

# JF Dulles Student Handbook

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Rules and Procedures 2018-2019



	Be Respectful	Be Responsible	Be Safe
<b>Hallway Expectations</b>	<ul style="list-style-type: none"> <li>● Walk silently</li> <li>● Keep your body in your own space</li> </ul>	<ul style="list-style-type: none"> <li>● Walk with hands folded</li> <li>● Go directly to where you are supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>● Walk to the right</li> <li>● Face forward</li> <li>● Single file line on the stairs</li> </ul>
<b>Playground Expectations</b>	<ul style="list-style-type: none"> <li>● Take turns and share</li> <li>● Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>● Promptly line up when signaled</li> <li>● Use and return equipment correctly</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in designated playground areas</li> <li>● Play safely</li> <li>● Report all injuries or dangerous behaviors to teacher on duty</li> </ul>
<b>Carpool Expectations</b>	<ul style="list-style-type: none"> <li>● Keep your body in your own space</li> </ul>	<ul style="list-style-type: none"> <li>● Watch for your ride to arrive</li> </ul>	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Stand in designated areas</li> </ul>
<b>Bus Dismissal MPR</b>	<ul style="list-style-type: none"> <li>● Talk softly in your bus line</li> </ul>	<ul style="list-style-type: none"> <li>● Listen for your bus to be called</li> <li>● Take all belongings with you to the bus</li> </ul>	<ul style="list-style-type: none"> <li>● Walk at all times</li> <li>● Stay seated unless you have permission to get up</li> </ul>
<b>Restroom Expectations</b>	<ul style="list-style-type: none"> <li>● Respect the privacy of others</li> <li>● Use the restroom silently</li> </ul>	<ul style="list-style-type: none"> <li>● Use supplies and equipment properly</li> <li>● Use time wisely (use the restroom, wash hands, and return to class immediately)</li> <li>● Flush the toilet</li> <li>● Place paper towel in the garbage can</li> </ul>	<ul style="list-style-type: none"> <li>● Wash your hands with soap and water</li> </ul>
<b>Cafeteria Expectations</b>	<ul style="list-style-type: none"> <li>● Speak politely</li> <li>● Wait in line politely</li> <li>● Use your table</li> </ul>	<ul style="list-style-type: none"> <li>● Have money out and ready</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in line along the wall</li> <li>● Stay at the table unless you have</li> </ul>

<b>Cafeteria Expectations continued</b>	<p>manners</p> <ul style="list-style-type: none"> <li>• Talk softly at the table where you are sitting</li> </ul>	<ul style="list-style-type: none"> <li>• Walk directly to the door when dismissed and wait silently to leave the lunchroom</li> </ul>	<p>permission to leave</p> <ul style="list-style-type: none"> <li>• Only eat your own food</li> <li>• Walk at all times</li> </ul>
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***Please note: this is a new section to the PBIS MATRIX!***

<b>DIGITAL TOOLS</b>	<ul style="list-style-type: none"> <li>• Carry your Chromebook with both hands, or hug it to your body.</li> <li>• Use your Chromebook in an area that is free from food and drinks.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep your name and barcodes on your Chromebook.</li> <li>• Keep Chromebook free from stickers.</li> <li>• Carefully place Chromebook into the cart and plug in charger when finished for the day.</li> <li>• Chromebooks are assigned to individual students as learning tools for students only- at school and at home.</li> </ul>	<ul style="list-style-type: none"> <li>• Your login information belongs only to you. This is private information and should not be shared with others.</li> </ul>
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<b>INTER-NET SAFETY</b>	<ul style="list-style-type: none"> <li>• I only type what I would want someone to hear out loud.</li> </ul>	<ul style="list-style-type: none"> <li>• Your school device has apps and extensions on it that have been approved by your teacher. I will only add apps or extensions approved by my teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate only with people you know. The other person on the other end of communication may be unsafe</li> <li>• Keep all personal information private, including your image and location.</li> <li>• Use safe, school approved websites.</li> </ul>
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## **JFD- Be Respectful, Be Responsible, Be Safe!**

Our work continues at JF Dulles Elementary School to build students with strong character, academic excellence and exemplary citizenship! To enhance all that we do to ensure a positive learning environment, the JFD community embraces Positive Behavior Support Intervention Systems (PBIS). With a systematic means of establishing expectations in all common areas, students of JFD learn how to conduct themselves in a manner that shows excellent citizenship. The students learn the expectations of the lunchroom, hallway, restrooms, playground, arrival and dismissal, along with learning the appropriate manner to interact in a digital world.

The matrix of expectations (shared in previous page) states the expectations in these areas. To encourage continual positive behavior, students are given the opportunity to earn “Power Paws” displaying an outward symbol to all of making great choices.

The three big ideas at JFD in Positive Behavior Support is to” Be Respectful, Be Responsible, Be Safe.” All expectations circulate around these three big ideas. Students are rewarded through the Power Paw Bingo Award board! Through this system of rewards, students are given the opportunity over and over again to be acknowledged for their great choices in behavior!

At J.F. Dulles Elementary, we are embedded in Positive Behavioral Intervention Supports along with a student centered acknowledgement system. Through high academic and behavioral expectations, JF Dulles Elementary continues to excel in student growth and performance.

# Student Handbook 2018-19 J.F. Dulles School Code of Conduct

## GENERAL INFORMATION

### SCHOOL HOURS

Morning Preschool	8:50 – 11:35 AM
Afternoon Preschool	12:45 – 3:30 PM
Morning Kindergarten	8:50 - 11:35 AM
Afternoon Kindergarten	12:45 - 3:30 PM
Grades 1 - 5	9:00 - 3:30 PM

### ABSENCE PROCEDURE

When a student is absent, it is the responsibility of the parent to call 347-2970 or 574-3443 before 9:45 a.m. to leave a message on the absentee line. Parents may request homework to be picked up in the office by 1 p.m. or sent home with another student.

### EARLY DISMISSAL

Parents are encouraged to send in a letter and students must be signed out by parent or guardian.

### TARDINESS

School begins at 8:50 a.m. for kindergarten and 9 a.m. for grades 1-5. Students will be given a tardy slip if arrival occurs after 9 a.m.

### 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 release form in the office.

### ARRIVAL AND DEPARTURE TIMES

Students who walk or are brought in a car are not to arrive before 8:30 a.m. because there is no staff supervision available before this time. For the same reason, these 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. Students must have special permission to arrive earlier or to be picked up later than these times.

### BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles are not permitted to be ridden to and from school. It is deemed a safety hazard due to the amount of carpool, bus, and pedestrian traffic in the area. Skateboards or scooters may not be ridden to school or on school grounds.

### BUS ASSIGNMENTS

Oak Hills' buses will transport students within the J.F. Dulles attendance area who reside more than two miles from the school. 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 at 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.

### DULLES STATESMAN

The Dulles Statesman, weekly newsletter for the parents, is sent home electronically each Friday. It contains the school lunch menu, listing of volunteers, and occasionally community related announcements. Please look for this publication each week and read it carefully.

## DULLES WEBSITE

You may visit the Dulles Website at [www.oakhills.k12.oh.us](http://www.oakhills.k12.oh.us). During the school year the website is updated weekly.

## PARENT-TEACHER ASSOCIATION

The PTA at Dulles is an integral part of the success of our school. Active participation in this organization is encouraged and appreciated. Membership fees are \$6.00 per person.

## PARTIES

Two one-hour classroom parties are conducted each year by PTA Room Parents. They are scheduled at Christmas and Valentine's Day. Special treats and surprise events which correlate with the curriculum may also be organized by the teacher.

## DISMISSAL PROCEDURE

Adults are asked to refrain from entering the school building at dismissal time. This procedure 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 a release form and have the student called from class.

**Walkers:** Walkers will be dismissed from their homerooms at 3:30. The students will walk to the primary playground, which is located outside the first grade classrooms. Parents who meet their children to walk them home are welcome to meet them on the blacktop area. The Safety Patrol will escort the other children to the catwalk using the sidewalk.

**Carpool Students:** Carpool children will leave their classrooms with the teacher at 3:30 and will be escorted to the carpool area by their teachers. Parents are welcome to meet their children at the carpool area and walk with them to their cars. We will not allow the children to walk through the parking lot unless they have supervision. All carpool students will be taken to the designated carpool area for pick up after school. This allows us to ensure that all children are being picked up safely and are supervised by staff.

**Bus Riders and After School Activity Students:** The bus riders will be called for their buses beginning

at 3:30. For students whose buses have not arrived by 3:45, they will be taken to the Multi-Purpose room by their classroom teacher. Students who are involved in an after school activity will also be taken to the Multi-purpose room.

## EMERGENCY CLOSINGS AND DELAYED OPENINGS

Closings or delays will be announced on ONE CALL NOW, the OHLSD app, and on local radio and TV stations beginning at 6:00 a.m. on bad weather days. If weather conditions worsen during the day, listen to TV or radio to see if afternoon Kindergarten is canceled or an early dismissal is announced. A message on One Call Now will also be issued. Buses will transport students home early for an early dismissal and carpool drivers are expected to arrive at the early dismissal time. **IT IS VERY IMPORTANT THAT PARENTS EXPLAIN ANY SPECIAL PROCEDURES TO THEIR CHILDREN IF AN EARLY DISMISSAL IS NECESSARY.**

A ONE CALL NOW message will be sent to parents or guardians of students. Please tune into local news channels, as well.

## HOMEWORK POLICY

Completion of homework can be directly related to academic progress. Continuous failure to complete homework could affect a student's ability to master concepts. For students who continually miss assignments arrangements can be made between teachers and parents to allow students to make-up work after school. Modifications may occur to meet the needs of individual students.

## LOST OR DAMAGED BOOKS

Students are responsible for the proper care, use and return of any textbook issued to them. The expectations for use include maintaining an appropriate covering on the book. Fines will be assessed according to the age and condition of the book from full replacement cost to 25% of cost.

## LUNCH FEE/CHARGES

**Meal Deal is \$2.85**

**Milk .35**

If a student forgets his/her lunch or lunch money, he/she may charge. Under no circumstances will money be lent for extras or seconds. Students must pay back the charge the next day. If lunch charges remain on a student's account by the end of a quarter, the student's and parents' access to the online report card may be blocked.

## **SCHOOL FEES**

Fees are charged to cover the cost of certain supplemental materials, assembly programs, workbooks and other consumable items. The \$85.00 fee is established on a district-wide basis and is to be paid at the beginning of the year. (Parents will be charged \$18.00 for an "insufficient fund" returned check).

## **PARENT-TEACHER CONFERENCES**

Individual parent-teacher conferences are scheduled on the following dates for the Oak Hills Elementary buildings. They are the following dates for the 2017-18 school year; Oct. 25, Nov.2, Nov.6,2017 and Jan. 23, 2018. If you desire a conference at any other time, please contact your child's teacher or the office to schedule a time.

## **FITNESS EDUCATION CLOTHES**

Student in grades 1-5 participate in physical education classes. Proper gym clothes are required. On your child's scheduled gym day he/she should have gym shoes, shirt, and shorts.

## **MEDICATION POLICY**

In general, taking medication during the school day is discouraged. Parents are requested to consult with the physician about an adjusted medication schedule, which would not be during school hours. When it is absolutely necessary to take prescribed medication during the school day for a prolonged illness (i.e. diabetes, epilepsy, or to aid behavioral stability), the following rules apply:

1. All medication must be brought to school in the original, marked container by a parent or a responsible adult.

2. Prescription drugs must be accompanied by a permission form signed by both the parent and physician (forms in the office).
3. Changes in dosage or times of administration must be documented with a new "Permission to Administer" form signed by the parent / guardian and physician.
4. It is the responsibility of the student to come to the Health Room to take the medication at the proper time.
5. Students reporting to the health room for any reason must behave appropriately while going to and from and while in the health room or be subject to consequences and/or loss of the health room privilege.
6. Non-prescription medications, such as aspirin or Tylenol, must be accompanied by a parent's note giving the name of the drug, dosage and time to be taken. **A new note is required each day.**

## **SCHOOL VISITATION**

All visitors are to report to the school office to register and receive a visitor badge. Someone from the office will then direct you or show you through the building. This procedure prevents interruption of classes, misunderstandings, and is also a security measure. Parents are not permitted to escort their children to their classrooms in the morning.

## **SPECIAL SCHOOL ACTIVITIES AND PROGRAMS**

The regular school instruction program includes Art, Fitness Education, and Music taught by specialists on a 3-day rotating basis. Other special instructional programs and specialists available for students who qualify are Counseling Services, Gifted and Talented, Visually Impaired Therapist, Speech and Hearing Therapist, Occupational and Physical Therapist, L.D. Resource Center and Tutors, Counselors, Psychologist and Special Services. Special activities throughout the year include assembly programs conducted by outside professionals, field trips, music programs for parents by all grade levels, and after school clubs such as Youth Power, VOLT (Volunteer Outreach Leadership Training). The PTA sponsors monthly parties at the Skating Rink.

## **SMOKE-FREE SCHOOLS**

Smoking is banned in all Oak Hills Schools at all times.



## 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. Before health and academic records will be forwarded, all fines, charges and fees must be paid.

## EUGENE L. KRAMER LIBRARY

Hours: 8:45 AM - 3:45 PM

Fines: Kindergarten \$.05  
Grades 1-5 \$.05 per book, per day

**Over Dues:** A book is overdue if it is forgotten on the day it is due. If the child is absent on library day, the book is not overdue if it is returned the very first day the child returns to school. The book is overdue if the child forgets to bring the book to the library on that first day back.

Return Hours:	8:45-9:00 AM 3:15-3:35 PM
PM Kindergarten	12:45-1:15 PM 3:15-3:45 PM

**Checkouts:** Kindergarten 1 book beginning the second semester

Grades 1-5 2 books, no books are checked out if there are fines or books outstanding.

**Notices:** Weekly notices are sent out to remind the children of fines or overdue books.

**Lost Books:** If a book is lost, the price paid for the book is charged. If the book is found or returned after it has been paid for, the fee will be refunded minus the fine.

## FIRE AND TORNADO DRILLS

Fire drills are held on a monthly basis. Tornado drills are held at least monthly during the spring storm season. **Schools are not to be dismissed in the case of a tornado warning, except at regular dismissal times - and only then if it is prudent to do so. Students may be retained after normal dismissal time.** If a tornado warning is given prior to the departure of the buses, drivers are instructed **not to leave the school.** Drivers are to escort the children back to school. If a warning sounds while the buses are transporting students, drivers are instructed to stop

the buses at the nearest shelter and notify the principal, who will notify the parents. We strongly urge parents **NOT to attempt** to take their children from school if a warning is sounded. They could be placing their children and themselves in extreme danger.

## BIRTHDAY TREATS

Please check with your child's teacher before you send in any birthday treats. As a general rule of thumb, store bought is best, but if they are homemade, please package them individually.

## CLASSROOM DISCIPLINE PROCEDURES

Each teacher will have rules and procedures which students 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.

\* When a student receives a detention, a detention notice will be sent home stating the date, time, length and reason(s) for the detention. This form is to be signed by a parent and returned the next school day.

Any student who chooses a pattern of classroom misbehavior is subject to suspension from school, emergency removal from class, exclusion from class activities such as field trips, assemblies, parties, programs, or exclusion from school sponsored activities.

## DRESS CODE

A student's appearance contributes to good order and a positive educational atmosphere. Students need to practice good personal hygiene and wear neat, clean clothing. Modesty must prevail and anything, which has the potential to be disruptive or unsafe, is not allowable. Clothing with rips, tears, or holes is **not** permitted. Clothing containing drug or alcohol related slogans or symbols are **not** permitted. Clothing containing suggestive slogans or violent messages, or obscene messages is **not** permitted.

1. Any article which might damage furniture, floors, Etc. is prohibited.
2. Shorts: Appropriate shorts may be worn. Appropriateness is based on length and decent fit. Appropriate length is mid-thigh. This also applies to skirts. Cutoffs or spandex is inappropriate and therefore not allowed.
3. Tops: Tops should be respectable and non-revealing. Bare midriffs, cropped tops, see-through

- tops are **not** acceptable, nor are shirts without sides. Tank tops are **not** appropriate for school dress.
4. Pants and jeans must be kept at the waist.
  5. Shoes must be worn. Safety may preclude some items (open toed shoes in science class) from being worn.
  6. Hats and sunglasses are not to be worn in the building.
  7. Overcoats or out-of-doors coats are not to be worn in the building unless specifically authorized by the principal.
  8. Hair styles that are deemed inappropriate and/or distracting to the learning environment are **not** acceptable.
  8. Parents will be called to bring appropriate clothing for their child if the dress code is violated.

## STUDENT CODE OF CONDUCT

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

school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence. This Code of Regulations is adopted by the Board of Education of the Oak Hills Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct listed below (either specifically or generally) is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function, school organization function or activity, or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times on or off school property when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Oak Hills Local School District. The superintendent/designee may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

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

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

**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 of 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, matches, 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, 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:** Students shall not be permitted to possess electronic laser pointing devices or electronic light emitting devices without written permission of administration.

**GRADES K-8:** Students in grades K-8 shall not be permitted to possess beepers, pagers, cellular telephones or any other related communication devices.

**GRADES 9-12:** A student who carries a cellular telephone must keep the device turned off during the school day. A student may only place a call on a cellular telephone with permission of a teacher or administrator. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator.

**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 of 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 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.

[Revision date: March 3, 1997]

[Revision date: September 2, 1997]

[Revision date: May 4, 1998]

[Revision date: August 3, 1998]

[Revision date: March 6, 2000]

[Revision date: January 8, 2001]

[Revision date: April 16, 2001]

[Revision date: April 11, 2005]

[Revision date: May 23, 2006]

## ACCEPTABLE USE POLICY

For Internet/Online Services/School District  
Computers and Networks

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

Unfortunately, the great potential of computer networks is not always used in a positive and constructive way. The Internet, in particular, has been subject to some abuses because it is simply a system of interconnected computers that is not controlled by any country or organization. Therefore, it is possible to find on the Internet material that would be highly offensive to most people, harassing messages, and fraudulent commercial offers. In certain instances, the Internet and commercial online services have also been used by criminals to seek out children.

On the whole, we believe that the tremendous value of computers and the Internet as an educational resource far outweighs the potential risks. Almost all of these risks can be avoided by simply using common sense. However, **if parents feel they do not want their child to have live Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of**

school.

## **Acceptable Use Policy**

### **I. Acceptable Uses and Limitations**

For the purposes of this policy, the term "network" is defined to be any computers linked together by wire, wireless, fiber, or other connection, including district computers, dial-in access to district computers, or computers of the HCCA.

Computers and computer networks shall be used solely for academic purposes or other purposes that support the educational mission of the Oak Hills Local School District. Computers and computer networks may not be used for illegal activities, transmitting or receiving sexual materials, commercial activity, political activity, personal use, entertainment, accessing unauthorized computers, promoting any illegal activity, or promoting the use of drugs, alcohol, or tobacco.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

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

### **II. Security and Safety**

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

- a. must not reveal real names, addresses, phone numbers, or other personally identifiable information about themselves or others without the express permission of a supervising staff administrator and signed approval of parent or guardian
- b. must not participate in any real-time communications (such as "chat rooms") without the expressed permission of a supervising staff member or administrator
- c. must not agree to meet any person contacted

through a computer network without parental permission

d. shall inform his/her teacher, staff member, or administrator of any inappropriate or sexually oriented messages or unsolicited requests for personal information about a student sexually oriented messages or unsolicited requests for personal information about a student.

e. must exit immediately from any site containing sexually explicit material, material considered to be harmful to minors or other material deemed inappropriate under this policy

f. shall protect their passwords and account identification and may not give such information to others or allow other persons to use their passwords and/or account identification

g. must log off all networks before leaving a computer

h. must not have any account name or password that is not known by the system administrator, or the staff member serving in this capacity at the discretion of the system administrator.

A staff member may furnish material from the Internet to students after screening it, either as individual files or as a simulated web site contained on a local computer ("proxy server") with no live access. Teachers and staff must have completed district-approved Internet training and have qualified for Internet access before supervising students on the Internet or on a local proxy server.

### **III. Responsibilities of Users**

It shall be the responsibility of the user:

- a. to use the network only for appropriate purposes
- b. to notify a staff member or administrator of computer or network malfunctions
- c. to reimburse the district for any damage or loss incurred as a result of inappropriate use
- d. to be a courteous computer user by avoiding the use of language which is obscene, vulgar, abusive, or disrespectful
- e. to avoid any use or practice that interferes with the use of the computer or network by others
- f. to respect the privacy of other computer users to the maximum extent possible.

### **IV. General Prohibitions**

Computer and computer network users:

- a. may not violate any copyright laws
- b. may not engage in or attempt to engage in the unauthorized copying of files, programs, or other software
- c. may not engage in any form of plagiarism
- d. may not write or attempt to write to any directory other than his or her own without permission of the supervising staff member or administrator

- e. may not delete or modify or attempt to delete or modify any system files
- f. may not engage in or attempt to engage in any interference, sabotage or vandalism of others' computers or software (such as "hacking," "spamming," or virus copying)
- g. may join mail lists only with permission of the supervising staff member or administrator
- h. may incur long-distance charges only with permission of the supervising staff member or administrator
- i. may not use another person's password or account information, or secure or attempt to secure another person's password or account information
- j. may not abuse, damage, or vandalize or attempt to abuse, damage, or vandalize computer and related equipment, including software and operating systems
- k. may not introduce, attempt to introduce, or allow to be introduced, a virus in any form into any computer or network
- l. may not make any connection to another computer on the network or through telecommunications or attempt to make any such connection without the express consent of the system administrator or the staff member serving in this capacity at the discretion of the administrator. The ability to connect to another computer or network does not imply a right to do so.
- m. may not use profanity, obscenity or other language that may be offensive to another user or which is intended to harass or bully other users.

**V. Loss of Privileges and Accountability**

Computer access is a privilege and not a right. Any person who engages in any inappropriate use, whether listed specifically in this policy or not, or violates any other provision of this policy may have his/her access privileges suspended or revoked without notice.

Violations of this policy may also be punishable under the Student Code of Conduct or local, state, or federal law.

Suspected criminal activity shall be reported to appropriate authorities, such as the Hamilton County Sheriff's Office Regional Electronics Computer Intelligence Task Force.

**VI. Right of Access**

The district will make efforts to respect the privacy of students and staff using computer networks for e-mail communications and other purposes. While e-mail or files reside in an inbox, outbox, or other directory on a district computer, the contents are the property of the district.

The district reserves the right, but is not obligated, to

examine any such communications or other computer-based information when reasonably necessary to investigate a suspected violation of school rules or this policy, or where necessary to ensure the security and integrity of the computer or computer network. Students and staff should have no expectation of privacy in anything created, received, sent, or stored on district equipment or transmitted over district-provided telecommunications services.

**VII. Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a staff member, student or his/her parents; for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network.

Due to the nature of electronic communications, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network.

## **Notice of Photo Release 2017-18**

Dear Parents,

To promote activities in the Oak Hills Local Schools, my staff is often in your child's classroom taking still photos. Some may appear in district publications, including but not limited to, the calendar, annual report, community newsletter, the web site, or promotional/recruiting materials. Others may be sent to the *Community Press* or other newspapers in the area to highlight academic or extracurricular achievements.

**Emily Buckley**  
**Communications Coordinator**

Sign below and return to your child's teacher if you **DO NOT** grant permission.

(Do not return this form if permission is granted).

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**Return only if you do not grant permission**

**PLEASE PRINT**

Child's Last Name \_\_\_\_\_ First Name \_\_\_\_\_

School attending in school year 2015-2016 \_\_\_\_\_ Grade \_\_\_\_\_

**I DO NOT GIVE PERMISSION TO HAVE MY CHILD'S PICTURE TAKEN FOR ANY REASON.**

Signature of parent or guardian \_\_\_\_\_

Date \_\_\_\_\_

**Return to your child's school promptly. Thank you.**

**Please Read and Return to Homeroom Teacher!**  
**Return by Friday, August 25<sup>th</sup>, 2017.**

I have read the Student Handbook and am aware of rules, procedures, and policies.

Signed,

\_\_\_\_\_ (parent)

I have reviewed the Student Handbook and rules.

Signed,

\_\_\_\_\_ (student)

Date: \_\_\_\_\_

***IMPORTANT!!!***

Please indicate your family email address for the JFD distribution list!

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**Student Name/ Grade**

**Level:** \_\_\_\_\_