

Rapid Run Middle School

Student Handbook 2023-24



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

This handbook is intended to highlight and summarize frequently referenced policies and procedures. Comprehensive language and citations for district policies and procedures can be found in the [OHLSD Core Student Handbook](#)

SCHOOL HOURS

The school day begins at 7:35 AM and ends at 2:15 PM.

LATE ARRIVAL or EARLY DISMISSAL

Students arriving within the first two hours of school because of illness, doctor appointments, etc. will be marked as a late arrival (if they have a parent note/call or dr. note). These are excused with no penalty. When you know your child will be arriving late or will be leaving early please send a note to school beforehand. All students released during the day must be checked out in the Attendance 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. If no note is sent in advance, the parent/person picking up the student(s) must come to the Main Office with ID to sign the student(s) out. All approved adults must be updated on the student's EMA form.

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 7:00 a.m. Doors will open at 7:00am, attendance will be taken at 7:35 am. Students will transition immediately to their first class for attendance. Students can ask their first bell teacher to go get breakfast in the Commons THE SCHOOL IS NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS BEFORE 7:00 a.m.

Dismissal Time

School grounds are supervised for 15 minutes after school is dismissed. Students are expected to be off campus by 2:30 p.m. Those students remaining must be under the direct supervision of a teacher, coach, sponsor, or administrator. Students attending athletic events must leave the campus and return no earlier than 4:00 p.m. THE SCHOOL WILL NOT BE HELD RESPONSIBLE FOR THE SUPERVISION OF STUDENTS BEYOND 2:30 p.m.

STUDENT SERVICES

GUIDANCE

The Guidance Center is located in the main hallway within the Main Office. Guidance services are available to all students. Individual counseling by appointment, group sessions, testing and vocational information are handled through the Guidance Center.

HEALTH ROOM

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.

SCHOOL ATTENDANCE POLICIES

***PARENTS MUST CALL THE SCHOOL ATTENDANCE LINE (513-347-2970) BEFORE 7:30 am TO REPORT ABSENCES FOR EACH DAY. GIVE THE NAME OF THE STUDENT, GRADE, AND REASON FOR ABSENCE.**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

If a student is habitually truant and the student's parent fails to call in the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board [Policy 5200](#).

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. Personal illness
The Principal may require a doctor's confirmation if s/he deems it advisable.
- B. Appointment with a health care provider

- C. Illness in the family necessitating the presence of the child
The Principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.
- D. Quarantine of the home
This is limited to the length of the quarantine as fixed by the proper health officials.
- E. Death in the family
This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.
- F. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time, shall such an excuse permit a student to be absent from school for a period of more than ten (10) consecutive days.
At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent or guardian.
- G. Observation or celebration of a bona fide religious holiday
Any student shall be excused for the purpose of observing or celebrating a bona fide religious holiday consistent with his/her creed or belief.
- H. Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:
- a. the student shall have a statement to that effect from his/her parents;
 - b. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
 - c. the student shall report back to school immediately after his/her appointment if school is still in session.
- I. Emergency or Other Set of Circumstances
The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.
- J. Medically necessary leave
A pregnant student will be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. Written confirmation by the physician may be required.

- K. Service as Precinct Officer at a Primary, Special or General Election
Students selected as precinct officials through the program set forth in [Policy 5725](#) shall be excused from school on the day of an election at which the student serves as a precinct official.

Absences that do not accumulate against this guideline include:

- A. field trips;
- B. college visits.

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the Principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the Principal. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed. These authorized unexcused absences are still subject to truancy regulations.

If a student is absent for any other type of vacation, the vacation is considered unauthorized and the student's absence from school will be recorded as an unexcused absence and subject to truancy regulations.

For an authorized or unauthorized vacation absence, the student may be given approximate assignments and materials and pages to be completed.

Recording Attendance

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

Attendance shall be taken at the beginning of every block/period in buildings with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour.

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Contacting the Parent/Guardian of an Absent Student

Within 120 minutes after the beginning of each school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse by notification sent through the school's automated student information system.

The attendance officer or designee shall not attempt to contact the parent, guardian, or other person having care of a student if the parent, guardian, or other person having care of a student initiates a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day.

Excessive Absences

When a student of compulsory school age is absent from school with combined non medical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered "excessively absent" from school. The District or school shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A "medical excuse" that will not count toward excessive absence hours includes: (1) personal illness; (2) illness in the family necessitating the presence of the child; (3) quarantine of the home; (4) health care provider appointments (doctor, dentist, mental health provider, etc.); (5) medically-necessary leave for a pregnant student in accordance with Policy 5751; (6) death in the family; or (7) other set of circumstances the Superintendent deems on a case-by-case basis to be a good and sufficient cause for medical absence from school.

A medical excuse for personal illness will be accepted in the form of doctor's note within five (5) school days of the absence or parent call-in on the day of the absence due to illness or doctor's visit. A student may have up to ten (10) medically excused absences without a doctor's note, but with a phone call from a parent/guardian. For the 2020-2021 school year, medical excuse absences will be accepted through this process for students participating both in-person and remotely. This policy will be extended beyond ten (10) days if the student or someone in the student's family is in quarantine due to recognized pandemic/epidemic (e.g., COVID-19) or experiencing symptoms of the pandemic/epidemic.

Habitual Truancy

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences.

Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three (3) meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, diligent efforts to reach the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent, guardian, custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school

Any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence may be referred to the Director of Student Services for evaluation to determine eligibility either under the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the 61st day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one (1) school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the absence intervention team may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered "habitually absent" under R.C. 3321.13(B)(2). The Superintendent shall notify the student and his/her parents, guardian, or custodian, in writing, that the Superintendent will notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the child's unexcused absences and "habitually absent" status unless the student or his/her parents wish to challenge the record. They are to be notified that the absence information has been provided to the Superintendent, that as a result of that information the child's temporary driver instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied, and that they may appear in the Principal's office to challenge such information at a scheduled date and time which shall be no earlier than three (3) days or later than five (5) days after the date of the notification. The Principal may grant an extension, if requested by the child or the child's parent, guardian, or custodian.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing if the determination that the student did not have a legitimate excuse for the absences is upheld. The student's name, address, birthdate, school, district, and attendance record shall be sent to the Juvenile Judge in writing and to the Registrar of Motor Vehicles, if appropriate in the manner designated by the Registrar.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year is submitted to a parent, guardian, or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being a habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences every day;
Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records tracked to the nearest full hour (excused vs. unexcused);
- D. requiring an admit slip from a student when s/he returns from an absence and invoking a consequence if s/he does not have one;
- E. incorporating defined, daily participation as part of the teaching/learning process and each grading period (See AG 2220);
- F. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

Students Leaving School During School Day

- A. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the Principal and with the knowledge and approval of the student's parents.
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Principal.

Make-Up Opportunities

A student may make-up units of study with a properly licensed teacher if prior approval has been granted by the Principal.

- A. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- C. A student wishing to do make-up work should contact his/her teacher to obtain assignments.

Tardiness

- A. Students not in homeroom or in class when the late bell rings are considered tardy, and attendance shall be tracked and recorded to the nearest full hour.
- B. All students who are tardy to school must report to the office to sign in.
- C. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- D. Teachers are to refer cases of chronic tardiness to the Principal.

ACADEMICS

ACADEMIC PROGRAM

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

OAK HILLS SCHOOL DISTRICT GRADING SYSTEM, GRADES 6-12

1. The following scale is used to generate grades:

- A 89.50-100
- B 79.50-89.49
- C 69.50-79.49
- D 59.50-69.49
- F Less than 59.50

2. Students may have the option to retake the test or redo the assignment. One of the consequences of not doing the work is doing the work. All students are expected to complete all assignments.

3. To receive credit, 2 conditions must be met: 1) Final average greater than 59.50 2) 3rd and 4th Quarter average greater than 59.50

4. To determine the final grade of a semester or year-long course the percentage grade for each quarter is added and divided by the total number of quarters.

HOMEWORK

Homework is a part of every pupil's education program. Each student is expected to spend time outside of the school day, in addition to scheduled class instruction. Some assignments are long-range in nature and require planned study time for their completion.

MAKE UP WORK

Students who are absent are required to make up work missed in each class. Absences do not excuse a student from completing missed classroom work. Students have as many days as they were absent to make up work missed in class. Only in extreme cases of prolonged absence 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 is no excuse for not doing work missed.**

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 indicates that a student has all grades of "A" – a 4.0 average.

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 the lost textbook except during the adoption year of the text when the student's fine will be 25% of the replacement cost.

ACTIVITIES AND ATHLETICS

TICKET /EVENT POLICIES

1. Students may purchase only one ticket for each event and that ticket must be for his/her own use.
2. Only students who attend RRMS may buy tickets and attend the home school social event.
3. Social event tickets may not be purchased unless all outstanding obligations have been paid and an Emergency Medical Authorization form is on file.
4. Students wishing or needing to arrive later than one-half hour after the event starts or leave more than one-half hour earlier than its finish, must have office verified parental permission prior to the activity.
5. Absence of more than one-half day (arrival prior to 11:00 a.m.) on the day of the event will result in the student not being permitted to attend that event. If students are suspended from school they are not permitted to attend any school events during the suspension period.
6. School dress code is in effect and all school rules apply at social events. Any infractions of these rules or misbehavior at a social event may result in an appropriate disciplinary action.

ATHLETICS

Oak Hills Local School District provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students

may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with [Board Policy 5610.05](#).

For additional information see [Policy 2430.05](#)

ACADEMIC ELIGIBILITY

If a student's failure to meet the academic eligibility requirements is due to an "incomplete" grade given in one (1) or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored once the "incomplete" has been changed to a passing letter grade provided:

- A. the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician; and
- B. the "incomplete" was given in accordance with Board of Education grading policies and procedures and is applicable to all students in the school; and
- C. the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and
- D. there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.

For additional information see [Policy 2431](#)

CONDUCT

Guidelines

1. Conduct will follow the regulations of the OHSAA, Board of Education, OHLSD Athletic Department, Building Administration and Coaching Staff.
2. Since extracurricular activities are a direct extension of the school, all school rules apply before, during and after all extracurricular games, contests, practices and meetings.
3. Students must abide by the Oak Hills Local School District Code of Conduct and the Code of Conduct of their specific sport. *This includes contests before the 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. The fees to be charged are as follows:

Athletics

Seventh and eighth grade students participating in interscholastic athletics will pay a fee \$135 per sport.

Extra-curricular

Cheerleaders

\$55 per sport

*All other fees vary by activity.

REFUND POLICY

Athletics

No refund will be made to any student after the first game has been played or if the student quits the team or is dropped from the team because of disciplinary reasons.

Extra-curricular

No refunds will be made after the second meeting of the organization, first contest, or first performance of a group or if the student quits the organization or is dropped from the organization because of disciplinary reasons.

HARDSHIP CASES

Students who cannot afford the athletic or participation fees and qualify for free lunch programs can have their fees waived with approval by the principal.

LOSS OF PRIVILEGE

Any student who has not paid instructional fees or any outstanding fees from previous or current school years may not participate in extracurricular activities even if the current participation fee has been paid unless they have been placed on a payment plan and are up-to-date on these payments.

TECHNOLOGY

COMPUTERS

Students are responsible for the care of computers assigned to them. Fines will be assessed for damaged or lost computers and chargers. Students will be responsible for the full replacement cost of the lost computer or charger.

OAK HILLS ACCEPTABLE USE POLICY

See School Board Policy [7540.03](#) – Student Technology Acceptable Use and Safety.

For additional information see [Policy 7544](#) regarding Social Media Use

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

Rapid Run Middle School has adopted PBIS as our school-wide behavior model. This allows teachers, administrators, parents and students to reinforce positive behaviors and reinforce desired behaviors. Students will have opportunities to receive incentives for positive behavior. Desired behaviors will be posted around the building in ALL common areas. Students participate in lessons focused on these desired behaviors, incentive program, and the consequences that are connected with specific behaviors

Level 1 Behaviors	Level 1 Consequences
Running in the building Yelling Non-directed profanity Out of assigned area Use of electronic devices at non-designated times Unexcused tardy to class Unprepared for class Put-downs and disrespectful comments to others Classroom disruptions Inappropriate displays of affection Misuse of property Inappropriate dress Physical contact Chewing gum	Students who engage in Level 1 behaviors will be asked to identify their behavior and describe a respectful replacement behavior. Consequences are designed to discourage the behavior from occurring again in the future. Consequences for Level 1 behaviors may include, but are not limited to: <ul style="list-style-type: none"> ● Verbal warning ● Loss of privileges ● Written or verbal apology ● Conference with student ● Classroom detention supervised by assigning teacher

Level 2 Behaviors	Level 2 Consequences
Chronic Level 1 behavior Cheating Plagiarism Forgery Noncompliance/Insubordination Spitting (not directed at a person) Improper use of electronic devices Unsafe “play-fighting” (kicking, pushing, grabbing, tripping)	Students who engage in Level 2 behaviors will be asked to identify their behavior and describe a respectful replacement behavior. Consequences for Level 2 behaviors may include, but are not limited to: <ul style="list-style-type: none"> ● Loss of Privileges ● Tuesday Detention ● Implementation of a behavior contract ● Parent/Student/Teacher conference ● Temporary loss of electronic devices

Level 3 Behaviors	Level 3 Behaviors
Chronic Level 2 behavior (three documented instances of the same behavior) Intimidation/Verbal Threats Stealing Fighting Harassment	Teachers will send or escort students to the office following a Level 3 behavior. Possible Office Consequences may include, but are not limited to: <ul style="list-style-type: none"> ● Loss of privileges ● Loss of use of electronic devices ● Implementation of a behavior plan

Spitting directed at another person Profanity directed at another person Vandalism Drugs Alcohol Weapons Criminal Acts	<ul style="list-style-type: none"> ● Restitution ● Thursday School ● Suspension ● Expulsion
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STUDENT 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.

For Due Process policies and procedures please refer to the Core Handbook linked at the beginning of the handbook.

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.

GUN-FREE SCHOOLS

Weapons, [Policy 5772](#)

The Board prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns, (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Any student who has reason to believe that a person has or will violate this guideline shall report such information to the school Principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

The Superintendent will refer any student who violates this guideline to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

A Principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with [AG 5771](#), Search and Seizure, or contacting the School Resource Officer for assistance.

Any interaction with the person should have as its primary objective the safety and welfare of the people in the area rather than obtaining the possession of the weapon.

Use of Tobacco on School Premises, [Policy 7434](#)

The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke-free environment. The negative health effects of tobacco use for both users and nonusers, particularly in connection with second-hand smoke, are well established. Further, providing a non-smoking and tobacco-free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board does not condone smoking and/or the use of tobacco, the Board prohibits the use of tobacco or tobacco substitute products at all times (twenty-four (24) hours a day, seven (7) days a week) within any enclosed facility owned or leased or contracted for by the Board, and in the areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. This prohibition extends to any Board-owned and/or operated vehicles used to transport students and to all other Board-owned and/or operated vehicles. Such prohibition also applies to school grounds, athletic facilities, and any school-related event on or off Board premises.

DAMAGE TO SCHOOL PROPERTY

Care of School Property, [Policy 5513](#)

The Board of Education believes that the schools should help students learn to respect property and develop feelings of pride in community institutions.

The Board charges each student with responsibility for the proper care of school property and the school supplies and equipment entrusted to his/her use.

Students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage to the extent of the law, except that students eighteen (18) years of age or older shall also be liable for damage they cause.

The Board authorizes the imposition of fines for the loss, damage or destruction of school equipment, apparatus, musical instruments, library material, textbooks, and for damage to school buildings and reserves the right, to the extent permitted by law, to withhold a report card or credits from any student whose payment of such fine is in arrears.

The Board may report to the appropriate juvenile authorities any student whose damage of school property has been serious or chronic in nature.

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.

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 are from 2:15-2:45. Failure to complete a properly assigned detention will result in further disciplinary action.

Thursday School

In certain situations, instead of an out-of-school suspension, students may be assigned to Thursday School. Under this program, students remain in school until 4:20 p.m. on the designated Thursday in a supervised situation in the school.

Suspensions

The Board of Education recognizes that students have limited constitutional rights, when it comes to their education. Accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with students:

When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:

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 to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within three (3) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:

- a. Superintendent;
 - b. student's school record (not for inclusion in the permanent record).
- B. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within three (3) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

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.

Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of

appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

Appeal to the Court

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.03](#) - Emergency Removal.

D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.01](#) - Permanent Exclusion of Nondisabled Students.

E. Students subject to suspension from bus riding/transportation privileges:

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in [Policy 5610.04](#) - Suspension of Bus Riding/Transportation Privileges.

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in [Policy 8315](#) - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

The documents, ESI, and electronic media (as defined in [Policy 8315](#)) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law (e.g., R.C. 3319.321) – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in [Policy 8315](#)) shall be retained in accordance with [Policy 8310](#), [Policy 8315](#), [Policy 8320](#), and [Policy 8330](#) for not less than three (3) years, but longer if required by the District's records retention schedule.

In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or noninterscholastic extracurricular activities.

STUDENT 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.
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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.

MISCELLANEOUS

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 are to be placed in lockers or students are permitted to carry their school bag and belongings with them throughout the duration of the school day.

CHANGE OF ADDRESS

Parents must submit a new proof of residency to the Rapid Run 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.

FINES

Letters will be sent to parents explaining any unpaid charges at the end of each semester. Unpaid fees and fines can prevent a student from participating in extracurricular activities, social activities and graduation. An \$18.00 fee will be charged for checks returned for non-sufficient funds.

HOME-SCHOOL COMMUNICATION

It is vital that the school be able to frequently communicate with our families. Thus, the school utilizes the ONE CALL NOW system that quickly allows us to send phone messages, emails and text messages to families. ONE CALL NOW emails contain general information that are targeted to the whole school or specific grade levels. Oftentimes these emails are reminders of upcoming events or deadlines. Additionally, each Friday through the ONE CALL NOW, parents will receive an email with our newsletter, THE RAPID NEWS. ONE CALL NOW phone calls are used less frequently and are utilized to send families really important information and will be accompanied by an email. Text messages in the system are sent rarely and will only be utilized for emergency purposes or extremely vital reminders throughout the year. Please make sure that your email addresses and phone numbers are up-to-date in the school office so that you do not miss out on important information!

LOCKERS

Each student will be assigned a locker by the Core Team. Once assigned, students will not change lockers unless approved by a counselor or administrator. Students should not reveal their locker combination to friends or any other students. Students may visit lockers before and after school as well as with teacher permission. **LOCKERS ARE THE PROPERTY OF THE SCHOOL AND MAY BE EXAMINED BY AUTHORIZED PERSONNEL AT ANY TIME.**

LOST AND FOUND

Articles which are lost or misplaced will be stored in the Main Office or in the Gym. Lost items will be discarded at the end of each quarter. **MESSAGES** We try to keep interruption of classes to a minimum. We may not relay messages from home during class time unless they are of an emergency nature. Likewise, students may not be called to the telephone from class unless an emergency situation occurs.

PHONES AND OTHER ELECTRONIC DEVICES

Students are to secure their phone or other electronic devices in their locker during school hours unless directed otherwise by a staff member. 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 personnel. The telephones installed in the Attendance Office and Main Office are for the use of teachers and office staff and may only be used by students with permission from a staff member. 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. *CALLING 911 IS A SERIOUS OFFENSE AND MAY RESULT IN AN OUT OF SCHOOL SUSPENSION AND POLICE REPORT.

THEFTS

Take all precautions to protect property. Do not carry a lot of money or keep money or valuables in your locked 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 buzz to enter the building by pushing the button outside the main front entry. Visitors are then required to come into the Main Office and obtain a pass before going to a classroom or elsewhere. STUDENTS MAY NOT BRING VISITORS TO ATTEND CLASSES.

EMERGENCY SCHOOL CLOSING

Two-Hour - Delay Absences on a two-hour delay 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, it includes all public schools in the district