

55/24/18 SellaBRIDGETOWN MIDDLE SCHOOL

Oak Hills Mission

Adopted: April 15, 2013

Mission

All students attending the Oak Hills Local School District achieve success by graduating with individual skills for career and college readiness and global competence.

Vision

The Oak Hills Local School District will be recognized for innovative services, outstanding teaching, and high student growth and achievement.

Core Beliefs

1. We believe Oak Hills creates a culture of high expectations for all students and staff.
2. We believe students should explore and investigate the world.
3. We believe students should experience individualized learning and growth.
4. We believe Oak Hills recruits, selects, develops, and retains outstanding teachers.
5. We believe eLearning (improving teaching and learning through technology) customizes individual student's learning.

BRIDGETOWN CORE VALUES

We believe that:

- Our school exists for students and is a place where all students can learn.
- We must have high standards and expectations for our students.
- Education is a partnership among students, teachers, administrators, parents, and community that depends on clear and effective communication.
- Our students have unique learning styles and abilities and we must use varied teaching methods and differentiated instruction to meet their needs.
- Our students should be encouraged to be self-directed and to take responsibility for their own learning.
- We must provide our students with a broad-based curriculum that relates to real-life experiences and prepares them to be lifelong learners.
- We must provide ongoing, authentic assessment and evaluation of our students that focuses on critical thinking and communicating, as well as concepts and skills.
- We must provide a safe and caring school climate that fosters a disciplined yet stimulating environment for our students.
- Our students need experiences that will help them live and work cooperatively with people of diverse backgrounds.

ACADEMIC PROGRAM

All students will take language arts, social studies, math, and science. The remainder of the student schedule will be fulfilled with electives.

The Oak Hills School District Policy states, students must meet two conditions to successfully pass a full year class:

- 1) Final average $\geq 60\%$
- 2) 2nd semester average $\geq 60\%$

In order to be promoted to the next grade level, a student must meet both conditions mentioned above in three of the four major academic subjects.

ACCEPTABLE USE POLICY FOR

Internet/Online Services/School District Computers and Networks

We in the Oak Hills Local School District are pleased to be able to offer our students and staff access to computer technology, including access to the Internet, certain online services, and the Oak Hills schools computer network. Access to the networks allows students and staff to conduct research on an almost limitless range of subjects and to utilize resources which would otherwise be unavailable to them. These networks also allow students and staff to participate in valuable educational projects.

Unfortunately, the great potential of computer networks is not always used in a positive and constructive way. The Internet, in particular, has been subject to some abuses because it is simply a system of interconnected computers which is not controlled by any country or organization. Therefore, it is possible to find on the Internet material which would be highly offensive to most people, harassing messages, and fraudulent commercial offers. In certain instances, the Internet and commercial online services have also been used by criminals to seek out children. On the whole, we believe that the tremendous value of computers and the Internet as an educational resource far outweighs the potential risks. Almost all of these risks can be avoided by simply using common sense.

However, if parents feel they do not want their child to have live Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

Acceptable Use Policy

1. Acceptable Uses and Limitations

For the purposes of this policy, the term "network" is defined to be any computers linked together by wire, wireless, fiber, or other connection, including district computers, dial-in access to district computers, or computers of the HCCA. Computers and computer networks shall be used solely for academic purposes or other purposes which support the educational mission of the Oak Hills Local School District. Computers and computer networks may not be used for illegal activities, transmitting or receiving sexual materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal

activity, or promoting the use of drugs, alcohol, or tobacco. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including lost data, information or time sustained in connection with the use, operation or inability to use the system.

2. Security and Safety

The Internet and other computer networks may contain information and images which are obscene, offensive, false, fraudulent, or illegal. Other persons using a computer network may also be attempting to exploit children and other users. For these reasons, users:

- a. must not reveal real names, addresses, phone numbers, or other personally identifiable information about themselves or others without the express permission of a supervising staff administrator and signed approval of parent or guardian
- b. must not participate in any real-time communications (such as "chat rooms" and social networking sites) without the expressed permission of a supervising staff member or administrator
- c. must not agree to meet any person contacted through a computer network without parental permission
- d. shall inform his/her teacher, staff member, or administrator of any inappropriate or sexually oriented messages or unsolicited requests for personal information about a student
- e. must notify supervising staff member and exit immediately from any site containing sexually explicit material, material considered to be harmful to minors or other material deemed inappropriate under this policy. The staff member will email the URL of the offending website to the Internet Coordinator as soon as possible to have it blocked by our filter
- f. shall protect their individual or administrative passwords and account identification and **may not give such information to others** or allow other unauthorized persons to use their passwords and/or account identification
- g. must log off all networks before leaving a computer

3. Responsibilities of Users

It shall be the responsibility of the user:

- a. to use the network only for appropriate purposes
- b. to notify a staff member or administrator of computer or network malfunctions through the creation of a service request in IT assist
- c. to reimburse the district for any damage or loss incurred as a result of inappropriate use. to be a courteous computer user by avoiding the use of

language which is obscene, vulgar, abusive, or disrespectful

- d. to avoid any use or practice which interferes with the use of the computer or network by others
- e. to respect the privacy of other computer users to the maximum extent possible.

4. General Prohibitions

Computer and computer network users:

- a. may not violate any copyright laws
- b. may not engage in or attempt to engage in the unauthorized copying of files, programs, or other software
- c. may not engage in or attempt to engage in the unauthorized installation of files, programs, or other software
- d. may not engage in any form of plagiarism
- e. may not write or attempt to write to any authorized folder other than their own without permission of the supervising staff member or administrator
- f. may not delete or modify or attempt to delete or modify any system files
- g. may not engage in or attempt to engage in any interference/sabotage/vandalism of others' computers, servers, software, or network applications (such as "hacking," "spamming," or virus copying)
- h. may not use another person's password or account information, or secure or attempt to secure another person's password or account information
- i. may not abuse, damage, or vandalize or attempt to abuse, damage, or vandalize computer and related equipment, including software and operating systems
- j. may not introduce, attempt to introduce, or allow to be introduced, a virus in any form into any computer or network
- k. may not make any remote connection to another computer or server outside the Oak Hills Local School District network without the express consent of the system administrator. The ability to connect to another computer or network does not imply a right to do so.
- l. may not use profanity, obscenity or other language which may be offensive to another user or which is intended to harass or bully other users.
- m. may not use a different proxy or proxy site to intentionally bypass the district's security filters
- n. may not connect personal electronic devices (including personal laptops, handhelds, or printers) to the computer network via Ethernet or wirelessly except in areas where wireless guest access is provided and, then, only for Internet access.

5. Loss of Privileges and Accountability

Computer access is a privilege and not a right.

Any person who engages in any inappropriate use, whether listed specifically in this policy or not, or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice. Violations of this policy may also be punishable under the Student

Code of Conduct or local, state, or federal law. Suspected criminal activity shall be reported to appropriate authorities, such as the Hamilton County Sheriff's Office Regional Electronics Computer Intelligence Task Force.

6. Right of Access

The district will make efforts to respect the privacy of students and staff using computer networks for e-mail communications and other purposes. While e-mail or files reside in an inbox, outbox, or other directory on a district computer, the contents are the property of the district. The district reserves the right, but is not obligated, to examine any such communications or other computer-based information when reasonably necessary to investigate a suspected violation of school rules or this policy, or where necessary to ensure the security and integrity of the computer or computer network. Students and staff should have no expectation of privacy in anything created, received, sent, or stored on district equipment or transmitted over district-provided telecommunications services.

7. Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a staff member, student or his/her parents; for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

[Adoption date: September 5, 1995]

[Revision date: January 12, 1998]

[Revision date: May 3, 1999]

[Revision date: April 11, 2005]

[Revision date: May 7, 2007]

COMPUTER GUIDELINES

Laptop Use Guidelines

1. Students are not permitted to use laptops without direct supervision from a teacher.
2. Students should carry only 1 laptop at a time using two hands.
3. Students should save documents to their own folder on the student file server.

Computers in the middle schools contain built in cameras. There are no plans to disable the cameras as some classes use them for educational purposes. These cameras are for supervised academic use only. Any use of the cameras for any other purpose is a direct violation of the Oak Hills Acceptable Use Policy.

Students are not permitted to use laptops without direct supervision from a teacher. Any unauthorized use should be reported to an administrator immediately.

*When students are finished they should:

1. save needed work
2. quit the application(s)
3. log off the laptop
4. close the laptop
5. return it to the appropriate cart
6. plug laptop into charger

HOMEWORK

Homework is a part of each pupil's education program. Each student is expected to spend some time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long-range in nature and require planned study time for their completion.

Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

MAKE UP WORK

Students who are absent are required to make up work missed in each class. Absences do not excuse a student from responsibility from all classwork. Students have as many days as they were absent to make-up work missed in class, plus one additional day. Only in extreme cases of prolonged absences will more time be allowed for work to be made up, unless permission is granted by the teacher. IT IS THE STUDENT'S RESPONSIBILITY TO SCHEDULE ANY MAKE UP OF TESTS, QUIZZES, PROJECTS, ETC., BY CONTACTING INDIVIDUAL TEACHERS. FAILURE TO OBTAIN MAKE-UP WORK MAY NOT BE USED AS AN EXCUSE FOR NOT DOING WORK.

SCHOLASTIC RECOGNITION

Students who excel in their studies will be listed on the honor rolls which are compiled at the end of each grading period. Highest honors indicate that a student has all grades of "A" - a 4.0 average. High honors indicate a "B" average with a 3.5 average or above. Honors indicates a "B" average with a 3.0 average or above.

SERVICES TO STUDENTS GUIDANCE

The Guidance Center is located in the administrative area. Guidance services are available to all students. Individual counseling by appointment, group sessions, testing and vocational information are handled through the Guidance Center.

NURSE'S OFFICE
MEDICATION

STUDENTS ARE NOT PERMITTED TO CARRY ANY MEDICATION (PRESCRIPTION OR OVER THE COUNTER) ON THEIR PERSON.

All medicine that a student is required to take during the school day MUST be taken to the nurse by the parent/guardian.

1. Prescription medicine and over the counter medication must be sent to school in the original, marked container and taken immediately to the Nurse.
2. Prescription medicine and over the counter medication must be accompanied by the Permission to Administer form, signed by both parent/guardian and physician.
3. Changes in dosages or times of administration must be documented with a new Permission to Administer form signed by the parent/guardian and physician.
4. Non-prescription medication such as Tylenol or ibuprofen (needed for one day use only) must be accompanied by a note signed by the parent giving the name of the medicine, dosage, and time of administration. A new note is required each day.

ELEVATOR KEYS

Students will be permitted to use the elevator only upon the receipt of a doctor's note indicating the need and time span, OR if the student has a permanent physical handicap. Elevator keys can be obtained through the nurse. (**\$10 charge for lost keys**)

TEXTBOOKS

Students are responsible for the care of textbooks assigned to them. Fines will be assessed at the time the books are turned in for damage or loss. Students will be responsible for the full replacement cost of book except during the adoption year of the text when the student's fine will be 25% of the replacement cost.

STUDENT ACTIVITIES

Athletics and clubs provide a varied program for interested students. A student becomes a part of his/her school by participating in activities. Success is not measured by the number of activities in which a student participates, but by the amount and quality of work in each. A student should choose his/her activities wisely and give his/her best to those selected. Activities may be added during the year if there is significant student interest and if properly certified supervision can be obtained.

STUDENT DANCES

Student dances are for 6th, 7th and 8th grade students. The following regulations for dances will be in effect:

TICKET PROCEDURES

1. Students must have an *online* Emergency Medical Authorization (EMA) filled out prior to ticket purchase.
2. Students may purchase only one ticket for each dance and that ticket must be for his/her own use.
3. Tickets will be sold during lunch.
4. Only students who attend their assigned middle school may buy tickets and attend the dance.
5. No tickets will be sold at the door.

DANCE PROCEDURES

1. Students needing to leave early must have a parental note.
2. Students wishing or needing to arrive later than one-half hour after the dance starts or leave more than one-half hour earlier than its finish must have office verified parental permission.
3. Absence of more than one-half day (arrival prior to 11:00 a.m.) on dance day will result in the student not being permitted to attend that dance.
4. Dress Code is in effect and all school rules apply at dances. Any infractions of these rules or misbehavior at a dance may result in an appropriate disciplinary action.

ATHLETICS

Eligibility for each grading period is determined by grades received the previous (preceding) grading period.

*Semester average and yearly average have no effect on eligibility.

Grades 7-8 must:

1. Be enrolled in school.
2. Have passed 5 classes of all courses meeting five days a week (or equivalent) in the immediately preceding grading period.
3. All students must have an athletic physical on file with the Athletic Director prior to trying out for any athletic activity.

Special Instances:

A new enrollee will be eligible only after the grades for the immediately preceding grading period have been reviewed and found to have met the above criteria.

RESIDENCY

Student Eligibility - This is determined by the residence of the parents, custodial parent or court appointed legal guardian.

AGE LIMITS

Grades 7-8: If the student turns 15 before August 1st, he/she is not eligible for the ensuing year.

CONDUCT

Guidelines

1. Conduct will follow regulations of the OHSAA, Board of Education, Building Administration and coaching staff.
2. Student/team conduct should be of an exemplary manner at all times.
3. Since extracurricular activities are a direct extension of the school, all in-school conduct rules and penalties are applicable.*

*This includes contests before the academic school year begins.

PARTICIPATION FEES

Participation fees shall be collected to help defray the cost of extracurricular activities in the schools of the Oak Hills Local School District. These fees will be supplemental only; they could not cover the entire cost of all the extracurricular programs offered in the schools. The fees to be charged are as follows:

Athletics

Seventh and eighth grade students participating in interscholastic athletics will pay a fee. Contact the main office for a current list of fees for sports and cheerleading.

Non-Athletic

Please contact the office for a current list of fees for nonathletic events.

REFUND POLICY

Athletics

No refund to any student after the first game has been played. No refund for students should they quit the team or be dropped from the team because of disciplinary reasons.

Extra-Curricular

No refunds after the second meeting of the organization, first contest, or first performance of a group.

Hardship Cases

Students who cannot afford to pay the fees will be offered alternatives to meeting the obligation. Hardship cases are those students who qualify for A.D.C. or those who have made a special request and have been recommended by the principal, athletic director or advisor of the activity. All hardship cases must be approved by a principal. No organization or individual will be permitted to pay student participation fees for any specific team or organization.

ATTENDANCE POLICIES AND PROCEDURES

The goal is to increase student attendance to ultimately

improve student achievement and growth. The secretary will monitor attendance through DASL. Attendance letters will be sent for students who have missed 38 hours or more of school.

COMPREHENSIVE PLAN

Please call 574-3511, option 1, to excuse your student's absence. Absences must be reported daily. At 72 hours of unexcused absences, a student is considered habitually truant and school staff is required to meet with the family to develop an intervention plan.

NEW TARDY PROCEDURES

5 Tardies = Conference with student

6 Tardies = First letter

10 Tardies = Detention

15 Tardies = Second letter

20 Tardies = Monday School

30 Tardies = Detention

40 Tardies = Monday School

LATE ARRIVAL

Students arriving late because of illness, doctor appointment, orthodontist, etc., will be marked as a late arrival (if they have a parental note/call or doctor's note). There is no penalty for late arrivals. Late arrivals, for above reasons, are excused and no disciplinary action will result unless they become chronic. In such cases a parent notification and conference will precede any action by the school.

PARENT PICK-UP OF STUDENTS DURING SCHOOL HOURS

Please send a note to the office with your student before school starts. The student will be issued a pass to get out of class early. All students released during the day must be checked out in the office. Students will be released only to the custodial parent or guardian, or to an adult designated by the custodial parent or guardian. The office staff must make positive identification of the adult checking the child out. The adult checking the student out must sign for the student's release.

SUPERVISION

Arrival Time

Students should arrive at school in the morning no earlier than 7:00 a.m. Teachers go on building supervision duty at 7:15 a.m. **THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS BEFORE 7:15 a.m.**

Dismissal Time

School is over at 2:15 p.m. Bus riders leave the classroom at 2:10 p.m. School grounds are supervised for 15 minutes after school is dismissed. Students are expected to be off campus by 2:30 p.m. Those remaining must be under the

direct supervision of a teacher, coach, sponsor, or administrator. Students attending athletic events must leave the campus and return. **THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS BEYOND THIS TIME.**

Keeping Students After School

Teachers will keep students after school only after notifying the parents. Under most circumstances this notification will occur 24 hours in advance, in writing or by telephone, unless it is a regularly scheduled event.

DISCIPLINE POLICES AND PROCEDURES STUDENTS AND PARENTS SHOULD BECOME FAMILIAR WITH ALL RULES AND REGULATIONS.

STUDENT CODE OF CONDUCT

Ohio Revised Code §3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) A statement of intent to discipline; (2) A description of the acts which were in violation of the student and/or athletic code of conduct; (3) Specific rules of the Student Code of Conduct which were violated; (4) And the dates of the suspension, expulsion. The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his/her parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel. Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion. A student or his/her parents may appeal any decision of the Oak Hills Local School District administration to suspend a student from school to the superintendent/designee. A student or his/her parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his/her parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension to the Hamilton County Court of Common Pleas. It is the policy of Oak Hills Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence. This code of Regulation is adopted by the Board of Education of the Oak Hills Local School District

Pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct listed below (either specifically or generally) is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function, school organization function or activity, or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times on or off school property when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Oak Hills Local School District.

The superintendent/designee may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the superintendent/designee's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the superintendent/designee.
- c. Community service is an option to be utilized at the sole discretion of the superintendent/designee and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the superintendent/designee's intention and shall have three (3) days from the mailing of the notice to request a meeting with the superintendent to show cause why the suspension/expulsion should not be imposed.

The types of conduct prohibited by this Code of Regulations are as follows:

1. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment of school personnel or other students

during school and/or non-school hours.

5. Fighting.
6. Hazing (to persecute or harass or humiliate another student and/or employee).
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
9. Abuse of another. No student shall in spoken or written form use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous, degrading or threatening in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school related documents.
15. Cheating or plagiarizing.
16. Gambling.
17. Extortion of a student or school personnel.
18. Theft or possession of stolen goods.
19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
22. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
23. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance, (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
26. A student that carries a cell phone or any other electronic device must keep the device turned off during the school day. The student is responsible to secure any electronic device in the manner prescribed by the building administration. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator. Students may not take photographs, record or videotape on school grounds without the permission of teachers or administrators. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
27. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
28. Cursing.
29. Use of indecent or obscene language in oral or written form.
30. Publication of obscene, pornographic or libelous material.
31. Placing of signs and slogans on school property without the permission of the proper school authority.
32. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
33. Demonstrations by individuals or groups causing disruption to the school program.
34. Truancy.
35. Tardiness.
36. Leaving school during school hours without permission of the proper school authority.
37. Upon initial arrival, leaving school property without permission.
38. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
39. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
40. Improper or suggestive dress.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in false fire, tornado, bomb, disaster or other alarms, or any other activity which induces panic defined as:

- a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false
 - b. Threatening to commit an "offense of violence" or
 - c. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
44. Presence on school property with a communicable disease.
 45. Failure to abide by rules and regulations set forth by administration for student parking.
 46. Disobedience of driving regulations while on school premises.
 47. Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.
 48. Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).
 49. Carrying concealed weapon.
 50. Aggravated murder.
 51. Murder.
 52. Voluntary manslaughter.
 53. Involuntary manslaughter.
 54. Felonious assault.
 55. Aggravated assault.
 56. Rape.
 57. Gross sexual imposition.
 58. Felonious sexual penetration.
 59. Any disruption or interference with school activities.
 60. Willfully aiding another person to violate school violations.
 61. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
 62. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
 63. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
 64. Violation of any Board rule, regulation or policy.
- [Revision date: April 16, 2001]

STUDENT DISCIPLINARY ACTION FOR VIOLATION OF SCHOOL DISTRICT POLICY ON TOBACCO AND CHEMICAL SUBSTANCE ABUSE

The following procedures relate to all students attending schools in the Oak Hills Local School District and refer to times when students are on school premises, school- controlled premises, within eyesight

of school premises, or in close proximity to school premises.

Tobacco

The first violation of this rule shall result in a three-day suspension. Parents shall be advised of disciplinary action for repeat offenses at the students' re-entry conference.

Chemical Substances

Students are prohibited to use, transmit, or be under the influence of any non-prescribed chemical substance

including narcotic drug, hallucinogenic drug amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage or intoxicant of any kind. The term "chemical substance" as used in these rules also includes lookalikes, substitutes, and/or placebos, carrying an explicit or implied representation as a drug.

Any violation of this rule shall result in all of the following:

1. An automatic ten-day suspension.
2. An automatic recommendation for expulsion for the maximum amount of time allowed by board policy and O.R.C.
3. Notification of the offense to the appropriate law enforcement authorities.

GUN-FREE SCHOOLS

The Oak Hills Local School District is a gun-free environment. The following policy relative to this designation was approved by the Oak Hills Board of Education, July 5, 1994. Any student who is determined to have brought to school a firearm as defined in Section 921 of Title 18, United States Code, shall be expelled for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis. Title 18 USCS S921 et seq., defines firearm as:

"(A) Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (D) any destructive device. (4) The term "destructive device" means: (S) (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses."

The Superintendent, in determining the term of expulsion on a case-by-case basis, shall consider all of the relevant facts and circumstances, including applicable Ohio law.

BUS CONDUCT

In the event that disciplinary action is required, the following procedures shall be followed:

First Offense

Driver will submit a written conduct report citing specific actions of the student. The Transportation Supervisor will forward a copy of the report to the child's parents along

with a copy of the bus rules and regulations. A copy of the report will also be forwarded to a building principal. An administrator/student conference will follow receipt of this report. Disciplinary action will be at the discretion of the administrator.

Second Offense

Driver will submit a written conduct report citing specific actions of the student. The report will be sent to a building principal. The principal shall review the problem with the student and call the parents so that they will be aware of the situation. The student will be assigned an hour office detention. Written notification of the incident shall also be sent to the parent by the building principal.

Third Offense

Driver will submit a written conduct report citing specific actions of the student. The report will be sent to a building principal. The principal shall discipline the student with loss of bus privilege for up to 10 days or other suitable alternative. The Transportation Office and parents must be notified by telephone with written report to follow.

Fourth Offense

Same procedure as Third Offense except exclusion from bus service may be for up to thirty (30) days after notification of parents. In the event of flagrant misconduct, any of the four disciplinary actions may be initiated. The Superintendent, Superintendent's designee, principals, or building administration are authorized to suspend or remove pupils from school bus riding privileges. In all instances of disciplinary action, parents have the right to appeal an administrative decision through the Superintendent.

DAMAGE TO SCHOOL PROPERTY

District residents are legally required to pay taxes that build and maintain the public school system. Therefore, any damage done to this building, equipment, buses or books, must be paid for by the person(s) responsible. Please refrain from doing anything to increase this cost to your parents, neighbors, and yourself.

STUDENTS AND PARENTS ARE HELD LIABLE FOR DELIBERATE DAMAGE TO SCHOOL PROPERTY. OHIO LAW HOLDS PARENTS RESPONSIBLE UP TO \$2,000 FOR DAMAGE DONE BY MINORS. OFFENDERS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW. You can also help by discouraging and reporting any activity which may cause damage to school property. Remember to be respectful of each other's property.

FIGHTING

There will be an automatic suspension of up to five days for ALL PARTICIPANTS. Repeated offenses may result in a 10-day out-of-school suspension with a recommendation for expulsion and the filing of disorderly conduct charges.

EXPLOSIVE DEVICES

Possession, distribution or use of any type of explosive device will result in out-of-school suspension, possible expulsion and **legal action**.

GUM CHEWING

Gum chewing is not permitted.

CELLPHONES, HEADPHONES, MP3 PLAYERS

Telephones, headphones, and MP3 Players will not be permitted in elementary or middle school buildings unless permission is granted by the administration. Cellphones are to be turned off and locked in their locker during school hours.

VERBAL/WRITTEN THREATS

Any verbal or written statements that are life threatening in nature may result in a ten (10) day suspension with a recommendation to the Superintendent for expulsion.

WEAPONS

Under NO circumstances are weapons of any kind to be brought onto school property. The discipline will be an automatic out-of-school 10-day suspension with a recommendation of expulsion from school and the filing of criminal charges.

METHODS OF HANDLING DISCIPLINARY PROBLEMS

Detention

Teachers and administrators may assign DT's to students. Parents will be notified of the date and a notice will be sent home for parents to sign. DT's will be from 2:15 pm till 3:00 pm. Office DT's are on Tuesday and Thursday. Failure to complete a properly assigned detention will automatically result in further disciplinary action.

Monday School

In certain situations, instead of an out-of-school suspension, students may be assigned to Monday School. Under this program, students remain in school and spend 2 and 1/2 hours on Monday afternoon in a supervised study situation at Bridgetown Middle School. Monday school time: 2:15 PM to 4:45 PM.

Suspensions

The Superintendent, Principal, or Assistant Principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than 10 days. Suspension may extend beyond the current school year if at the time a suspension is imposed fewer than 10 days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year. The guidelines listed below will be followed in all suspensions:

1. The student will be informed in writing of the potential suspension and the reasons for the

proposed action.

2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the:
 - A. Superintendent;
 - B. Treasurer; and
 - C. Student's school record (not for inclusion in the permanent record).
6. Suspension may be appealed to the Board of Education or its designee.
7. In the absence of an appeal, the Principal may require and schedule a conference with at least one parent or guardian before the student is re-admitted to school.
8. Permanent Exclusions - If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

Appeal Procedure

Should a student's parent(s) or guardian(s) choose to appeal the suspension to the Board of Education, a written request must be made to the Superintendent within 10 days of the formal notice of suspension. Acting as designee' of the Board of Education, the Superintendent or designee will schedule the appeal hearing in a timely fashion. The student has the right to legal representation at the hearing and a verbatim record of the hearing will be kept. The Superintendent or designee will, within 24 hours of the appeal hearing, provide written notice of the decision to the parent(s) or guardian(s).

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas. [Adoption date: July 1,1991]

[Revision date: December 21,1993]

EXPULSION

Expulsion is recommended by the principal or assistant principal, but may be carried out only by the Superintendent or designate. It may be a maximum of eighty (80) consecutive school days at a given time.

MISCELLANEOUS POLICIES & PROCEDURES **BICYCLES, SKATEBOARDS, ROLLERBLADES,** **SCOOTERS**

These transportation devices should be walked on and off campus. Failure to comply may result in the loss of the privilege to have these devices on campus.

BOOK BAGS

Book bags must remain in students' lockers during school hours.

CHANGE OF ADDRESS

Parents must submit a new proof of residency to the Bridgetown Middle School Main Office whenever there is an address change along with their new telephone number. If at any time, custody of a student is changed, the formal court papers must also be submitted to the student's counselor. Parents who move out of the district and do not notify the school of their change of address within two weeks, will automatically have their children withdrawn from Oak Hills schools. The students will not be given the opportunity to complete the semester.

DRESS AND GROOMING CODE (REVISED 1992)

Appropriate dress is important in all endeavors. This applies to schools, the work place, social events, etc. It is always difficult to balance the scales between individual rights and institutional or traditional standards. It is hoped the dress code contained herein meets community norms as well as current styles and practice. Students' appearance should be conducive to good order and the school's educational atmosphere. First and foremost, neatness and cleanliness are the prime considerations for whatever is worn. In conjunction with this, students should practice good personal hygiene.

While these are the general needs for dress, specific guidelines are necessary to ensure that students dress comfortably, yet do not detract from a serious approach to their education.

In the area of dress codes, the courts have given schools authority to prohibit clothing/dress which (1) causes disruption from learning; (2) poses health or safety problems; (3) violates community standards for modesty; and/or (4) may damage furniture, floors, etc.

Drug and alcohol-related references and obscene or double-meaning slogans have been classified under (1) above. Since individuals have different values and standards, it is difficult to state when modesty, for example, has been violated. "Reasonable" judgment must be used in these cases. Health and safety standards are more easily interpreted. It would be just as inappropriate to wear a necktie while working with heavy machinery as it would be to wear open shoes in a chemistry lab. Both present a potential source of injury. In choosing clothing, due regard to modesty must prevail. Any garb of an inappropriate or disruptive nature may not be worn. To aid in the decision of what fits these categories, the following guidelines must be followed:

1. Shorts:

Appropriate shorts may be worn.

Appropriateness is based on length and decent fit. Appropriate length is mid-thigh. This also applies to skirts and dresses. Bicycle tights are not appropriate for school dress.

2. Tops:

Tops should be respectable and nonrevealing. Bare shoulders, bare midriffs, cropped tops, and see-through tops are not acceptable, nor are shirts with no sides. Clothing with drug or alcohol-related slogans or symbols, suggestive slogans, and violent or obscene messages are not permitted.

3. Jeans and Other Apparel:

Clothing with rips, tears, or holes are judged inappropriate for school dress.

4. Footwear:

Appropriate footwear must be worn. Safety may preclude some items (e.g., open shoes in the labs and flip flops).

5. Hats/sunglasses:

For proper decorum, hats and sunglasses are not to be worn in the school building.

6. Coats:

Overcoats or out-of-doors coats are not to be worn in the building or during class time unless specifically authorized by the principal.

7. Accessories/jewelry:

Accessories and jewelry should comply with the Student Code of Conduct.

Additional Guidelines:

- (a) Only natural hair color
- (b) Only ear piercing
- (c) No bandanas, body glitter, or writing on the body will be permitted

NOTE: At special times, such as spirit week and homecoming, dress which is different from the standards may be approved. Students involved in student council, class activities and performance or support groups who wish to promote such special days, must obtain approval from the principal 48 hours in advance so that a general announcement can be made.

The school administration has the authority to make the final interpretation of the dress guidelines. Students in violation of the dress code will be asked to call parents to secure proper attire. **Admission to class will be denied until standards are met.** Any time out of class for this reason is unexcused. The above dress code presumes reasonable compliance as a privilege. If a disproportionate amount of time and effort are spent, and/or if a general lack of cooperation exists, the dress code may be amended and upgraded at any time during the school year for immediate enforcement. Student cooperation in meeting reasonable standards will permit the staff and students alike to be devoted to the educational process.

(Revision date: July 8, 1994)

FINES

Letters will be sent to parents explaining any unpaid charges at the end of the school year. An \$18.00 fee will be charged for checks returned for non-sufficient funds.

LOCKERS

Each student will be assigned a locker by his/her Core Team. Once assigned, students will not change lockers unless approved by a counselor or administrator.

Students are also advised not to reveal their locker combination to friends or any other students.

LOCKERS ARE THE PROPERTY OF THE SCHOOL AND MAY BE EXAMINED BY AUTHORIZED PERSONNEL AT ANY TIME.

Students may visit lockers before and after school as well as with teacher permission.

LOST AND FOUND

Articles which are lost or misplaced will be stored in the administrative office and students should check there. Lost items of little value will be discarded at the end of each week.

MESSAGES

We try to keep interruption of classes to a minimum. We do not relay messages from home unless they are of an emergency nature. Likewise, students will not be called to the telephone from class unless an emergency situation occurs.

THEFTS

Take all precautions to protect property. Do not carry a lot of money or keep money or valuables in your locker. **THE SCHOOL DOES NOT HAVE INSURANCE COVERAGE FOR STUDENTS' PERSONAL ITEMS. THEREFORE, THE SCHOOL CANNOT BE HELD LIABLE FOR RESTITUTION OF LOST OR STOLEN ITEMS.**

VISITORS

Visitors must come into the office and obtain a pass before going to a classroom or elsewhere. **STUDENTS MAY NOT BRING VISITORS FROM OTHER SCHOOLS TO ATTEND CLASSES.**

STUDENT INSTRUCTIONAL FEES

Students must pay all instructional fees. Failure to do so will prevent them from attending any extracurricular or co-curricular activities.

BOARD POLICY EMERGENCY SCHOOL CLOSING PROCEDURES

The Oak Hills School District will be operating on two plans for emergency school closings:

Plan B: Two-hour delay

Absences during Plan B may be called in after 8:00 a.m.

Total Closing

When the announcement is made that the Oak Hills School District's schools are closed, that includes all public schools in the district. The following radio and television stations will participate in the school closing announcements. Parents and students are encouraged to check the OHLSD website or listen to these sources for information:

Oak Hills Local School District app
Email alerts
Text message alerts
Most radio stations
Most television stations

OHLSD

The Oak Hills Local School District affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the following coordinators at 6325 Rapid Run Road Cincinnati, Ohio 45233 (Phone: 513-574-3200):

Dan Beckenhaupt, Title VI Coordinator
(race, color and national origin discrimination)
Dan Beckenhaupt, Title IX Coordinator
(sex discrimination)
Rachel Searcy, Section 504
Coordinator (handicapped
discrimination)