
College Visits	17-18
Commencement	18
Computer Internet Access	18-19
Confidentiality Policy	20
Controlled Substances/Alcohol	20
Controlled Substances/Paraphernalia	20
Copying Requests	21
Dances and School Related Activities	21-22
Dances-Prom/Homecoming Attire	22-23
Detention	23
Dress	23-24
Driving Privileges	24
Electronic Devices	24-26
Electronic Surveillance Systems	26
Eligibility	26-28
Ethnic Intimidation	28-29
Exclusion of Students from school	29

Fighting	30
Flag Salute/National Anthem	30
Food Delivery/Food in School	30
Gangs and Gang Activity	30-31
Grading Procedures	31-32
Grade Change Procedures	32-33
Graduation Requirements	33
Gymnasium Usage	34
Hall Passes	34
Hazing	34
Health Req & Procedures, Health Rm	34-37
Homebound Instruction	37
Homework Policy	37
Honor Roll	37
Identification Cards	37-38
Late to Class	38
Library/Education Technology Center	38
Locker Assign and Locker Search	38-39
Lost and Found	39
Lunch Program	39
Lunch Regulations	39-40
National Honor Society	40
Parent/Student Access Rights	41
Personal Items	41
Physical Education	41
Practice Times	41-42
Promotion Policy	42
Public Address System	42
Public Displays of Affection	42
Release of Information	43
Report Card Distribution	43
Safety Information	43-46
Searches and Seizures	46-47
Sexual Harassment	47
Sleeping	47
Student Assistance Program	47
Student Expression/Distribution and posting of Materials	48
Study Halls	48
Telephone Usage	49
Terroristic Threats	49
Textbooks and Library Books	49
Theft	49
Tobacco Possession and Usage	49-50
Transportation – Video/Audio	50
Travel Forms	50
Visitors/Parental Appointments	50
Weapons/Dangerous Instruments	51
Weather Emer/Sch Delay or Closing	51-52
Code of Conduct	53-54

DEAR PARENTS AND STUDENTS:

This handbook has been written for your convenience. It is intended to provide information regarding the procedures of our school and how to obtain services you may need. Specific rules and regulations are included to have an excellent and efficient educational process.

We urge you to become familiar with this handbook and to follow the policies and regulations it describes. Common courtesy and respect for others are general principles, which lead to a pleasant and successful school experience. Best wishes to you in embarking upon another successful and enjoyable school year.

Scott L. Shearer
Principal

ANNUAL NOTICE TO PARENTS

In compliance with state and federal law, the Reynolds School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services, or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. To qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provision of services to protect handicapped students, contact the administration office, at 724-646-5500.

EDUCATION FOR CHILDREN & YOUTH EXPERIENCING HOMELESSNESS

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In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Reynolds School District is attempting to identify all children within the district that may be experiencing homelessness, including unaccompanied homeless youth.

The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals who are:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.)

Reynolds School District attempts to identify homeless students during the initial enrollment process and on an ongoing basis. If a student or family has indicated they are homeless, or if a staff member has reasonable suspicion that a student or family is homeless, they are required to alert the Homeless Liaison. All procedures in place are designed to ensure this identification does not create or exacerbate educational barriers.

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Parents/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or in other districts. If a student is unaccompanied by a parent/guardian, the Reynolds School District Homeless Liaison will consider the views of the students in determining where they will be enrolled.

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to Reynolds School District policies. However, Reynolds School District may require a parent/guardian to submit contact information. The homeless liaison may contact the previous school for oral confirmation of immunizations, and the school shall request records from the previous district. Homeless families are not required to prove residency regarding school enrollment. Reynolds School District may contact the district of origin for oral confirmation that the student has been immunized, but must not be a barrier to enrollment. Oral confirmation between professionals is a sufficient basis to verify immunization with written confirmation to follow within thirty (30) days.

The instructional program should begin as soon as possible after the enrollment process is initiated and should not be delayed until the procedure is completed. The Homeless Liaison will assist the parent/guardian in obtaining necessary immunizations, or immunization and medical records. Homeless students shall be provided services comparable to those offered to other Reynolds students including but not limited to: programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, and students with disabilities. Homeless families will also have access to all parent involvement activities and initiatives. Students automatically qualify for free lunch services. Reynolds School District has staff members who will work with local community

agencies to coordinate services in the student's community. Reynolds School District will ensure the student has transportation to school related events, such as, but not limited to testing and field trips.

Placement/Dispute/Complaints: If Reynolds School District is unable to determine the student's grade level due to missing or incomplete records, the school shall administer tests or utilize appropriate means to determine the student's placement. If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent/guardian/student will be provided with a written explanation of the school's decision on the dispute, including the right to appeal. The parent/guardian/student will be referred to the Homeless Liaison who will carry out the state's grievance procedure as expeditiously as possible after receiving notice of the dispute. In the case of an unaccompanied student, the Homeless Liaison shall ensure that the student is immediately enrolled in school pending resolution of the dispute.

If disputes or complaints on noncompliance arise regarding the education of homeless students, the following steps may be taken:

1. The person filing the complaint shall first contact the school's Homeless Liaison to present their concerns to the people closest to the situation and most likely to be able to resolve it quickly.
2. If Step 1 is not successful or is not possible under the circumstances, contact should be made with the Homeless Project Education Liaison, or the Pennsylvania Department of Education (PDE) will accept complaints directly through the Education for Homeless Children and Youth Program.
3. Individual cases may be referred to PDE's Office of Chief Counsel and the Office of the Deputy Secretary for Elementary and Secondary Education, as needed by the State Homeless Coordinator.
4. PDE will deliver a response within fifteen (15) business days of the receipt of the complaint. The complaint may arrive in the form of a copy of the school/district letter or on the Dispute Letter Form if given directly to a Liaison of the Homeless Initiative.

Children who are experiencing homelessness may qualify for assistance, with school supplies/materials, and/or tutoring so that they can remain in their school throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Anna Wilkinson, the Homeless Liaison, at 724-646-5500, extension 5525.

awilkinson@reynoldssd.org

If your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

NONDISCRIMINATION POLICY

All activities, education programs, and employment practices of the Reynolds School District are nondiscriminatory as required by Title VI, Title IX, and Section 504. If there are restrictions, they are based on one's ability and aptitude, not one's sex, race, color, national origin, or handicapping condition. Additionally, handicapped students and employees may qualify for special services or instruction and equipment modification. Complaints or questions concerning discriminatory treatment and racial or sexual harassment should be directed to the Title IX Coordinator listed below: **Reference Reynolds School District Policy No. 103**

Superintendent of Schools Reynolds School
District Phone 646-5700

REYNOLDS SCHOOL DISTRICT POLICY/GUIDELINES ON DRUGS/ALCOHOL USE

As an integral part of the Reynolds School District Drug and Alcohol Prevention Program, policies and guidelines have been adopted by the Reynolds School Board which represent one component in a district-wide effort to respond effectively to drug-mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These policies and guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents. The Reynolds School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated. A copy of the complete guidelines is on file in the high school office. **Reference Reynolds School District Policy No. 227**

FOREWORD

Chapter 12, Section 2, of the Pennsylvania School Code lists the following points concerning student responsibilities:

12.2 Student Responsibilities.

- (a) Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- (b) No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process.
- (c) Students should express their ideas and opinions in a respectful manner.
- (d) It is the responsibility of the students to conform to the following:
 - (1) Be aware of all rules and regulations for student behavior and conduct themselves in accord with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - (2) Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
 - (3) Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to the educational processes.
 - (4) Assist the school staff in operating a safe school for all students enrolled therein.
 - (5) Comply with Commonwealth and local laws.
 - (6) Exercise proper care when using public facilities and equipment.
 - (7) Attend school daily and be on time at all classes and other school functions.
 - (8) Make up work when absent from school.
 - (9) Pursue and attempt to satisfactorily complete the courses of study prescribed by Commonwealth and local school authorities.
 - (10) Report accurately and not use indecent or obscene language in student newspapers or publications.

SCHOOL DISTRICT DIRECTORY

The names and phone numbers of district administrators, supervisors, and staff members normally called upon to answer questions or solve problems are available upon request. Generally, one would start with the district person closest to the problem or concern. If you are unsure with whom to discuss a school problem, please feel free to call the administrative office. All residents of the community are invited to attend the monthly board meetings.

However, there are occasions when a district resident may wish to discuss school district policies with the Board of Education. Anyone wishing to be on the board agenda for a specific reason should contact the Superintendent of Schools concerning the procedure to be used.

REYNOLDS SCHOOL DISTRICT BOARD OF EDUCATION

Board Meetings: Board Regular Monthly Meetings will be held on the third Wednesday of each month. In the event of a special meeting or time/location changes, public notice is given in advance.

ACADEMIC INTEGRITY

Students caught cheating on assignments will be given a "0" (zero) on that assignment. In addition, their names will be reported to the office and filed in the event of future violations. Repeated violations could result in removal from class and a non-passing grade. It can also

ACADEMIC STANDARDS

Academic standards shall be defined as what a student should know and be able to do at a specified grade level; they shall describe the knowledge and skills students will be expected to demonstrate to graduate. The Board shall establish academic standards for district students to attain, in accordance with those adopted by the State Board of Education, in the following content areas:

1. Reading, Writing, Speaking and Listening
2. Mathematics
3. Science and Technology
4. Environment and Ecology
5. Social Studies – to include History, Geography, Civics and Government and Economics
6. Arts and Humanities
7. Career Education and Work
8. Health, Safety and Physical Education
9. Family and Consumer Science
10. World Languages

Reference Reynolds School District Policy No. 102

ACCESS TO CLASSROOMS/OFFICES

Free access to classrooms, offices, or any other areas of the school by students during after-school hours is prohibited. Students are not permitted to go past the portable gateway in the main hallway after 3:15 P.M. Students must request permission prior to entering these areas after the restricted time. Students in restricted areas, after the indicated time, must have an appointment or be attending a scheduled activity. Students awaiting transportation must remain in the main lobby area near the auditorium or in the hallway near the Athletic Director's office.

ACCIDENT INSURANCE

The Board will provide parents the opportunity to purchase insurance coverage for injury resulting from accidents sustained by students in an interscholastic sports program, excluding football; in the cheerleader program; in the band program; in an intramural sports program; in the program of physical education; or in any activity in school, on school grounds, on a school bus, at an activity sponsored by the school (including driver education training), while traveling between home and school other than on a school bus, or in any activity round-the-clock. **Reference Reynolds School District Policy No. 211**

ACCIDENTS

In the event of an accident while in a school class, activity, or traveling to or from school, students must report promptly to the person in charge. In cases of accidents occurring where a teacher is not present, a prompt report to the nurse or office is required. Failure to report any accident IMMEDIATELY may result in non-coverage by the school insurance.

ACTIVITIES

Club or class meetings, pep rallies and other student activities will be posted on a weekly and daily basis. STUDENTS SHOULD BE AWARE OF THE MEETINGS. STUDENTS WILL SECURE PERMISSION FROM CLASSROOM TEACHERS WHEN CLASS TIME WILL BE MISSED DUE TO AN ACTIVITY. STUDENTS ARE RESPONSIBLE FOR THE MAKE-UP OF ALL CLASS ASSIGNMENTS MISSED DUE TO AN ACTIVITY.

ADVANCED PLACEMENT (AP) COURSES

Disciplines: Calculus, English, Biology, Chemistry, and Physics. The purpose of the AP course is to prepare students for a successful college experience while simultaneously providing an opportunity to obtain transferable college credit while completing a high school course. **Students participating in AP courses are required to take the Advanced Placement exam, at district expense, during the month of May, although passing the AP exam is not a course grade determinant.**

Advanced Placement courses are weighted by a factor of 1.1. The weighting of Advanced Placement (AP) courses will be reflected in each student's Adjusted Grade Point Average (AGPA). The AGPA will be the determining factor for class rank at the conclusion of the school year.

ANIMAL DISSECTION POLICY

Any student of Reynolds Jr.-Sr. High School may elect not to dissect, vivisect, incubate, capture or otherwise harm or destroy animals, or any parts of animals, during instruction. A pupil who chooses to refrain from participation in or observation of a dissecting activity shall be offered an alternative activity, which will provide the student with the same factual knowledge and information. Lowering a student's grade for choosing the alternative project is not permitted. **Reference Public School Code, Article XV, Sect. 1523**

ANNOUNCEMENTS

Announcements are made for the benefit of the student body. Each student should listen to the announcements and be responsible for their content. Announcements will be kept to a minimum during the day. Announcements will be made during the morning homeroom period and again at the end of 7th period or the beginning of 8th period.

ARRIVAL-DISMISSAL TIME

Due to safety concerns, students are **not** to be dropped off earlier than the school building is open due to no student supervision. Doors will be locked, and students will **not** be permitted inside the building until 7:20 am. At 7:20 am students may enter the building through doors A and F. Any student(s) being dropped off should be dropped off at door F using Crestview Drive. Please do not drop students off at door A. The front parking lot should be avoided to provide a safe unloading zone for school buses in the morning.

Students are not permitted to enter school facilities through unauthorized entranceways. Students who walk, ride bicycles, or are brought by car will not be permitted early entrance to classrooms. Students are not permitted to open doors for other students at unauthorized entrances. Students are not permitted in the classroom or lower halls before 7:35 A.M. NOTE: Students are not permitted to leave the school building or the school grounds without permission from the office or school nurse. Students who attend the Mercer County Career Center in the morning must report to the high school office to be excused from attending afternoon classes at Reynolds.

Due to safety concerns, students being picked up at the end of the day are to be picked up near the gymnasium in the Crestview Drive parking lot. Cars are not permitted to wait among the buses parked in front of the high school.

ATTENDANCE & TARDINESS

When a student is absent from school, he/she must bring a written excuse from his/her parent(s) or guardian(s) upon his/her return to school. Excuses may also be sent to attendance@reynoldssd.org. If no excuse is brought within three (3) school days, it shall be considered an illegal or unexcused absence. Anyone receiving an unexcused or illegal absence will be disciplined accordingly.

Student Report Times

7:25 AM-7:42 AM Breakfast/Homeroom

7:43 AM-9:59 AM Tardy

10:00 AM-1:08 PM ½ Day Absence

It is the student's responsibility to confer with his/her teachers to determine what school work needs to be completed. According to the Public-School Code and Pennsylvania State Board Regulations, the following are considered excused absences for all or part of the school day:

1. observance of religious holidays
2. religious instruction (not to exceed 36 hours during the school year)
3. education travel (maximum of 5 school days per year)
4. health care (medical or dental appointments that cannot be made during non-school hours)
5. tutorial work in an area not offered by the school.
6. driving/permit testing is an unexcused/illegal absence.
7. illness or other urgent reason such as illness or recovery from an accident
 - a. quarantine of the home
 - b. death in the family
 - c. court appearance
 - d. family emergencies such as fires or accidents

Any student who misses 10 or more days of school will be required to provide a doctor's excuse for any additional absences. If a doctor's excuse, signed by the student's physician, is not supplied, the absence will be considered illegal or unexcused. Students who accumulate more than three illegal absences are required by law to appear before the district magistrate for an attendance hearing. Excuses may be sent to attendance@reynoldssd.org. The Reynolds School District adheres to the laws set forth by the Commonwealth of Pennsylvania.

Attendance Daily for Class Credit

Students are expected to report to school on time each day and to report to all classes on time. A written excuse, signed by a student's parent or guardian, is required for each absence or tardy. This

excuse is required within 3 days after the absence or tardy to school. Tardiness or absences, which are unexcused after the three (3) days, are recorded as permanently unexcused. A parent or guardian signature on the excuse is necessary, even if the student is 18 years or older.

The Excessive Absences and Appeal

Excessive Absences:

The following applies to class absences exclusive of those which are documented by a physician's medical excuse. A student who has 20 or more class absences for a year course shall be ineligible for credit without attending and winning an appeal process.

Appeal

A student may individually request a waiver of the attendance provision by appealing to the building's administration. The individual case shall then be reviewed by the Appeals Committee after all records, including physician's excuses, are submitted to the attendance personnel. The Appeal Committee will consist of an administrator, guidance counselor, Head Teacher, and a classroom teacher(s) who will determine whether the student's absences or tardiness are legitimate. If the committee determines, the student may be granted a waiver.

Any student not in their assigned homeroom by the late bell will be considered tardy.

1. Students are required to be at school on time. Any student who reports late to school MUST check in at the main office. School officials establish whether a tardy is excused or unexcused. Some typically unexcused tardies/absences are car trouble, alarm failed, overslept, a friend forgot to pick me up.
2. Students who choose to drive to school also must accept the responsibility of being here on time - since bus transportation is provided. Your car cannot be your excuse.
3. Three (3) unexcused tardies per semester will result in one after-school detention. Oversleeping is considered unexcused even with a note from home.
4. Each tardy, thereafter, will result in progressive discipline. A parent conference may be required. No student will be permitted to participate in any school activity or practice on the day of his/her absence from school. Students who are absent in the morning must report to school by 10:00 A.M. if they wish to participate in school events after school, or in the evening. Although a student is in the building, the student is considered tardy to school if late to homeroom. If a student is late for homeroom because he/she was detained by a school official, it is the student's responsibility to obtain a pass from that official. Regular attendance is a prerequisite for educating the children of the Commonwealth. Curricula are planned and courses taught as a progression of learning activities and ideas, with each day's work building on work previously done. When children are absent, they miss one or more steps on the learning hierarchy; absent children cannot be taught. See ELIGIBILITY, page 19, regarding co/extra-curricular activity eligibility. Reference PA Dept. of Ed.:

BACKPACKS/BOOKBAGS

Students are not permitted to carry backpacks, book bags or other large carrying cases in school. All backpacks, book bags, etc. are to be placed in the student's locker and not carried throughout the school day.

BEHAVIOR

All students are expected to conduct themselves in a manner which shows respect for the rights and safety of all students and staff. Open displays of affection among students, swearing, pushing, shoving, and running in the halls are not considered to be proper school conduct. Other specific areas of student behavior will be addressed in this handbook. Those not specifically discussed will be subject to review of the administration.

BEHAVIOR IN EXTRA-CURRICULAR ACTIVITIES

As representatives of Reynolds Jr.-Sr. High School, we expect all participants to be good citizens. Any student who participates in any extracurricular activity, including interscholastic sports, who exhibits either flagrant or continued aggressive behavior while participating in an event, game or match will be disciplined by both the team and the school. Continued aggressive behavior or disruptive, unruly, or unsportsmanlike behavior is defined to include multiple minor incidents. First incidents will be handled by the coach or sponsor unless it is flagrant enough to warrant the principal to intercede. Any additional incidents will fall under normal school policy for fighting. Anyone removed from an event for any type of aggressive, unruly, disruptive, or unsportsmanlike behavior will be disciplined accordingly.

BEHAVIORAL STANDARDS FOR EXTRA/CO-CURRICULAR ACTIVITIES

The Reynolds School District believes that students, who can represent Reynolds Junior- Senior High School in extracurricular and co-curricular activities, including inter-scholastic athletics, have the opportunity, through their freely choosing to participate, and thus the responsibility to project the highest positive image of our school and student body. The following behavioral expectations and regulations are provided to encourage this positive image and shall be implemented and supported by all administration, school district personnel and coaching staff.

1. Any Reynolds Junior-Senior High School student who violates the school district's drug and alcohol policy, and/or is arrested and/or charged with violating state/local law concerning controlled substances or is proved to have been in attendance at events where such controlled substances have been proved to be present, is subject to disciplinary action which will include, but may not be limited to, temporary or permanent suspension from participation in all extracurricular and co-curricular activities for a time to be determined by school officials. "Violates" includes, but may not be limited to, administrative certainty of guilt or admission of guilt by the student. Participation includes preseason, regular season and off season activities including meetings, practices, contests, events, trips, and summer recreational activities. In addition, students violating drug and alcohol policies, or laws, shall be referred to the Student Assistance Team for appropriate action. Students referred to the assistance team must comply with all recommendations of the team and any involved agencies as a condition of their reinstatement and continued participation in extracurricular and co-curricular activities.

2. Extra/co-curricular participants or student spectators who exhibit improper behavior while attending school, or while attending school sponsored activities, are subject to disciplinary action, up to and including school suspension. Those participants or spectators who are suspended from school will be suspended from all participation, including meetings, practices, contests, events, trips or other activities for the duration of the suspension.

3. Extra/co-curricular participants who are involved in serious misconduct or behavior, including illegal activity, in or outside of school, or during vacation periods, which in the opinion of school district administration, personnel, or coaching staff is unbecoming of a Reynolds Junior-Senior High School student, may be temporarily or permanently suspended from participation.

4. Extra/co-curricular participants are also subject to district policies with respect to academic eligibility as detailed in the Eligibility section of the Student Handbook. **Reference Reynolds School District Policy Nos. 122, 123, 218**

BICYCLES/UNLICENSED VEHICLES

Students are permitted to ride bicycles to school. Bicycle racks are provided for your use. Snowmobiles, three- or four-wheel all-terrain vehicles, farm equipment and any other unlicensed motor vehicles are not permitted on school grounds at any time. **Reference Reynolds School District Policy No. 223**

BREAKFAST PROGRAM

Breakfast will be served from 7:20 to 7:35 a.m. Food or drink items are not permitted outside of the dining room. Anyone taking food or drink from the dining room may be subject to disciplinary action.

BULLYING/CYBER BULLYING

Reynolds School District is committed to providing a safe, positive learning environment for all students. The district recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the District prohibits bullying by district students.

Bullying/Cyber Bullying – shall mean an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in school setting and/or outside of a school setting, that is severe, persistent, or pervasive and has the effect of doing any of the following:

1. Interfering with student's academic, social and/or emotional growth and development in a negative manner.
2. Creating, or causing to be created, a threatening and/or unsafe learning environment.
3. Disruption of safe and orderly operation of the school.

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct and may be referred for criminal investigation. **Reference Reynolds School District Policy No. 249**

Reynolds School District encourages students who have been bullied to promptly report such incidents to the building Principal, Guidance Counselor, Teacher, or any staff member.

CALCULATOR USE AND RESPONSIBILITY

Teachers may assign or issue school owned calculators to students in the same manner as textbooks. Teachers must issue the calculator by type (e.g., TI-25) and by controlling number (e.g., RHS 170). Teachers must maintain this log and keep accurate accountability for all calculators.

Students may take calculators home but will be held accountable for missing or damaged calculators. Students will be assessed the cost of the calculator less depreciation. Calculators will be depreciated over a four-year period. Students will not be issued a replacement calculator until the originally issued calculator obligation is met. This requirement will carry over from one school year to the next.

CANINE (K9)

To maintain a drug-free school environment and protect the health and welfare of students and others, the School Board authorizes the use of trained canine (K9) units to (1) detect the presence of illegal controlled substances in the school buildings and on school premises; and/or (2) to protect the health and welfare of students and others. Canine (K9) units may be used without prior notification to students and/or school personnel. Canine (K9) searches may include, but are not

limited to, the passive/cursory sniffing of the outside of lockers, vehicles parked on school property, or any other areas of school property as outlined by the standard operating procedure. Students are not permitted to touch (pet), interact, and make demands and/or inquiries of or towards the canine (K9) unless asked to do so by the handler. Feeding of the canine (K9) is strictly prohibited. A student may not attempt to or assault, harass, interfere with, kill, or injure the canine (K9) in any way. "Harass" means any conduct intended to or directed at the canine (K9) that impedes and/or interferes with the animal's performance or its duties. **ALL STUDENTS ARE TO BE AWARE THAT A CANINE (K9) IS CLASSIFIED AS A POLICE OFFICER IN THE COMMONWEALTH OF PENNSYLVANIA AND SHOULD BE TREATED AS SUCH.**

CLASSROOM DISTURBANCE

Behavior that disrupts the class (verbal abuse, noise, disobeying the teacher, foul language, lying, cheating, coming unprepared for class, etc.) will not be tolerated. The teacher may take appropriate action to solve any disruptive problems in the classroom. This may include resolving the matter through counseling, parental involvement, or any other appropriate means. If the steps taken by the teacher are not successful, students may be removed from the class.

CLASS CUTTING

Students are required to attend all classes. If a student cuts a class, the parent(s) will be notified. If a student cuts the same class a second time the parent(s) will be required to meet with the teacher to avoid the removal of their child from the class with a failing grade. Students may not miss a class or study hall to work with another teacher without prior written consent. Missing class because of being ill in the restroom is an unacceptable excuse. Students who are ill should report to the office. Students sent to any other area must report to their destination within three minutes or they will be considered late for class.

CODE OF CONDUCT

The Code of Conduct of the Jr.-Sr. High School is not intended to be a limited or all-inclusive list of the offenses or disciplines, but rather a guide for both staff and students to follow. **Reference Reynolds School District Policy No. 218**

COLLEGE VISITS

Students who wish to visit colleges, industries, the Career Center, etc., on school time must stop in the Guidance office to make proper arrangements for these visits. A form must be filled out by a parent before the visit. A student must bring in an excuse from the college upon return. This

procedure is required to qualify as a legal absence from school. A maximum of three college visits are permitted during the school year.

COMMENCEMENT

Participation in the graduation commencement ceremony is not a right. Students who owe financial or disciplinary obligations to the district or those who have not completed academic requirements will not be permitted to participate in the commencement ceremony. Students who wish to participate in commencement must attend all practices and must adhere to the administrative dress code. This will be strictly enforced.

COMPUTER-INTERNET ACCESS

Computer and Internet access is available to students and employees in the Reynolds School District. The Internet is an electronic highway connecting millions of computers worldwide and millions of individual users. Our goal in providing Internet and computer access is to promote educational excellence by facilitating resource sharing, innovation, and communication. With access to computers and the Internet and thus an enormous array of information, the availability of non-educational materials cannot be avoided. The Reynolds District believes, however, that the value of the educational information available on the worldwide network far outweighs the possibility of misuse by a minority of users. The following user guidelines are excerpted from **Reynolds School District Policy number # 815:**

1. Acceptable Use - All District computer and Internet resources are provided for the purpose of supporting and supplementing the learning outcomes of the Reynolds School District. The district will monitor and log network use and file server space utilization of district users, while respecting the privacy rights of both district users and outside users. Electronic mail is not private. Operators have access to all mail.

2. Network Etiquette – The following uses are prohibited:

- a. Illegal activities.
- b. Commercial or for-profit usage, product advertising, or political lobbying.
- c. Non-work or non-school related work.
- d. Revealing personal addresses, phone numbers, passwords, or any other personal information to other users via e-mail or internet. Chat rooms, web-logs (blogs), and similar participatory activities are forbidden by all users.
- e. Using the network in such a way that would interfere with the usage of other operators. Prior permission is needed for any type of downloading.

- f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- g. Hate mail, harassment, obscenities, pornography, abusive language, offensive or inflammatory communication, terroristic threats, profanity and sexually explicit materials, material that is inappropriate for minors.
- h. Student subscriptions by electronic mail.
- i. Impersonation of another user, anonymity, and pseudonyms.
- j. Loading or using unauthorized games, programs, files, or other electronic media.
- k. Quoting of personal communications in a public forum without the original author's prior consent.
- l. Homeland Security violations.

Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers, detention, and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

3. Plagiarism - The use of any information obtained through the Internet is at the user's own risk. Any information utilized by students for papers or reports must be cited as references. Failure to do so is considered plagiarism.

4. Security - Attempts to gain unauthorized access to system programs, equipment, files, data, passwords, or information belonging to others are prohibited and will result in the cancellation of user privileges.

5. Vandalism - Vandalism will result in cancellation of user privileges as well as other sanctions. Vandalism is defined as an attempt to harm, modify, or destroy computer hardware, software, data or networks. Uploading or creating spreading viruses is also considered vandalism and a felony.

6. Inappropriate Use - Reynolds School District teachers and administrators will deem what is appropriate use. The faculty, staff and administration may request the suspension of user privileges of any operator who violates acceptable use practices. A list of materials that are inappropriate for access by all users has been established by the Reynolds School Board.

7. Acceptable Use Agreement-AN ACCEPTABLE USE AGREEMENT FORM MUST BE SIGNED BY THE STUDENT AND PARENT before usage is initiated. Failure or refusal to sign will prohibit computer and internet availability. **Reference Reynolds School District Policy No. 815**

CONFIDENTIALITY POLICY

The Reynolds School District has adopted a Confidentiality Policy to ensure the privacy of information contained in student records. The complete policy is on file at the elementary building, the junior-senior high school, guidance office, and the Special Education Coordinator's office. Reference Reynolds School District Policy No. 216

CONTROLLED SUBSTANCES/ALCOHOL

If a student sells, uses, possesses, or aids in the procurement of drugs, mood-altering substances, alcohol, or other restricted substances on school grounds, or at a school activity at any time, he/she will be suspended and subject to expulsion from school. Parent(s) will be notified immediately. Notification of the local police will also be made. An offending student will be referred to the Student Assistance Team. A conference and review must be scheduled with the student's parent(s). The involved student must comply with all committee recommendations, referrals, and conditions.

Students found in possession of drug paraphernalia or who come to school or school activities using, having used or under the influence of drugs, mood altering substances, or alcohol will be suspended from school and subject to the Reynolds School District Drug and Alcohol Administration Guidelines.

Examples of prohibited substances include but are not limited to beer; wine; liquor; marijuana; hashish; cocaine; crack cocaine; steroids; chemical solvents; glue; "look-alike" substances; and any capsules or pills not registered with the school nurse and dispensed in the proper manner, (see Health Regulations). Detection equipment may be employed by the district or by school personnel. Reference Reynolds School Board Policy Nos. 210, 227 and 233

CONTROLLED SUBSTANCES/PARAPHERNALIA

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical, and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

For purposes of policy No. 227, controlled substances/paraphernalia shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs
3. Alcoholic beverages
4. Anabolic steroids
5. Drug paraphernalia.

6. Vapor pens, e-cigarettes, and other electronic smoking devices.
7. Any volatile solvents of inhalants, such as but not limited to glue and aerosol products.
8. Substances that when ingested cause a physiological effect that is like the effect of a controlled substance as defined by state or federal law.
9. Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

For purpose of policy No. 227, under the influence shall include any consumption, ingestion and/or inhaling of controlled substances by a student.

For purposes of policy No. 227, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy or is used in a manner likely to induce others to believe the material is a controlled substance.

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, and at any school-sponsored activity, and during the time spent traveling to and from school and school-sponsored activities.

The Board may require participation in drug counseling, rehabilitation, testing, or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy. **Reference Reynolds School District Board Policy Nos. 227 and 233**

COPYING REQUESTS

The copying machines in our schools are for official school use only. Students may copy school materials as reasonably needed for class.

DANCES AND SCHOOL RELATED ACTIVITIES

All dances and any other school-related activities must first be approved by the administration, and a definite date and time must be established. The club or organization sponsoring the dance is responsible for hiring appropriate security. The privilege of attending school dances and school-related activities is extended only to students in the school district who are in good standing.

- A. Grounds for Ejecting a Patron
 1. Unruly, unreasonable, or immoral conduct.
 2. The consumption of alcoholic beverages, drugs, look-alike drugs or any other intoxicants or mind-altering substances and/or any conduct related to the consumption thereof.
 3. Any incident handled by the police will be considered a matter for the law enforcement agency. The possible consequences will become a police matter.
 4. All patrons entering the dance/activity must remain at the activity. ANYONE LEAVING WITHOUT PERMISSION BEING GRANTED BY THE SCHOOL CHAPERONE IN CHARGE WILL NOT BE PERMITTED TO RETURN.
 1. Time-7:00-10:00 P.M. (Junior High Students)
 2. Time- 7:00-10:30 PM (Senior High Students)
 3. Attendance-to include only students who attend Reynolds Jr.-Sr. High School
Reference Reynolds School District Policy No. 231

DANCES- PROM/HOMECOMING FORMAL ATTIRE

The following are the approved guidelines for Prom and Homecoming formal attire for school sponsored activities. **Any attire which violates the guidelines may result in a student's exclusion/expulsion from any formal activities.** Students are required to review the guidelines carefully and refrain from purchasing items which are in violation. Any clothing items which may be questionable in nature should not be purchased until conferring with the Jr.-Sr High School Administration.

1. MALE ATTIRE

- a. Suits or Tuxedos must be worn by male students.
- b. Long pants, tie and shirt must be worn. Shorts are not permitted.
- c. Shirts must always be worn and must remain buttoned.
- d. Shirts cannot be made of transparent or mesh material of any kind.

2. FEMALE ATTIRE

- a. Dresses or pant suits must be worn. Dresses must be at least fingertip length.
- b. The midriff area must be covered.
- c. Transparent, mesh material, "keyhole" or cutouts are not permitted.
- d. Backless dresses cannot extend below the midpoint of the back.
- e. Undergarments must not be visible.
- f. Dress slits may not be higher than mid-thigh length.
- g. No plunging necklines, including transparent or mesh covered.

3. GENERAL

- a. Dress shoes must be worn to the Grand March and opening activities. Athletic shoes are not permitted until after dinner when dancing begins.

DETENTION (AFTER SCHOOL)

After school detention may be assigned to students who fail to respond to normal methods of correction. Detention will be assigned from 2:45 until 3:45 P.M. Parents will be notified by mail of the assignment. Parents are responsible for the student's transportation.

If the student cannot attend an assigned detention, the parents should notify the principal by phone. If the student fails to report for an assigned detention without the parents contacting the school, a two-hour Saturday detention will be assigned. **Reference Reynolds School District Policy No. 218**

DETENTION (SATURDAY)

In addition to after school detention, students may also be assigned a Saturday detention in the amount of two or four hours depending upon the nature of the offense (see code of conduct). Saturday detention will be conducted from 8:00 to 10:00 A.M. and 8:00 A.M. to Noon. Students must be in attendance by 8:00 A.M. It is the responsibility of the student to come to detention prepared with schoolwork. Not having school assignments is not an acceptable excuse. Students who come unprepared will be sent home and may be assigned further consequences. Failure to attend Saturday detention without the parents contacting the school may result in suspension. **Reference Reynolds School District Policy No. 218**

DRESS AND GROOMING

The main purpose behind a dress code is to develop a sense of community. Adherence to the dress code reflects a commitment to the school and impacts the communal atmosphere.

Students must always wear appropriate clothing and footwear. All students are expected to dress and grooming must be consistent with the educational, health, and safety environment of the school. Clothing must not be disruptive to the educational process or cause a health or safety risk. Clothing may not contain letters, symbols or images that display or suggest sexual innuendo, sexual activity, profanity, gore, or other obscene, vulgar, or lewd words or images; that depict, promote, or incite violence or acts of violence, or illegal acts, or which promote, encourage or solicit the use of alcohol, drugs, tobacco, or other illegal substances. Revealing clothing (such as, by way of example, short skirts/shorts or attire that permits the exposure of undergarments, bare midriffs, or private body parts) is prohibited. Students deemed to be dressed inappropriately will have the opportunity to make adjustments to their attire. Repeated dress code violations may be dealt with as incidents of defiance of authority or insubordination. It remains the final decision of the administration in cases of questionable attire. Students and parents should carefully review policies 220 (Student Expression) and 221 (Dress

and Grooming) and make responsible decisions. Reference Reynolds School District [Policy No. 220](#)
Reference Reynolds School District [Policy No. 221](#)

DRIVING PRIVILEGES - VEHICLE REGISTRATION

Student vehicles must be registered before driving to school. Registration must be completed in the school office during the first week of school. All registered vehicles must display the parking tag from the inside rearview mirror. Failure to properly display the parking tag may result in ticketing and towing as well as a loss of driving privileges.

Students are not permitted to drive to Mercer County Career Center without prior permission. Students who have permission to drive are under no circumstances permitted to have anyone else ride with them. Qualified students have the privilege of driving to school. Drivers are expected to use safe driving habits and to park in assigned areas. Parking along the football field fence, in fire lanes, and any restricted areas is prohibited. Parking in prohibited areas may result in ticketing and towing as well as a loss of driving privileges. Students who drive unlawfully, dangerously or commit unsafe acts will lose the privilege of driving on school property and may be referred to the local authorities for prosecution. Students are not permitted to leave the school grounds or go to their cars during the school day without the consent of the school principals. Driving to school is not an excuse for tardiness. Students who acquire an excessive number of tardies will lose their driving privileges.

ELECTRONIC AND BATTERY POWERED DEVICES

The use of electronic devices, which includes but are not limited to mobile telephones and other devices that can send, receive, play, or display digital video or audio data or images or which provide an unfiltered connection to the Internet, is prohibited by students from 7:35 AM-2:38 PM. Electronic devices may be brought to school but must be kept turned off and out of sight during the school day. Students in grades 9-12 may be granted permission from the principal to use their cell phones during lunch. Students in grades 7-8 may be granted permission from the principal to use their cell phones for the last 5-10 minutes of lunch. Smartwatches and GPS enabled watches fall under this category. Classroom teachers may require students to turn their phone into an assigned space upon entry to their class.

Any student who violates these provisions of the Code of Conduct shall receive appropriate disciplinary action and may have his or her privileges regarding electronic devices temporarily or permanently revoked. Further, the student's electronic device may be subject to confiscation, either temporary or permanent, and the district reserves the right to hold a confiscated item until a conference has been held with the student's parent(s) or guardian(s). Finally, if such violations could possibly constitute a crime under local, state, and/or federal law, the district will report such conduct to the appropriate law enforcement agencies.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages, data, or images; or provide a wireless connection to the Internet. Examples of these electronic and personal communication devices include, but shall not be limited to, iPads, cell phones, laptops, or other student-owned computers, as well as any new technology developed with similar capabilities of data storage or transmission. If a student is unsure whether the restrictions set forth in the Code of Conduct apply to a particular device, it is the student's responsibility to verify with the appropriate classroom teacher or building administrator whether the device is subject to the Code of Conduct. The district is not liable for the loss, damage, or misuse of an electronic device brought to school by a student.

Inappropriate use of electronic devices has the potential to negatively impact the educational processes and individual students. Any use of electronic devices that leads to the disruption of the instructional/educational processes and/or violates the rights of individual students is a violation of the Code of Conduct.

Inappropriate use of these devices includes, but is not limited to the following examples:

- Placing and/or receiving a call, text message, or other communication during instructional time. Parent(s)/guardian(s) are asked to call the school for emergency situations, rather than attempting to contact their child directly. The school will, in return, contact the student.
- The use of electronic devices in locker rooms, health suites, restrooms, and other areas where an individual would have a reasonable expectation of privacy is strictly prohibited. Violations will result in elevated disciplinary action and may be subject to criminal prosecution.
- Audio or video recording without advanced expressed permission from either a teacher or administrator and the individuals who are being recorded.
- Taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, inappropriate, unauthorized, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.
- Using any electronic device for purposes which are in direct violation of other provisions within this Code of Conduct, such as bullying, cyber-bullying, cheating, or otherwise violating academic integrity, or harassing or intimidating students or staff members.

Violation of the Use of Electronic Devices will result in the following discipline:

1st offense – Confiscation of cellular phone, written warning, and student may pick up cellular phone at the end of the day.

2nd offense – Confiscation of cellular phone, 1-hour Wednesday detention, the parent will be required to pick up the phone in the high school office.

3rd offense – Confiscation of cellular phone, four-hour Saturday detention, the parent will be required to schedule a conference with a building administrator to pick up the phone.

4th offense – Confiscation of cellular phone, continued progressive discipline, the parent will be required to schedule a conference with a building administrator to pick up the phone.

Student refusal to surrender the phone to a teacher or administrator upon request will result in suspension.

The district shall enforce these provisions of the Code of Conduct regarding electronic devices on school grounds, District-operated school buses and other conveyances, and during any District-sponsored activities, whether or not occurring on school grounds. Such prohibited activity shall also apply to student conduct that occurs off school property if the prohibited conduct is (a) directed at another student or students, is (b) severe, persistent, or pervasive, and (c) interferes with a student's education, creates a threatening environment, or substantially disrupts orderly operations of school. (Public School Code, Article XII Section. 1317.1) Reference Reynolds School District Policy No. 237

Use of Electronic Surveillance Systems

To promote a safe school environment, the Reynolds School District has installed electronic surveillance systems to monitor activity on school property and in school vehicles as one measure of prevention and protection. The use of video recordings obtained by surveillance equipment is subject to District policies addressing the confidentiality of student and staff records.

Information obtained from electronic surveillance systems may be used by the administration to assist in an investigation to determine whether a student has committed an unlawful or an unsafe act. Violations of the Code of Conduct will result in appropriate disciplinary consequences.

Any activity detected using surveillance cameras that might constitute a violation of the law will be reported to the appropriate law enforcement agency.

ELIGIBILITY

Parental approval forms and physical health forms must be submitted to school authorities prior to the onset of practices or other activities where student participation is to occur.

The Reynolds School Board has passed the following policy regarding academic eligibility for all co-curricular activities and interscholastic athletics:

1. To be eligible for all co-curricular and interscholastic athletics, students must be passing all courses required for graduation.

- a. To be eligible for athletics or co-curricular activities, students must be passing the four core subjects of English/language arts, social studies, science, and mathematics and be on track for graduation.
- b. Seniors on work release must be enrolled in and passing a minimum of 4 credits.

A passing grade must be attained and maintained in all subjects required to graduate from high school. Courses taken on an elective basis would not be included in the scope of this policy unless failure of such a course would place that student “off track” for graduation. The previous school year’s final grade is the controlling factor for all activities beginning in the fall semester of the new school year, except that summer school remedial credit is permitted to erase a failure of a required subject from the previous academic year’s grades. The grades received at both the midterm and end of each marking period thereafter will be the controlling factor for participation in all athletics during the remainder of the school year. Ineligibility shall commence immediately when a student receives a failing grade in any course that would place that student “off track” for graduation. Students who have been declared ineligible due to academic concerns may have their eligibility restored by adhering to the following guideline: At the mid-term point of a nine-week grading period the student is passing ALL classes.

All requests to restore academic eligibility must be directed through the Jr. - Sr. High School Principal’s office.

Regarding attendance, the “20 Day Attendance Rule” currently employed by the PIAA has been changed to a maximum of ten (10) days per semester that a student may be absent from school. Ineligibility shall commence immediately upon exceeding the ten-day limit and continue for that semester and through the remainder of the following semester. Extenuating circumstances and extended illness, however, may be reviewed by the appropriate principal, and a decision made which will be fair to the student while protecting the integrity of Board policy.

If students are not in school by 10:00 am, they will not participate in their activity that day unless an exception or appropriate reason is granted by the school principal. This means that no student in any sport or activity may participate in either practice or scheduled events or contests on the day in question. No participation in a sport or activity will be permitted for the remainder of a given nine week marking period if a student is tardy to school more than five times in the same period. For purposes of this policy only, the student’s tardy count will be reset to zero at the beginning of each nine-week grading period. **Reference Reynolds School District Policy No. 122**

Excuses for absences provided by medical personnel or parents do not automatically provide for reinstatement. All such excuses must be submitted to the school principal within three days of the absence in accordance with the existing policy. The school principals will evaluate the data and make a decision accordingly.

If a student becomes ineligible, at any time, he/she may practice if he/she attends the school sponsored tutoring sessions. The student may not participate in a scrimmage, tournament, or any scheduled event with the team while ineligible. If a student remains ineligible at midterm and/or the completion of the marking period, he/she may not continue practice.

Ineligible students shall only be permitted to practice to the extent that their safety and conditioning may be maintained. The head sponsor or coach of the sport in which the ineligible student is involved will maintain the responsibility and exercise the proper judgment to ensure that the student or students with whom they are associated and who are ineligible to participate by reason of substandard grades to have the study time available to them to improve their grades so that they are able to become eligible.

Restoration of Eligibility Based Upon Improved Attendance

Students who have been declared ineligible due to attendance concerns may have their eligibility restored by adhering to the following attendance guidelines:

- At the mid-term point of a nine-week grading period the student has not exceeded 2- 1/2 days of absence.
- At the completion of a nine-week grading period the student has not exceeded 5 days of absence.
- The student will remain eligible if at the completion of each successive nine-week grading period, the student has not exceeded the 2-1/2 day and 5-day limits.
- Any illegal or unexcused absences will void the restoration process and the student will remain ineligible for the remainder of the semester as well as the following semester, until and unless the restoration process is adhered to in accordance with this policy.

All requests to restore attendance eligibility must be directed through the Jr.-Sr. High School Principal's office. **Reference Reynolds School District Policy Nos. 122, 123**

ETHNIC INTIMIDATION

The Ethnic Intimidation Act of 1982 became effective on June 18, 1982. This legislation takes cognizance of the fact that certain criminal acts are a result of a manifestation of malicious intent toward the race, color, religion, or national origin of an individual or group.

Ethnic intimidation is defined in & 2710 under Article B of the Pennsylvania Crimes Code 18 PA C.S.A. It is not an offense which is independently punishable. It must be committed along with certain other offense(s). When committed concurrently with an act of another applicable criminal offense, ethnic intimidation is classified one degree higher than the classification of the other offense, unless the other applicable offense is a summary offense in which case ethnic intimidation is classified as a misdemeanor of the third degree (&2710. (b)).

It is the recommendation of the PA Dept. of Education that whenever an individual on school property is charged with one of the applicable criminal offenses attached herein, and that infraction is committed with the showing of "malicious intent" towards a particular race, color, religion or national origin of another individual or group, both offenses be reported to the appropriate law enforcement agencies, and that school officials fully cooperate with these agencies in investigating and prosecuting the offender. **Reference Reynolds School District Policy No. 103**

EXCLUSION OF STUDENTS FROM SCHOOL

If a student breaks a rule, he/she may receive a suspension or expulsion. The principal may suspend for a minimum of one day to a maximum of three days without a hearing. The principal is required to establish the facts, allow the student to respond to the charges and notify the parents or guardians if the suspension is imposed.

A suspension may be issued for up to ten days. However, a student must have an informal hearing conducted by the principal before a suspension of more than 3 days in length goes into effect. Parents will be notified so that they may be present for the hearing if they wish.

Expulsion is exclusion from school by the Board of Education for a period exceeding ten school days and may be permanent. Expulsion proceedings require a formal hearing before the Reynolds School Board. Appropriate notices and all information to which a student is entitled will be furnished.

Any student participating in an action that is against the law, such as assault, use and/or possession of a dangerous weapon, sale or use of restricted drugs, extortion, theft, etc. will be prosecuted in accordance with the law.

Any student suspended out of school will be charged with trespassing if seen on school grounds during the time of suspension. Suspended students may not participate in any after- school practice or activity, nor may they attend a dance, athletic event, or any other school function.

The following list of offenses may lead to temporary suspension from school and may lead to expulsion. This list is not intended to be all-inclusive. Other offenses may fall under suspension and/or exclusion.

1. Threatening staff member or student
2. Fighting
3. Theft
4. Vandalism
5. Tobacco Violation
6. Excessive tardiness
7. Truancy
8. Violation of D/A policy
9. Assault
10. Bullying
11. Possession of weapons
12. Driving violation

Reference Reynolds School Board Policy No. 233

FIGHTING

If a student fights on school grounds or on the bus, or off school grounds when still under the control of school authorities, or at school-sponsored events at home or away, he/she will receive up to a 10-day suspension. Generally, fighting is up to a 3-day suspension, however, if a student participates in a fight and refuses to stop when ordered by an administrator or teacher or attempts to reinitiate a fight (verbally or physically) after it has been broken up, a student will receive up to a 10-day suspension. All incidents of fighting will be referred to the School Resource Officer for possible criminal charges.

If a student threatens a teacher or any other school employee, he/she will receive a suspension and face possible expulsion hearings. If he/she physically attacks or strikes a teacher or other employee, he/she will face expulsion hearings and, in addition, criminal charges may be filed against the student. **Reference Reynolds School District Policy No. 218**

FLAG SALUTE AND NATIONAL ANTHEM

Our students are asked to demonstrate proper respect for their country and the flag during opening exercises and at other school events. If a student does not wish to participate in these activities, he/she should **sit or stand in** respectful silence.

FOOD DELIVERY/FOOD IN SCHOOL

Pizzas, fast foods, etc. may not be delivered to students during lunch periods. The school operates a closed cafeteria under state and federal laws and outside food sources are not permitted.

Possession and/or sale of candy are prohibited in school. All food items are to be kept in lockers and not carried to class.

GANGS AND GANG ACTIVITY

Student membership in secret fraternities, sororities, or in other clubs or gangs not sponsored by established agencies or organizations, is prohibited. Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process.

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Any student wearing, carrying, or displaying gang paraphernalia, gang colors, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including, expulsion, and possible referral to the civil authorities. **Reference Reynolds School District Policy No. 218**

GRADING PROCEDURES

All grades will be presented and reported in a percentage format. The following scale illustrates the relationship between letter grades and percentage grades:

Percentage	Letter
92-100	A
84-91	B
72-83	C
60-71	D
50-59	F

Each class during a nine-week grading period will receive a percentage grade. The final grade will be determined as in the following example:

Grading Period	Science	English	History	Math
1	92	97	91	77
2	89	94	87	83
3	95	89	89	87
4	88	92	93	85
Final Grade	91%	93%	90%	83%

In full year courses the final average grade would be calculated by adding the four term grades (where applicable), divided by four.

In semester courses the final average grade would be calculated by adding the two term grades (where applicable), divided by two.

The overall grade point average would be the sum of the course percentages divided by the number of courses taken.

Advanced Placement weighting of 1.1 will be applied to the final grades for all AP classes as demonstrated in the following example.

	Q1	Q2	Q3	Q4	Final Grade
Grade	90	87	68	75	80
Weighted					1.1
Report Card Grade	90	87	68	75	88

Class rank will be determined by ranking the final averages. Class valedictorian will be recognized as the student(s) with the highest overall percentage grade average, carried out to three decimal places. Class salutatorian(s) will be the next highest percentage average. **Reference Reynolds School District Policy Nos. 212, 213, 214 and 215.**

GRADE CHANGE PROCEDURE

In cases where a student has had excused absences or other mitigating circumstances which have prevented him/her from completing course requirements, a grade change may need to be initiated. If a grade change from a previous grading period is needed, the following procedure shall be adhered to:

- All make-up or incomplete work must be completed by the mid-term point of the next grading period. Any deviations from this mid-term time limit must be approved by the principal.
- Upon completion of the required assignments or makeup work, the subject area teacher shall complete the proper grade change documentation and submit the grade change to the Guidance office.
- In instances where a grade change results in the conversion of an incomplete grade to a passing grade, or the raising of a grade, the student and parent shall be notified through the next report card.
- In instances where a grade change results in the conversion of an incomplete grade to a failing grade, or a lower grade, the subject matter teacher shall notify the student and parent via written notification through the principal.

- In instances where an error in calculation by the teacher has occurred, and the subsequent grade change results in a lowered grade, the teacher shall inform the student and parent of the change via written notification through the principal.
- In all instances all grade changes must be processed by the mid-term point of the next grading period. **Reference Reynolds School District Policy Nos. 212, 213, 214 and 215**

GRADUATION REQUIREMENTS

The standards for graduation from Reynolds High School are set by the Pennsylvania Department of Education and the Reynolds School Board.

Credits Required for Graduation

Class of 2023 and Beyond
26 Required Credits
English - 4 Credits
Social Studies - 4 Credits
Math - 4 Credits
Science - 3.5 Credits
Physical Education - 1.5 Credits
Health - .5 Credits
*Intro to Materials Processing - .5 Credits
*Career Exploration - .5 Credits
*Family & Consumer Science - .5 Credits
Electives - 7.5 Credits

***2 of 3 are required for graduation**

It is the individual student's responsibility to check with the guidance counselor to review his/her records to see that the requirements are being met. A curriculum guide is provided to all students for course requirements and selection purposes. **Reference Reynolds School District Policy Nos. 212, 213, 214, 215**

GYMNASIUM USAGE

Individuals participating in any events or activities conducted in the main gym must have tennis shoes or court shoes specifically designated for indoor use. Tennis shoes and other shoes worn outdoors must be removed before walking/playing on the gym floor. This pertains to all physical education classes, intramural contests, interscholastic and co-curricular activities, including practices as well as competitions. Coaches, sponsors, supervising teachers, and other chaperones will monitor student compliance. Students who violate this directive are subject to administrative discipline and may be prohibited from further participation.

HALL PASSES

No student may be in the hall during class time without a hall pass. It is the student's responsibility to procure a valid hall pass before entering the halls. Failure to obtain a pass may result in a disciplinary action.

HAZING

Incidents involving initiations, hazing, intimidation, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. **Reference Reynolds School District Policy No. 247**

HEALTH REGULATIONS AND PROCEDURES

1. Periods of exclusion from school for communicable diseases are as follows: (Please report communicable diseases to the nurse immediately).
 - a. Influenza - during acute illness – as directed by physician
 - b. Chicken Pox - 6 days from last crop of vesicles
 - c. Mumps - until swelling is gone
 - d. Three-day measles and other virus rashes - until rash is gone
 - e. Measles - six days from appearance of rash
 - f. Scarlet fever and streptococcus infections – as directed by physician
 - g. Infectious hepatitis - until given certificate of recovery by physician
 - h. Conjunctivitis (pink eye) – until treatment by physician and judged by nurse to be non-infective
 - i. Impetigo - until treated by physician and judged by nurse to be noninfectious
 - j. Scabies - until treated by physician and judged by nurse to be noninfectious
 - k. Pediculosis - until treated by physician and judged by nurse to be noninfectious
2. Some evidence that the child may be ill may be the following:
 - a. An acute cold
 - b. Swollen glands or sore throat
 - c. Skin rashes or sores

- d. Flushed face or other signs of abnormal temperature
- e. General signs of illness such as vomiting, earache, headache, listlessness, or weakness

3. Oral Medication or Treatment in Schools:

All medications shall be administered by the school nurse or designee or self-administered by the student upon written parental request.

All district employees involved in administering or supervising the self-administration of medication shall receive appropriate training from the school nurse before performing this responsibility.

Building administrators and the head nurse shall regularly review the procedures for administration and self-administration of medications and shall evaluate record keeping, safety practices, and effectiveness of this policy.

The district shall inform all parents/guardians, students and staff about the policy and procedures governing the administration of medications.

When any medication prescribed for a student is initially brought to school, it shall be the responsibility of the certified school nurse to complete the following:

Obtain written permission from the physician or parent or guardian for administration or self-administration of medication, which shall be kept confidential and on file in the office of the school nurse.

Review pertinent information with the student and/or parent or guardian, specifically:

- 1. Reason for taking this medication.
- 2. How often and length of time.
- 3. What will happen if medication is not taken or is taken incorrectly?
- 4. Physician comments about the medication.

Determine the student's ability to self-administer medication and the need for care and supervision.

Observe and evaluate the student's ability to self-administer during the initial administration.

Maintain an individual medication log for all students taking medication during school hours. The log shall be kept in a central place and shall include:

- 1. Name of student.
- 2. Name of medication.
- 3. Medication dosage.
- 4. Time of administration.
- 5. Route of administration.
- 6. Signature of student and the monitor of self-administration.
- 7. Initiation and expiration date of drug.

Student Self-Administration

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. Demonstrate a cooperative attitude in all aspects of self-administration.

Students shall immediately upon entering school deliver all medications and accompanying notes to the Health Office or Jr.-Sr. High School Administrative Offices. Failure to adhere to this procedure shall result in the initiation of the discipline process, up to and including expulsion by the Reynolds School Board. **Reference Reynolds School District Policy No. 210**

HEALTH ROOM

For student health and safety, students who are ill are required to report to the office prior to reporting to the health room. Except in an emergency, the nurse/office will not see a student without a pass from a teacher.

1. Students are to report to the health room:
 - a. if they have a physical impairment or are under a doctor's care
 - b. if a doctor has advised him/her not to take gym or to have limited activities, bring the written consent from the physician
 - c. if they receive an injury during school hours, going to or from school or in athletics
 - d. if any emergency occurs.
2. The school nurse is not to be used in place of the family physician. Any injury or illness occurring out of school should be taken care of at home.
3. It is the policy of the Reynolds School District that all children's medication normally be administered by a parent at home. Under certain circumstances, medication prescribed by a physician may be administered by school personnel in compliance with School Board Policy. Any student who needs to take medicine at school must report to the nurse or her designee who will then explain to the student the procedure to be followed.
4. Each student enrolled is checked each year by the nurse. The student is given an eye test, weighed and measured, and advised about health and nutrition habits. Hearing tests are done in 7th and 11th grades, and for all hearing problems. A medical examination is given in the 11th grade.

HOMEBOUND INSTRUCTION

Students who are confined to the home due to medical reasons may receive homebound instructional support. An application must be obtained in the district or high school office. The application must be completed, signed by a physician, and submitted for approval. A teacher will be assigned to provide up to five hours of instructional support per week. **Reference Reynolds School District Policy No. 117**

HOMEWORK POLICY

There is no set policy on homework given by each teacher. The amount of homework will vary with the individual class, student, or grade level.

Each student has the responsibility to complete the homework assignments and turn them in on the day designated by the subject teacher. Failure to complete assignments could result in lower grades and/or loss of privileges. When returning from absence, students must complete homework requested by the teacher. It is the student's responsibility to confer with the teacher about homework. **Reference Reynolds School District No. 130**

HONOR ROLL

Academic Achievement Lists for grades 7 - 12 are as follows:

Principal's List	92-100%, all A's, No Incompletes
High Honor Roll	92-99%, No Incompletes, No D's and No F's
Honor Roll	87-91%, No Incompletes, No D's and No F's

All grades earned in all subjects will be used to compute the grade percentage.

The Advanced Placement weighting factor of 1.1 will be applied for academic achievement list computation. The Pre-Advanced Placement weighting factor of 1.05 will be applied for academic achievement list computation.

IDENTIFICATION CARDS

The Reynolds School District has recently issued multi-use identification cards to all students in Grades K-12. These cards are currently being used for student identification for security purposes, the food service program, and the library programs. The cards have a barcode on them which identifies the student and integrates with a specific program (such as purchase of meals).

Students are required to have their card in their possession at all times during the school day and must show it to purchase items at breakfast or lunch and upon request from a teacher, school administrator, or other district official.

Since there is a cost involved in replacing cards, the district feels it is necessary to charge for any lost or stolen card. Students must accept responsibility for the safekeeping of these cards. If a card is lost or stolen, the first card will be replaced free of charge. Any additional card replacements will cost the student \$5.00 per replacement and lanyards will cost \$1.00.

LATE TO CLASS

Lateness to class can be extremely disruptive to the classroom setting. Continued violations may be reported to the office for disciplinary reasons.

LIBRARY/EDUCATION TECHNOLOGY CENTER

Libraries are provided for student use. Parents and students are asked to help by seeing that books are returned promptly so that others may use them. Students and parents will be held financially responsible for lost or defaced books or other library media. **Reference Reynolds School District Policy No. 109**

LOCKER ASSIGNMENT AND LOCKER SEARCH

The School Board acknowledges the need for safe in-school storage of books, clothing, school materials and other personal property and may provide lockers for such storage. All lockers are and shall remain the property of the school district and as such students shall have no expectation of privacy in their lockers. The Board reserves the right to authorize its personnel to inspect a student's locker at any time, without warning. Searches shall be reasonable, justifiable, and be no more intrusive than to discover that for which the search was initiated. This policy covers the use of hall lockers and gymnasium lockers as assigned. Students shall be required to sign a waiver to have the use of any locker.

Lockers shall be assigned by the homeroom teacher, physical education teacher, or athletic coach. Students are not permitted to change, share, or use additional lockers. Writing, graffiti, and permanent stickers are not permitted.

Students are responsible for the cleanliness and upkeep of their assigned lockers. Any mechanical problems or malfunctions must be reported to the office immediately to facilitate correction.

Unlocked lockers encourage vandalism or theft of the contents. They should be always locked. The school district is not responsible for lost or stolen property. Textbooks taken from lockers are the responsibility of the student to which they were issued. Safeguard your assigned property.

LOST AND FOUND

Any article found in or about the school which carries any type of value should be turned in to the school office immediately. What one student may consider of little value may be quite valuable to another.

Students who are careful and responsible about their possessions will suffer few losses.

However, once a loss is established a parent or student should report it to the school office immediately. Parents may also wish to come to the school to inspect articles left in the office. These will be held until such a time the principal feels no claim will be made and then discarded appropriately.

LUNCH PROGRAM

An attractive dining area is provided for the use of junior-senior high school students. Proper use of the facilities is the responsibility of the students. Prompt return of trays and silverware and proper use of waste receptacles will also benefit all who use the dining room. No food or drink items are permitted out of the dining room. Anyone taking food or drink from the dining room may be subject to disciplinary procedures.

Being in the dining room during the assigned lunch period is part of the student's program. If a student is not in the dining area when assigned, appropriate disciplinary action may be taken.

All students are to remain in the cafeteria for the entire lunch period. Restrooms are available by the gymnasium. Students are not permitted to leave the cafeteria area without permission. Sitting in the lobby is not permitted.

LUNCH REGULATIONS

Identification cards are to be brought to the cafeteria each time you enter.

Students must never borrow or lend out their Personal ID Cards. ID Cards are coded indicating the type of lunch (i.e., free, reduced, or full price), and it is vitally important that the correct ID Cards are used by each student. Student ID Cards have balances on them, and it is important that the correct ID card is used by each student. Lost or stolen ID Cards must be replaced in the Central

Administration Office. Reynolds School District will follow regulations set by the National School Lunch Program.

Program for replacing lost or stolen ID Cards:

Each student is given an ID card at the beginning of the school year along with a lanyard.

The school will replace 1(one) ID card at no charge to the student. (4th thru 12th grades)

A record of replaced ID Cards will be kept in the Central Office.

After the first replaced ID card the student will be charged \$5.00 for the ID card and the Lanyard will cost \$1.00. (4th through 12th grades) Students will be permitted to charge no more than five (5) lunches.

NATIONAL HONOR SOCIETY

Selecting a student for induction into the National Honor Society is one of the highest honors that the school can bestow on a junior/senior student. It is a great honor and privilege to be selected. All students should have as their academic goal to be working toward the NHS selection standards. These selection standards are:

1. Scholarship – maintain a minimum overall cumulative average of 92%
2. Service - active in-service projects in the school and community.
3. Character – employ the qualities of trustworthiness, responsibility, respect, fairness, caring and citizenship.
4. Leadership - students' participation in community or school activities or election to an office.

Membership into the National Honor Society is a privilege, not an entitlement. Selection is determined by a Faculty Council and based on careful consideration of the student's proficiency in the standards of scholarship, leadership, service and character. Selection information will be compiled through a written essay, the Student Activity Information Form, faculty evaluation form and any other pertinent information.

Once selected, the student will sign a contractual agreement to accept the responsibilities of being a National Honor Society member. He/she must maintain a high standard of scholarship, leadership, service, and character as outlined in the constitution and by-laws in order to remain an active member.

If an eligible member is not selected due to one or more of the four standards, he/she will be permitted one week to appeal.

A full description of both the selection process and appeal process will be available during the initial National Honor Society selection phase.

PARENT/STUDENT ACCESS RIGHTS

A parent, eligible student or designated representative shall have access to the student's educational records within 30 days of receipt of written request to inspect, review or copy education records.

A parent also has the right to request and receive the following:

1. An explanation of information in the student's education records.
2. A copy of all or part of the student's education record (the cost of which will not exceed the cost of duplication).
3. A list of the types and location of the student's education record collected, maintained, or used by the Reynolds School District.

If an education record includes information on more than one student, inspection and review will be limited to the information relating to the student of concern to safeguard the confidentiality rights of all students. **Reference Reynolds School District Policy Nos. 216, 238**

PERSONAL ITEMS

Items that need to be stored for the day may be brought to the office in the morning and picked up when leaving school in the afternoon. In general, students are not to bring games, radios, hobby trading cards, playing cards or animals to school. These items are frequently reported as stolen. The school cannot be responsible for these items if they are brought to school. Book bags and backpacks are to be placed in lockers and are not to be carried to class.

PHYSICAL EDUCATION

All students are required by state law to participate in physical education and must wear appropriate dress as prescribed by the Physical Education Department. Failure to participate will result in the student's grade being lowered and may affect his/her graduation. A student may be excused from active participation in P.E. for a certain period only with a written note from a physician indicating such an activity would be detrimental to the student's health.

Showers are an integral part of any physical education program and should be taken following each class.

PRACTICE TIMES – CO/EXTRACURRICULAR ACTIVITIES

Practices, related activities, open gym and/or use of the weight room shall last for no more than a combined total of two and one-half hours on any given day except for the day of the performance or

contest. This includes all clubs, intramural, and inter-scholastic activities. Summer camps or activities prior to the start of the new school year are not included in this restriction. **Reference Reynolds School District Policy Nos. 122, 123**

PROMOTION POLICY

Students in grades seven and eight will be retained in their current grade if they fail one or more full-time subjects for the year. The full-time subjects are listed as follows: English Language Arts, Math, Social Studies, and Science. A student who fails a full-time subject may be assigned to the next higher grade if that student successfully completes the subject in an approved summer program.

A student who fails a subject in the same grade for two years may be assigned the next higher grade at the discretion of the principal in consultation with other appropriate administrators.

To be assigned to a 9th grade homeroom, a student must have passed the four full time classes: English /language arts, math, social studies, and science.

To be assigned to a 10th grade homeroom, a student must have earned a total of 6 1/2 credits.

To be assigned to an 11th grade homeroom, a student must have earned a total of 13 credits.

To be assigned to a 12th grade homeroom, a student must have earned a total of 19 1/2 credits.

Any student who has earned 18 credits and has scheduled sufficient credits to graduate during the next academic year may be assigned to sit in the senior class with administrative approval. **Reference Reynolds School District Policy No. 215**

PUBLIC ADDRESS SYSTEM

Many announcements are made over the P.A. system. To keep announcements to a minimum, such announcements must be pertinent to the school program. Most of these are made during the homeroom period.

Non-school activities will not be announced. A form is provided in the main office and must be signed by the principal or advisor. Please keep announcements brief. Repeating announcements must be kept to a minimum.

PUBLIC DISPLAYS OF AFFECTION

Open displays of affection such as kissing, hugging, etc. are not appropriate conduct in school. Persons engaging in such displays will be corrected by teachers and principals and may be referred for disciplinary action and counseling.

RELEASE OF INFORMATION

To protect the rights of a student and his/her parents against infringement of privacy, misinterpretation of data and inappropriate use, the Reynolds School District shall obtain the written consent of the student's parent or the eligible student prior to disclosing personally identifiable information from the education records of a student, other than directory information, except when prior consent for disclosure is not required by law. **Reference Reynolds School District Policy No. 215**

REPORT CARD DISTRIBUTION

Report cards will be distributed to the students every nine weeks during the homeroom period announced by the principal. All students should take their report cards home to their parents or guardians. Final report cards will be mailed to the student's home address.

During each nine-week period, a PROGRESS REPORT will be sent home near the mid- point of the marking period for all students.

SAFETY INFORMATION

The Reynolds School District has a District Safety and Security Team working under the direction of the School Safety and Security Coordinator. Act 44 of 2018 (Act 44), which was signed into law on June 22, 2018, amends the Public-School Code of 1949 by further providing for school safety and security measures.

The Reynolds School District has detailed emergency plans which have been developed in collaboration with the Pymatuning Township Police Department and the Mercer County Department of Public Safety, using the FEMA National Incident Management System and the FEMA Incident Command System models to respond effectively and efficiently to emergency situations. Should a critical or emergency arise, the appropriate response will be initiated.

DURING AN EMERGENCY: RESPONSE COMMUNICATION

The best action parents can take during an emergency is to avoid the instinct to call your child or rush to school, but rather stay close to their phone. The district will utilize the parent phone call system (parent square) and email to provide directions to parents. Parents should also monitor other media resources for regular updates and instructions.

Other points of information to review:

- DON'T come to your child's school during emergency situations. Access to school roads and entrances must remain clear for law enforcement and emergency responders. For you and your child's safety and security, the district will follow reunification protocols when the emergency has been brought under control. Please be sure to provide the school with any changes to contact information and emergency contacts.

- AVOID calling the school or the district offices during the emergency. Please leave our lines open for emergency calls.
- Stay Close to the telephone listed on your child's emergency card. When possible, we will provide information via parent square and other district media resources. Please keep in mind that our first priority is to manage the crisis and provide for the safety and welfare of our students.
- Encourage your child to follow the directions of school staff or emergency responders. Remaining in the designated evacuation area until properly discharged to an authorized adult is critical.

BEFORE AN EMERGENCY: PREVENTION AND PREPAREDNESS

- Report any safety issues, concerns or rumors to your school principal, school resource officer or through the Safe2Say Portal. Support security measures when visiting our schools by following visitor management processes when entering the buildings.
- Regularly update your student's Emergency Card with current contact emergency information. This information will be used to alert you. In the event of an emergency, only those people listed will be permitted to pick up students.
- Prepare your students by encouraging them to participate in school-based drills and training and discussing the importance of preparedness.

FINDING YOUR CHILD AFTER AN EMERGENCY

Parents will be directed to a specific location called a *Parent Reunification Center* where they will be required to show a valid photo identification. Students will only be released to authorized individuals. We ask your help so we can reunite parents and students as safely and quickly as possible.

STUDENT RELEASE PROCEDURE IF THERE IS AN EMERGENCY:

- Bring photo ID with you to the designated location
- Park only in areas designated for parents, walk to the location if possible
- Follow the directions of school personnel and cooperate fully with public safety officials
- Complete necessary documentation Only pick up student if authorized
- Leave the location as soon as you are reunited with the student(s) released to your custody.

AFTER EMERGENCY: RECOVERY

Following a school crisis, specially trained district personnel and community-based professionals are available to provide counseling and outside referrals to students, staff members and others who may need services.

- Monitor your student's behavior and let the school know if you think counseling or help is needed.
- The district will work as quickly as possible to restore normal operations and will inform parents of changes, if necessary.

WHAT TO DO IF THERE IS A VIOLENT INTRUDER IN THE BUILDING:

A.L.I.C.E - Alert, Lockdown, Inform, Counter, Evacuate

ALICE provides techniques for safer and more strategic evacuations. Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

- ALERT is when you first become aware of a threat.
- Lockdown may be the preferable option if evacuation is not a safe option. Be quiet and silence your phone, block entrances and lock doors. Stay out of the intruder's view.
- The purpose of INFORM is to continue to communicate information in as real time as possible if it is safe to do so. Video surveillance, 911 calls and PA announcements are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others.
- Counter is a strategy of last resort. Try to disorient or disable the intruder. Use improvised weapons (books, staplers, sharp objects).
- Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

EMERGENCY RESPONSE WHITE SHEET FOR PARENTS

SHELTER IN PLACE - A shelter in place is initiated when students and staff need to be inside the building for safety. During Shelter in Place, students and staff are moved (or remain) in their classrooms and normal classroom activities continue until the incident concludes. The front office is unlocked and open for anyone seeking shelter. Shelter in Place is used to provide protection against outdoor environmental issues such as weather.

LOCKDOWN - A lockdown is initiated when there may be an immediate threat or hazard near or on the school campus. Perimeter doors will remain locked to outsiders. The office will be closed, and phones will not be answered. Students and staff are moved (or remain) in classrooms, sitting away from line of sight of windows or doors. Doors and windows are locked and covered. Law enforcement will typically determine when the LOCKDOWN can be lifted.

EVACUATE - An evacuation is initiated when there are conditions inside the school building that could be unsafe. Students and staff evacuate the building to an outside location and assemble at predetermined locations coordinated by the district. An off-site evacuation may be necessary depending on the incident. School district officials will coordinate the bussing of students if necessary. Information on student reunification will be sent out by the district automated phone contact system and other school media resources. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.**

REUNIFICATION - Parent-student reunification is a process where parents will be asked to pick up their children from school or an alternate location in a formalized, controlled release. Students will be released only to parents or other adults who are listed as emergency contacts and who present a picture ID such as a driver's license, military ID, or passport. **PLEASE KEEP EMERGENCY INFORMATION UPDATED WITH THE SCHOOL.** We appreciate your patience and understanding as we work to ensure that your child remains safe during this process.

SECURITY DRILLS

The Reynolds Junior/Senior High School and Elementary School will conduct security drills throughout the school year. These drills will include fire, emergency weather, shelter in place, and/or lockdowns.

The purpose of these drills is to prepare the students and staff if a real situation develops. The primary mission of the school is to protect the safety of your child and practicing these drills and scenarios will better prepare them for what to do in the event of an emergency.

SEARCHES AND SEIZURES

The School Board of the Reynolds School District recognizes that students have a reasonable right to privacy and freedom from unreasonable searches and seizures regarding their persons and personal belongings. However, The Board also recognizes that it is the responsibility of all school personnel to protect and maintain the health, welfare, and safety of all students. Therefore, students must recognize that school personnel have the right to search persons and property and to seize any materials that can endanger the health, welfare and/or safety of individuals in the school. At a minimum, searches must be based upon reasonable suspicion of wrongdoing and must themselves

be reasonable, justifiable and be no more intrusive than necessary to discover that for which the search was initiated.

Student property that can be searched may include but is not limited to purses, book bags, backpacks, coats, luggage, vehicles and other such belongings. School officials may utilize "sniff dogs" to search inanimate objects on school premises, including purses, book bags, backpacks, coats, luggage, vehicles and other such belongings for drugs or other illegal contraband. Any contraband seized during a search shall be used as evidence in disciplinary proceedings as warranted. Referral to civil authorities for charges shall be made by school authorities if warranted. **Reference Reynolds School District Policy No. 226**

SEXUAL HARASSMENT

All students have the right to attend school in an environment free of sexual harassment and discrimination. Sexual harassment exists where an intimidating, hostile or offensive atmosphere of sexual conduct or advances is present.

Sexual harassment initiated either by fellow students or employees of the district will not be tolerated. If you believe you have been harassed, report it immediately to your teachers, guidance counselors or principals. **Reference Reynolds School District Policy No. 103**

SLEEPING

Sleeping is not permitted during the school day. If a student does not feel well, they should request to see the school nurse.

STUDENT ASSISTANCE PROGRAM

Student assistance teams meet weekly in the Jr.-Sr. High School to service the needs of students-at-risk through a process of prevention, intervention, and post-intervention. Behaviors which place students at-risk may include, but are not limited to, academic reasons, drug, or alcohol related causes, eating disorders, teen pregnancy, or family problems. Students may be referred by professionals, students, friends, or family members or through self-referral.

The student assistance team networks with a variety of community agencies which can help students with their problems. Parental involvement is often essential in helping students deal with issues which concern them.

STUDENT EXPRESSION/DISTRIBUTION AND POSTING OF MATERIALS

The right of students to express themselves in words or symbols is limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. Student expressions that violate the rights of others are prohibited. Such expressions including but not limited to:

- Libel of any specific person or persons.
- Advocating the use or advertising the availability of any substance or material or promoting behavior that may reasonably be believed to constitute a direct and danger to the health or welfare of students.
- Using obscene, lewd, vulgar, or profane language – whether verbal, written or symbolic.
- Inciting violence; advocating use of force; or encouraging violation of federal, state, or municipal law, board policy or district rules or regulations.
- Are likely to or do materially or substantially interfere with the educational process, including school activities, schoolwork, or discipline and order on school property or at school functions; threaten serious harm to the school or community; encourage unlawful activity; or interfere with another's rights.
- Violating established school or district procedures on time, place, and manner for posting and distribution of otherwise protected expression. Spontaneous student expression which is otherwise protected speech is not prohibited by this section. **Reference Reynolds School District Policy No. 220**

STUDY HALLS

Study Hall is considered a type of class where students are expected to learn valuable life lessons such as: (1) making good use of time; (2) learning good study habits; (3) acquiring a measure of self-motivation and responsibility; (4) organizing what to do when unstructured time is available to complete one's responsibilities, and (5) learning to follow rules (an important part of adult life in the workplace)

Study Hall Rules and Expectations: (this list is not intended to be all inclusive)

1. It is a student's responsibility to report to the study hall with proper study materials.
2. Sleeping – sleeping is not permitted during the school day, if a student is not feeling well, they should request to see the school nurse.
3. Cell phone use is not permitted during study hall.
4. Earbuds/headphones are not permitted during study hall.
5. Chromebooks are permissible for school assignments only at the discretion of the study hall teacher and earbuds/headphones may be used with the Chromebook. However, use for leisure searches, games, social media, will result in a discipline referral and an electronic device violation.

TELEPHONE USAGE DURING THE SCHOOL DAY

If an emergency should arise, a staff member will place a call for the student from the office.

TERRORISTIC THREATS

Reynolds School District recognizes the danger that terroristic threats and acts by students present to the safety and welfare of district students, staff, and community.

Terrorism – shall mean the use of terror as a means of coercion and/or causing a state of intense fear and/or panic. The unlawful use or threatened use of force or violence by a person or organized group against students, staff, community members or property with the intention of intimidating or coercing others.

Terroristic Threat – shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act – shall mean an offense against property or involving danger to another person which would cause fear, panic and/or alarm with the intention of intimidating or coercing others.

Reference Reynolds School Board Policy No. 218.2

TEXTBOOKS AND LIBRARY BOOKS

Textbooks and library books issued to students are the responsibility of the individual. Lost or damaged books must be paid for by the student originally responsible for the book. New books will be issued only after lost or damaged books have been paid for.

THEFT

There must be no stealing of school property or the personal belongings of others. Students are responsible for securing their own personal property and should not bring valuables to school. Disciplinary action will be taken. The police may also be notified.

TOBACCO POSSESSION AND USAGE

The Reynolds School Board recognizes that smoking and other uses of tobacco present a health hazard which can have serious consequences for both the smoker and the non-smoker and is, therefore, of concern to the Board.

In order to establish a tobacco-free and smoke-free environment to protect students and staff from the health and safety hazards of tobacco use and from an environment noxious and unpleasant to

non-smokers and non-tobacco users, and because the Board cannot condone the use of tobacco or other tobacco substances by students, the Board prohibits any such use by students, employees or visitors in school buildings, on school grounds and in school buses or other school vehicles both during school hours and after school hours. This includes school activities of all types. For purposes of this policy, any private vehicle used for a school sponsored/sanctioned event is also subject to these restrictions if students are riding in the vehicle.

For purposes of this policy, violations may occur through cigar, cigarette, e-cigarettes, or pipe smoking or using or possessing any tobacco substance in any form in the circumstances described in this policy. Any visible evidence of smoking or other tobacco use will also be considered a violation of this policy. The possession and/or use of matches, lighters and any sparking or igniting device are also prohibited. **Reference Reynolds School District Policy No. 222**

TRANSPORTATION – VIDEO/AUDIO RECORDING

The Board authorizes the use of video and audio recording on school buses and school vehicles. The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on district-owned, operated, or contracted school buses or school vehicles. **Reference Reynolds School District Policy No. 810.3**

TRAVEL FORMS

Any student planning to be absent from school due to travel, for any period exceeding three days, must obtain from the high school office an Educational Travel Form to be completed by the parents and returned to the office prior to the absence. Students may receive an excused absence for up to **five days** for educational travel. The student is responsible for all work missed due to the absence. Excused absences for educational travel may, however, affect the student's eligibility. If a student is nearing the ten-day absence limit or has exceeded the limit, the principal will determine the impact on the student's extracurricular eligibility. **Reference Reynolds School District Policy No. 123, 204**

VISITORS AND PARENTAL APPOINTMENTS

All visitors to the school, including parents, are required to report to the school office first. Permission must be obtained from one of the principals to visit a teacher, classroom, or office. Parents must make appointments if they wish to visit a teacher concerning a specific problem. For appointments, parents must call during the teachers planned period or after school before 3:00 p.m. Students from other schools or visitors to the home are not permitted in school or to visit classes. For safety reasons, all entry to our school buildings must be made through the main entrance of the high school. Any person found in the building without proper permission will be subject to arrest by the local police.

WEAPONS OR DANGEROUS INSTRUMENTS

Students shall not knowingly possess, handle, or transport any object that can reasonably be considered a weapon, including replicas of knives and/or firearms, in a school building, on school property, in any school vehicle or at any school activity, event or function, or while on the way to or from school or any school event, on or off school premises.

This rule applies to all knives and firearms and also includes: any explosive device including firecrackers, tear gas canisters, smoke bombs, knives, razors, cutting instruments, cutting tools, nunchaku sticks, chains and other dangerous objects, tools, instruments or implements capable of directly or indirectly inflicting bodily injury or any other device or instrument which, in the manner in which it is used or intended to be used, is capable of producing bodily injury.

Students violating this policy will be referred to the civil authorities for charges under the Pennsylvania Criminal Code.

Pennsylvania law requires a mandatory one-year expulsion for the possession of weapons on school property, including school buses and school-sponsored events. It requires parents to provide a sworn statement upon registering their child in school as to whether the child had previously been suspended or expelled from another school. Act 26 also requires schools to maintain records on acts of violence and weapon possession and to forward student discipline records when a student transfers to another school. **Reference Reynolds School District Policy No. 216.1 and 218.1**

WEATHER EMERGENCY/SCHOOL DELAY OR CLOSING AND PARENT COMMUNICATION

In the event of severe weather or an unforeseen emergency which may curtail the conduction of classes, parents are requested not to phone the Jr.-Sr. High School office or the District Administrative offices.

All communication will be sent to your computer or phone via email and/or text through the Parent Square Notification System. School District closing/delay information can also be found on the district website at www.reynolds.k12.pa.us.

All district and school, grade level and classroom information will now be sent to your computer or phone via email and/or text. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices).

As part of this transition, we want to make sure that we have your most up to date contact info on file. Please contact Mrs. Anna Wilkinson at 724-646-5500 x5525 to review the contact info we have on file. Another way of viewing your current contact info is via the CSIU Parent Portal. This information can be found by going to My Account and selecting Personal Information.



Please make sure to notify the district if you change cell phone numbers and/or email address.

Have ParentSquare questions? Click the question mark in the top right corner of the desktop version or the Help tab on the ParentSquare app (tap the triple bar icon at the top left) to find answers to most of your questions.

COMMUNICATION WITH PARENT(S)/GUARDIAN(S)

Student progress data is available to parents and guardians 24 hours a day, 7 days a week through the Parent Portal. Other forms of communicating student progress can occur through phone calls, conferences, and/or emails.

If you need assistance with the Parent Portal or our Parent Square Notification System, please visit the district website at www.reynolds.k12.pa.us under the Parents Tab.

Code of Conduct

Level I Offenses

violation of school/class rules

disruptive behavior
Public displays of affection
Inappropriate dress

Refusal to follow directions
Tardies (1-3 unexcused)
profanity
Cheating, lying, forgery
Disrespect to a peer
discourteousness
unpreparedness
Inappropriate conversation

Level I Consequences

The supervising staff member may assign any of the following:

- verbal reprimand
- withdrawal of p
- assign special work or duty
- contact parents

Repeated violation of these rules will be considered a **Level II Offense** and will be referred to the principals for additional action.

Level II Offenses

Failure to comply with a Level I penalty
profanity
disrespect to a staff member
driving and/or parking violation
cutting class(es)/truancy
insubordination
Harassment/bullying/verbal, or mental abuse

Level II Consequences

The principals may assign any of the following:

- verbal reprimand
- withdrawal of privileges
- assign special work or duty
- assign supervised study
- contact parents
- assign detention or suspension
- withdraw driving/parking privileges
- notify legal authorities as prescribed by the school code or board policy

Repeated violation of these rules will be considered a **Level III Offense** and will be referred to the principals for additional action.

Level III Offenses

failure to comply with a Level II discipline

threatening a staff member or student/bullying fighting

tampering with safety and/or emergency equipment

theft vandalism

violation of the tobacco policy

Level III Consequences

The principals may assign any of the following:

-contact parents

-suspension of between one and ten days

-notify legal authorities

-institute restitution claims
-tobacco violation-up to a three-day suspension

-fighting-up to a three-day suspension and notification of legal authorities

Repeated violation of these rules will be considered a **Level IV Offense** and will be referred to the principals for additional action.

Level IV Offenses

Failure to comply with a Level III discipline

assault on an individual while on school property

acts endangering the health and safety of others

terroristic threats

possession of weapons

theft or vandalism resulting in formal charges

violation of drug/alcohol policy

Level IV Consequences

The principals will:

-notify legal authorities and/or suspend for up to ten days and may request the parents to attend a readmission conference

-request a hearing before the Superintendent and suspend for up to ten days

-bring formal charges against the student requesting that he/she be removed from school property according to board policy

-in an incident involving a weapon, the student will be expelled from school for a period of not less than one year in compliance with the Gun-Free Schools Act.