

C. O. Harrison Elementary School

585 Neeb Road
Cincinnati, Ohio 45233
Phone: 922-1485 Fax: 922-3330
Web site: ohlsd.us/coharrison/



Home of the Colonels

This school agenda belongs to:

Name: _____ **Phone:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Homeroom Teacher: _____ **Room:** _____

Student Handbook 2022-2023

SCHOOL INFORMATION

C. O. HARRISON MOTTO

“Be Your Best Self”

C. O. HARRISON PRIDE PLEDGE C. O. HARRISON SCHOOL SONG

We're proud to be at C.O. Harrison.
We think our school is #1.
From kindergarten through the fifth grade
Our students really like to come
We like our rooms and our activities, our teachers, friends, and Principals
So let us sing for C.O. Harrison
The school we love the best of all.

I want to make myself better today than I was yesterday. My teacher cannot do this for me. I must do it myself. In the way I look, in the way I act, and in my work, I will be my best self.,

SCHOOL MASCOT COLORS

The C. O. Colonel Red & Black

C. O. HARRISON VISION

Through exceptional instruction and high expectations, C.O. Harrison Elementary will be recognized for maximizing the growth and achievement of students who are passionate learners and confident leaders.

C. O. HARRISON 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.

C. O. HARRISON CORE VALUES

As Colonels, we believe ...

- all students can learn and grow.
- in high expectations for the learning and behavior of our students and ourselves.
- in inspiring a passion and ownership for learning.
- in making decisions with the individual student in mind.
- in the value and strength of collaboration among students, parents, staff, and community.
- in integrity and respect.

WHO WAS C. O. HARRISON?

Our school was named after a man who was Principal of Delhi Elementary School (now Delhi Middle School) for 32 years - 1931-1963. His full name was Creed Oney Harrison. You can easily see why people called him "C.O." In addition to being a Principal, he was a baseball and basketball coach for many years. The Delhi Gym is also named after him. He had two sons and one daughter. One of his sons became a school Principal in the Cincinnati Public Schools. Several of his family still live in Delhi. Mr. Harrison was named an Honorary Kentucky Colonel which is the reason our school mascot is the Colonel. After he retired, he moved to a farm in Maysville, Kentucky, where he has since passed away. He left behind a rich legacy of educational leadership and an abiding love of children and family.

SCHOOL HOURS

Morning Kindergarten/Preschool 8:50 a.m. - 11:35 a.m.
Afternoon Kindergarten/Preschool 12:45 p.m. - 3:30 p.m.
Grades 1 - 5 9:00 a.m. - 3:30 p.m.

C. O. Harrison Elementary School Code of Conduct

Parent Rights and Responsibilities

Parents of C. O. Harrison Elementary students have the right to clear, concise information in reference to their child and the opportunity to have input on the educational program available to their children. Parents have the right to expect the school to be safe and orderly and conducive to learning.

It is the RESPONSIBILITY of the parent to:

- RESPECT school policies, procedures, and staff.
- Read over the agenda with their child.
- Attend conferences, parent organization meetings, Family Nights, and Open Houses.
- Understand that it is our goal that parents, teachers, and administrators will work in partnership to improve the behavior and academics of all students, thus benefiting the total student body.
- Provide classroom teachers and the office with current phone numbers and addresses, and pay all student fees.

GENERAL INFORMATION

Absence Procedure and Policies
Accident or Illness During School Day
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Arrival and Dismissal Procedure
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Student Insurance
Student Records
Telephone Usage
Withdrawal from School
OHLSD Student Code of Conduct
Hazing, Bus Conduct

ABSENCE PROCEDURE AND POLICIES, [Policy 5200](#)

When a student is absent, it is the responsibility of the parent to call the school at 513-922-1485, press 1 for attendance, before 9:45 a.m. to leave a message with the reason for the absence. Parents may email the child's teacher to request homework to be picked up in the office at 3:30 *if the student is absent for more than one day*.

When a student is tardy, he/she must report to the front desk to sign in and get a tardy slip before going to class.

In accordance with the 2017 adoption of Ohio House Bill 410, schools are now required to record attendance through hours rather than days.

Tardies:

Tardies, without exception, shall be unexcused and will be included in the tally for attendance hours.

Absences (excused or unexcused*)

Reasons for which absences may be excused include, but are not limited to: personal illness of the student, illness in the student's family, death in the family, quarantine for contagious disease, religious reasons, medical or dental appointment, or Principal's make the final determination whether a student is excused or unexcused.

*When the child brings in a Doctor's note (must include specific dates), the unexcused absence is changed to excused.

ACCIDENT OR ILLNESS DURING SCHOOL DAY

If a student becomes ill or is injured at school, every effort will be made to contact one of the parents immediately. If this is not possible, the school will call the emergency number given by the parent along with an alternate person. It is, therefore, most important to report any changes in phone numbers of alternate persons promptly to the school in writing. The school does not have the means to care for an ill child for an extended period of time. It is the parent's responsibility to provide a way for a child to be picked up promptly in case of illness. **Whoever picks up the child must sign the early dismissal sign-out sheet in the office and provide a photo ID.**

ARRIVAL AND DEPARTURE TIMES

Students who walk or are brought in a car are **not to arrive before 8:30 a.m.** as there is no staff supervision available before this time. For the same reason, students must be picked up or leave the building by 3:45 p.m. in the afternoon. Students must go home in their normal manner unless a written directive from the parent is received. *Special requests for early arrival must be submitted to the principal for approval.*

ARRIVAL AND DISMISSAL PROCEDURE

Adults are asked to refrain from entering the school building during arrival and dismissal time. This is to secure orderliness and promote safety and security. If a parent wishes to pick up a child **before** the normal dismissal time, a note should be sent to the student's teacher in advance. Parents are to come to the office to sign the early dismissal sign-out sheet and have the student called from class. A photo ID is required to sign out a student and the adult must be listed on the student's Emergency Medical Form.

Students who need to re-enter the building after dismissal should report to the office unless they are participating in a supervised activity.

BICYCLES/SKATEBOARDS/SCOOTERS

If a student rides a bike to school, it must be parked in the bike rack. Students are not allowed to ride bikes around the school property immediately before or after school as this creates a safety hazard. The school cannot assume responsibility for the safety of bicycles. It is advisable to have bicycles chained and locked to the bicycle rack. Skateboards or scooters may not be ridden to school or on school grounds.

BUS ASSIGNMENTS

Students within the C. O. Harrison attendance areas who reside more than two miles from the school will be transported by Oak Hills buses. Students must ride the assigned bus unless permission is granted by the school or Transportation Department. **Students who are not eligible for Oak Hills transportation are not permitted to ride an Oak Hills bus.** Occasionally, there are valid reasons when a student needs to depart from a school bus other than his/her normal stop or ride a different Oak Hills bus. Whenever this is to be done, it is mandatory that a request be written by the parent and COUNTERSIGNED by the office. Requests of this nature are only accepted from assigned Oak Hills bus riders.

CLASSROOM DISCIPLINE PROCEDURES

Each teacher will have rules and procedures which they are expected to follow. Teachers will provide positive reinforcement to encourage students to follow standard rules of conduct. If that is not displayed, then consequences will be implemented.

Teachers use a daily plan with incremental consequences. Modifications may occur to meet the needs of individual students. Each day, the "slate is wiped clean" for all students.

Specific details regarding the type of incremental consequences that a teacher may use will be shared with parents.

Any student who participates in severe misbehavior or who chooses a pattern of classroom misbehavior is subject to more immediate and severe consequences such as detention, suspension from school, emergency removal from class, exclusion from class activities such as field trips, assemblies, parties, programs, or exclusion from school sponsored activities.

*When a detention is issued, a notice will be sent home stating the date, time, length and reason(s). This form is to be returned, signed by a parent, the next school day. Failure to return notice by the next day will result in an additional detention.

CONFERENCES

Individual parent-teacher conferences are scheduled each year in the first semester. If you desire a conference at any other time, please contact your child's teacher or the office to schedule a time.

COLONEL'S CORNER

The Colonel's Corner is a weekly digital newsletter that is emailed to our C.O. Harrison community each Friday. It contains the school lunch menu, listing of volunteers, and occasionally community related announcements. It will also be posted on the school website. Please make sure your email address is updated on your online EMA and One Call Now so we can email it to you.

DRESS CODE

Dress and Grooming, [Policy 5511](#)

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school;
- B. materially interfere with school work, create disorder, or disrupt the educational program;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Such guidelines shall establish the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event.

The Superintendent shall develop administrative guidelines to implement this policy which:

- A. designate the principal as the arbiter of student dress and grooming in his/her building;
- B. instruct staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Expectations for dress and grooming:

1. Shorts - Appropriate shorts may be worn. Appropriateness is based upon length and decent fit. Appropriate length is mid-thigh. This also applies to skirts.
2. Tops should be respectable and non-revealing. Tops should cover the students shoulders and down to their pants. Bare midriffs, cropped tops, see-through tops, are not acceptable, nor are shirts with no sides. Clothing with drug, weapons, alcohol-related slogans, symbols, suggestive slogans, violent or obscene messages, or other designs or messages that are disruptive to the environment are not permitted.
3. Jeans and other apparel - Clothing with rips, tears or holes may be judged inappropriate for school dress. All pants must be worn at the appropriate waist level.
4. Footwear - Appropriate footwear must be worn. Safety may preclude some items (e.g., open shoes in the labs).
5. No head coverings or sunglasses except for religious or medical purposes are to be worn in the school building.

6. 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 and Jewelry: Heavy chains, studded bracelets, and dog collars are not permitted. Excessive piercings or jewelry that is disruptive to learning will be deemed inappropriate.
8. Tattoos - Any tattoo that would be a disruption to the educational system including drug, tobacco, weapons, and alcohol related references, obscene or double-meaning tattoos, and modesty based on community standards must be covered in school and at all school activities.
9. Hair color: The color and/or style of hair must be such that it does not cause disruption to the educational program or extra-curricular activity.

Sponsors and teachers of elective classes or activities may require standards that are more strict regarding dress and appearance for participation in their programs or activities.

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 that wish to promote such special days, must obtain approval from the principal in advance (minimum 48 hours) so that a general announcement can be made.

Ultimately dress code violations are based upon Administrative judgment.

EMERGENCY CLOSINGS AND DELAYED OPENINGS

Please monitor local radio and television stations for school closing and delay announcements; many stations also offer text notification service. You may also access the Oak Hills Local School District website at <http://ohlsd.us/> for closing information.

Please do not call the school; instead call 347-2970 for school closing information.

Oak Hills offers a school closing/delays text service. To set up weather text messages from Oak Hills Schools on your mobile device: In the "TO" Box type **25682** > In the "MESSAGE" Box type **OHWEATHER** > Hit the "SEND" button. You will receive a text message back saying "Your opt-in request has been received".

FIELD TRIPS

All EMAs (Emergency Medical Authorization Form) must be completed in order for students to attend school sponsored field trips. Those are completed online only. Please visit ohlsd.org--- the parent tab--- and the EMA icon to fill these out. All EMAs must be filled out ONLINE and in a timely manner. This is the most accurate way we know who to contact in case of an emergency.

FITNESS EDUCATION

Students are required to have gym shoes to participate for safety reasons. Please wear athletic type clothing to class on your Gym Day. This includes athletic shorts, sweat pants, or leggings, and a t-shirt. Deodorant is strongly encouraged for grades 4 and 5.

HOMEWORK POLICY

Completion of homework is directly related to academic progress. As parents and teachers working together, we hope to help the students develop good habits in these areas. Failure to complete homework may result in consequences and/or a parent meeting. Modifications to homework may occur to meet the needs of individual students.

LIBRARY GUIDELINES

Check out

Kindergarten through Third Grades - **1 book per week**

Fourth and Fifth Grades - **2 books per week**

Students are welcome to visit the library before and after school.

General Information

Students will not be able to get books out if they have not returned their library book or have not paid for lost or damaged books. They will need to bring a book to the library to read from their class room. Parents will be notified either by email or by a letter via the student on any lost or damaged book.

Fines

5¢ per day, excluding weekends, holidays, snow days and excused absences.

Library privileges will be suspended for students with books more than one month overdue or fines unpaid for more than one month.

Lost/damaged books

Students are responsible for the proper care, use and return of any book issued to them. Replacement cost will be charged for **lost or irreparably damaged books**. Costs vary by book. No refunds will be issued for lost/paid books. The student will get the damaged book back as soon as the book is paid for.

A **damage fee** may be assessed for missing or damaged covers, barcodes, or spine labels. The librarians will make all necessary repairs to damaged books. **Please do not attempt to glue or tape damaged books.**

Behavior

Library behavior rules are the same as classroom rules. Students are expected to respect their classmates and staff members, handle books and equipment with care, and use quiet voices.

LUNCH CHARGES

It is the responsibility of the parents to provide lunch for their children while at school. However, it is important that all children receive the nutrition they need to stay focused during the school day. We have a procedure in place in the event that the student doesn't have lunch or the funds to purchase a lunch. This procedure is for Elementary students in grades K-5. They may charge a full meal only (no a la carte items or snacks). The meal consists of an entree, a vegetable, a fruit and milk. The student may charge a regular meal up to 5 times. After the fifth charge they then have to take a ham and cheese sandwich, turkey and cheese sandwich or a plain cheese sandwich, a vegetable, a fruit and a milk. Students who have an outstanding debt but are paying for their lunch may receive a regular lunch even though they carry a debt.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine, with the counsel of their child's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed and kept in the office of the Nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Nurse and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the Nurse will be properly secured. Except as noted below, medication must be delivered to the Nurse's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non Prescribed (Over-the-Counter) Medications

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non prescribed medication on forms that are available from the Nurse's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Nurse's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

PARTIES

Two one-hour classroom parties are conducted each year by PTA Room Parents. They are scheduled for Christmas and Valentine's Day (1:30 - 2:30 p.m.). Special treats and surprise events which correlate with the curriculum may also be organized by the teacher. Other classroom parties or events organized by students and/or parents must be discouraged in order to prevent disruption of instructional time.

SCHOOL FEES - \$85.00

An annual fee is charged to cover the cost of certain supplemental materials, assembly programs, workbooks and other consumable items. An annual fee is established on a districtwide basis and is to be paid at the beginning of the year. (Parents will be charged \$18.00 for an insufficient funds returned check.) **The participation in all extracurricular activities (excluding co-curricular field trips) shall be contingent upon the student's payment of all academic fees for consumable materials. All academic fees must be paid in full 7 days prior to the 1st contest of the event (according to Board Policy File: JM) [Policy 2430.05](#)**

SCHOOL VISITATION

All visitors are to report to the front desk to register and receive a visitor's badge. Someone from the office will then direct you or show you through the building. This procedure prevents interruption of classes, and is also a security measure.

SMOKE-FREE SCHOOLS

Smoking is banned in all Oak Hills Schools and on all school grounds at all times.

SPECIAL SCHOOL ACTIVITIES AND PROGRAMS

The regular school instruction program includes Art, Fitness Education, and Music taught by specialists on a weekly basis. Other special instructional programs and specialists available for students who qualify are Peer Tutors, Divorce Groups, Social Skills Groups, Sexual Abuse Program, Gifted and Talented, Visually Impaired Therapist, Speech and Hearing Therapist, Occupational and Physical Therapist, Intervention Services and Tutors, Counselors, Psychologist and Special Services.

Special Activities throughout the year include assembly programs conducted by outside professionals, field trips, music programs, martial arts, intramural programs for grades 3-5, and after school clubs such as Student Council, Drama Club, Dance, and Choir. All academic fees and EMAs must be completed prior to participating in these activities.

STUDENT INSURANCE

National Guardian Life Insurance Company student insurance forms are available online at <http://ohlsd.us/> > District > Student Insurance for anyone wishing to enroll. This voluntary coverage is important to protect parents and children if other insurance is not in force.

STUDENT RECORDS

Parents may review all their children's educational records. Please contact the school office and a counselor, psychologist, or administrator will assist in reviewing the student file.

TELEPHONE USAGE

Pupils are not permitted to make personal calls from the office phone. Emergency calls are only permissible with a teacher's authorization.

WITHDRAWAL FROM SCHOOL

When a decision is made to withdraw a child from school, please notify the office of your plans. A transfer form authorizing the school to forward records needs to be signed by a parent or guardian.

CODE OF CONDUCT

Student Discipline, [Policy 5600](#)

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

The Board shall require each student of this District to adhere to the Student Code of Conduct/Student Discipline Code adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Student Code of Conduct/Student Discipline Code designates sanctions for the infractions of rules, excluding corporal punishment, which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

Students may be prohibited by authorized school personnel from participating in all or part of co-curricular and/or extra-curricular activities without further notice, hearing or appeal rights. A student who has been disorderly on a school bus may be suspended from transportation services consistent with Board policy and the Student Code of Conduct/Student Discipline Code.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct and the sanctions which may be imposed for breach of those rules.

The Superintendent shall inform the Board periodically of the methods of discipline imposed by this District and the incidence of student misconduct in such degree of specificity as shall be required by the Board.

The Superintendent, principals, and other administrators shall have the authority to assign discipline to students, subject to the Student Code of Conduct/Student Discipline Code and, where required by law, to the student's due process right to notice, hearing, and appeal.

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

Rule #1: Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.

Rule #2: Damage or destruction of private property on school premises or in areas controlled by the school.

Rule #3: Assault on a school employee, student or other person.

Rule #4: Harassment of school personnel or other students during school and/or non-school hours. Sexual harassment, bullying and/or any other type of acts of harassment of school personnel or students is prohibited. Any staff or student experiencing these acts should immediately report the behavior to an administrator.

Rule #5: Fighting.

Rule #6: Hazing (to persecute or harass or humiliate another student and/or employee).

Rule #7: Chronic misbehavior which disrupts or interferes with any school activity.

Rule #8: Disregard any reasonable directions or commands by school authorities including school administrators and teachers.

Rule #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 are prohibited.

Rule #10: Disrespect to a teacher or other school authority.

Rule #11: Refusing to take detention or other properly administered discipline.

Rule #12: Skipping detention.

Rule #13: Falsifying of information given to school authorities in the legitimate pursuit of their jobs.

Rule #14: Forgery of school or school related documents.

Rule #15: Cheating or plagiarizing.

Rule #16: Gambling.

Rule #17: Extortion of a student or school personnel.

Rule #18: Theft or possession of stolen goods.

Rule #19: Arson or other improper use of fire.

Rule #20: Possession of matches or lighters or other similar devices.

Rule #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.

Rule #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.

Rule #23: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, betel nuts 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).

Rule #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.

Rule #25: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.

Rule #26: A student that carries a cell phone or any other electronic device must follow reasonable directions or commands by school authorities including school administrators and teachers. 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. Students may not post photos, videotapes, writing or memes on school grounds, while using school internet or using school devices.

Rule #27: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.

Rule #28: Cursing.

Rule #29: Use of indecent or obscene language in oral or written form.

Rule #30: Publication of obscene, pornographic or libelous material.

Rule #31: Placing signs and slogans on school property without the permission of the proper school authority.

Rule #32: Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.

Rule #33: Demonstrations by individuals or groups causing disruption to the school program.

Rule #34: Truancy.

Rule #35: Tardiness.

Rule #36: Leaving school during school hours without permission of the proper school authority.

Rule #37: Upon initial arrival, leaving school property without permission.

Rule #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.

Rule #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.

Rule #40: Improper or suggestive dress.

Rule #41: Indecent exposure.

Rule #42: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

Rule #43: Turning in false fire, tornado, bomb, disaster or other alarms, or any other activity that 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.

Rule #44: Presence on school property with a communicable disease.

Rule #45: Failure to abide by rules and regulations set forth by administration for student parking.

Rule #46: Disobedience of driving regulations while on school premises.

Rule #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.

Rule #48: Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).

Rule #49: Carrying a concealed weapon.

Rule #50: Aggravated murder.

Rule #51: Murder.

Rule #52: Voluntary manslaughter.

Rule #53: Involuntary manslaughter.

Rule #54: Felonious assault.

Rule #55: Aggravated assault.

Rule #56: Rape.

Rule #57: Gross sexual imposition.

Rule #58: Felonious sexual penetration.

Rule #59: Any disruption or interference with school activities.

Rule #60: Willfully aiding another person to violate school violations.

Rule #61: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.

Rule #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.

Rule #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.

Rule #64: Violation of any board rule, regulation or policy.

HAZING AND BULLYING

Student Hazing, [Policy 5516](#)

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students and Board employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

Administrators, staff members and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

Bullying and Other Forms of Aggressive Behavior, [Policy 5517.01](#)

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such a report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in [Policy 5517](#) - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies ([AG 5517.01](#)) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such a student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board [Policy 8462](#), the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

BUS CONDUCT

Conduct on School Buses

The need for strict adherence to school bus discipline is critical. The potential safety related problems that could arise are indefinable. The driver needs to have discipline in order to devote his/her full attention to the hazards of the road. Children causing a disturbance are actually putting themselves, the other children and the driver in a very jeopardous position.

Bus Regulations

When riding a school bus, students shall:

1. be expected to walk a reasonable distance to the bus stop.
2. arrive at the bus stop 5 minutes before scheduled pick up time; the drivers will not wait for students to walk from their homes to the bus.
3. behave at the school bus stop in an orderly fashion, not threatening life, limb or property of any individual.
4. load in an orderly manner, go directly to assigned seats. Students must remain seated, keeping the aisle and exits clear.
5. respect the driver and be aware that he/she is in charge at all times and should be obeyed promptly.
6. be courteous, no profane language or gestures will be tolerated.
7. keep noise on the bus to a minimum. Classroom behavior is expected.
8. not be in violation of safety procedures, i.e. proper seating, proper loading and unloading procedures, proper street crossing procedures, no fighting, pushing, shoving, or tripping.
9. be aware that OH State Law prohibits eating, drinking, chewing gum or the use of tobacco products on the bus
10. not be destructive to the interior/exterior of the bus and should take an active role in litter control inside the bus.
11. not throw or pass objects on, out of, or into the bus.
12. not put objects or body parts outside of bus windows.
13. carry on the bus only objects that can be held in their laps. Animals (except service animals) of any kind are not permitted. Large objects and school projects may need to be transported by parents.
14. ride only their regularly assigned route. Students will board and disembark only at their designated stops.
15. have written permission from their parent or guardian and signed by the principal of their school, if they wish to leave at a stop other than their normal stop.
16. go directly to their bus upon dismissal from school and go directly home when they leave the bus.
17. use the emergency door only in an emergency situation, or as directed by the driver.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN DISCIPLINARY ACTION. STUDENTS MAY LOSE BUS RIDING PRIVILEGES. RIDING A BUS IS A PRIVILEGE AND NOT A RIGHT.

[For all other inquiries refer to the district handbook manual found here](#)