



OAK HILLS HIGH SCHOOL STUDENT HANDBOOK



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Greeting From the Principal

Welcome to Oak Hills High School, home of the Highlanders. On behalf of the faculty and staff, we wish you well as you work toward completing your high school education. High school can be one of the most enjoyable periods in your life. Work hard, get involved and choose wisely your activities and curriculum.

We are proud of the record achieved by many of our students in academic pursuits as well as extracurricular activities. Oak Hills is what you make it. You are Oak Hills High School.

Here at Oak Hills, we encourage and expect all students to represent themselves, their family, school and community in a positive manner at all times inside and outside of school. We will be working on a total education, developing not only academic skills, but character traits as well. The "Tartan Traits" below have been identified to assist our students in the area of character and responsibility as Oak Hills students.

- Be Cooperative
- Be Accountable
- Be Aware
- Be Respectful
- Be Responsible

Mission Statement

All Oak Hills High School students will achieve success by graduating with a shared sense of global awareness and the critical skills to be career and college ready.

Vision

Oak Hills High School will be nationally recognized for innovative programs of study, distinguished faculty, and exceptional student achievement.

Core Beliefs

All students will achieve success.

Oak Hills High School will foster community engagement, awareness and involvement.

All staff members will embrace collaboration, and learn through professional development.

Oak Hills High School will develop student leadership, service and responsibility.

A Welcome To All Students

The keywords for a successful high school career are INVOLVEMENT and OPPORTUNITY. To be involved is to care about your school and the people in it. This is your school - so become a part of the whole program. Do yourself and your school a great service, get INVOLVED. By participating in school related functions, opportunities will present themselves and benefit your experience here at Oak Hills High School.

The Pledge

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."

The pledge is recited by all students and staff on the first school day of each week.

The Flag

Oak Hills High School is an institution of a kind that is characteristic only to the United States of America. It recognizes and promotes all those ideals that are engendered in the Constitution of our nation and exhibited in the American way of life.

The pledge to the flag and/or National Anthem will be presented at all appropriate occasions. The flag will be displayed from the school's flag staff at all times, weather permitting, when school is in session. It will be displayed at all indoor gatherings of people at programs and athletic contests.

Alma Mater

First Verse:

The oak leaves gently falling upon Ohio hills,
Bring mem'ries of our high school and pride which it instills;
We see the tartan waving The Cunningham we love
And then a host of Highlanders, All other teams above.

Refrain:

Oak Hills, we'll always love you, Tho' we are far away,
Oak Hills we'll ne'er forget you, You're in our hearts to stay.

Second Verse:

We'll see your halls in mem'ry, the classrooms and the field, like Caledonian pictures,
to time and heart revealed.
There is no other high school Which in our lives fulfills
The dreams which youth has cherished as does our own Oak Hills.

The Red and Black we cherish, Enshrined on mem'ry's throne, Oak Hills our Alma Mater,
We stand for you alone.

Words by Alice Kennelly Roberts, Music by William C. Fenton (Members of the original Oak Hills faculty)

Fight Song

On Highlanders, come on team, Victory's what we're striving for, Beat'em fair and beat'em square boys, Fight for Oak Hills High, Rah! Rah! Rah!
On Highlanders, come on team Beat'em with all your might! Fight, team! Yea, team fight! for the glory of Oak Hills High!

Absence & Attendance

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Excusable Reasons for Absence

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parent/guardian or communicated electronically (for example, email to school's attendance officer or voice message on the school's attendance line). The excuse shall be submitted to the Principal and filed as part of the student's school record.

A written or electronically communicated excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

- 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:

1. the student shall have a statement to that effect from his/her parents;

2. 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;
 3. 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.

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. (see Form 5230 F1)
- 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 Principal's 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.

Tracking Remote Attendance for the 2020-2021 School Year

Consistent with the Remote Learning Plan submitted to the Ohio Department of Education, the District will provide a variety of instruction models, including both teacher-led remote learning and self-directed remote learning. While attendance will be monitored and collected at the student level, the tracking of attendance does not necessitate knowing what every student is doing at every moment with regard to the student's educational experience. Regardless of the way attendance is tracked, the District will convert to and report attendance in hour increments (i.e., while attendance may not be taken hourly in the remote learning setting, the attendance information collected will be reported in hourly increments for each student.

Student attendance in teacher-led remote learning (synchronous web-based instruction) shall be tracked in the same manner as hourly, in-person instruction. Teachers shall determine hourly attendance by evidence of student login and logoff data. Teachers are encouraged to verify meaningful attendance in a method selected by the teacher, such as an ungraded quiz at the close of a lesson, a survey or poll questions (unrelated to the lesson and unpredictable) at the end of the lesson, or asking students questions at random throughout a session.

In addition to the reasons listed at the beginning of this guideline, absences from teacher-led remote learning (synchronous web-based instruction) may be considered excused under the following circumstances, with notice from a parent/guardian:

- A. temporary internet outage for individual students or households
- B. temporary technical difficulties for individual students or households, such as password resets or software upgrades occurring during a teacher-led learning lessons;
- C. computer/device malfunction;
- D. malfunction of a District-owned device for which the District is providing technical assistance, repair, or replacement.

Attendance in self-directed remote learning (asynchronous) shall be tracked by evidence of participation, which may include, but is not limited to:

- A. daily logins to learning management systems;
- B. daily interactions with the teacher to acknowledge attendance, which may include, but are not limited to, messages, emails, telephone calls, video chats or other formats that enable teachers to engage with students; and
- C. assignment completion.

The teacher will determine the number of hours a typical student would take to complete an assignment and report those hours of attendance when the assignment is completed. A teacher may adjust the number of hours of attendance based on the length of time the student actually spent on the assignment, as reported by the student, parent, or other person with knowledge.

If there is no evidence a student participated or engaged in any way in a remote learning activity, the student will be marked with an absence for the hours allotted for that remote learning activity.

Remote learning shall not be used to make up absences from in-school learning.

The District's efforts to foster student attendance in a remote learning setting will be guided by the following principles:

- A. It is critical to build and maintain strong relationships that can endure time and distance. To this end, the District will strive to (a) maintain updated contact information for students and parents, (b) engage in outreach opportunities to learn more about the student and/or family's digital access (including internet connectivity, and technology devices), and (c) establish meaningful communication that connects students, families, educators and, in some cases, other caring adults from the community.
- B. The District will balance its focus on consistent student attendance, including exposure and engagement in learning, with a priority on the health and safety of students, families, and educators.
- C. The District will seek to maintain frequent contact with students and families, connect students to appropriate resources, encourage student participation, and offer enriching, interesting and engaging learning opportunities.
- D. The District will use data to drive its decisions that are aimed at understanding successes and opportunities, supporting diverse learning styles, identifying solutions, and driving continuous improvement.
- E. The District will leverage community partnerships to strengthen its efforts to support student's attendance, exposure, and engagement in learning, and student's overall mental health and well-being.
- F. The District will employ a multi-tiered system of support to remove barriers that prevent students from participating and engaging in learning, mitigate negative learning experiences, address lack of engagement and misconceptions, and provide needed social-emotional support.

Staff responsible for recording student's attendance in the District's student information system shall be afforded flexibility in situations where students have varied schedules throughout the week. Such flexibility is particularly important in circumstances where a family's schedule necessitates a student complete a majority of his/her remote work during the evening or over the weekend. Ultimately, staff are authorized to attribute attendance hours to specific days in the school's calendar for information system purposes and to determine which days will show any remote education-related absence. For example, in situations where the District is facing

assignment completion into attendance and a student shows no participation in a remote education activity that should have taken three (3) hours for all students, the three (3) hours of absence do not have to be split across the five (5) days the student had to complete the assignment. To ease record keeping and data entry, the staff may record all three (3) hours of absence on one (1) of the remote learning days provided for the assignment.

Early Dismissal from School

When a student needs to leave school early, or knows in advance of an absence either for a whole or partial day, that student must bring a note signed by his/her parent or guardian to the Attendance Office (located off the commons entrance) for approval. This note should come at least one day prior to the absence. **The note for any dismissal must include the following information:**

- **Student's full name**
- **Students grade level**
- **Date of absence**
- **Reason for absence**
- **Telephone number the parent can be reached during the day.**

Doctor, dental appointments, and driver examinations should be scheduled outside of school hours. Again, all notes from parents, doctors etc., must be turned in to the Attendance Office.

Attendance patterns will be monitored closely. Letters and referrals to the Green Township Police Department and/or Juvenile Court System will be used to bring about compliance with state law.

Late Arrival to School

Any student who arrives late to school will need to enter the school through the commons. The attendance office is just inside the commons. Once inside, students should report to the attendance office to receive their pass to go to class. Students with a note from parents will be entered as a late arrival, while students without a note from parents will be entered as tardy.

College Visits

Any student who plans on attending college is strongly encouraged to investigate potential choices carefully. An official visit to the campus being considered is highly advisable. Every effort should be made to visit colleges on days when they are in session and Oak Hills is not in session. If this is not possible and a student must miss a school day in order to visit a college, then the student's parent/guardian must either send in a signed note with the student to the attendance office ahead of time or call the Attendance Office on the morning of the absence and inform them that the student will not be in school due to a college visit. Students are limited to three college visits (3) per school year.

The student must deliver a letter of attendance on school letterhead from the college/university to the Attendance Office in order to be excused as if he/she was on a field trip; no absence will appear on the student record.

Course Deadlines - July 1st

If students would like to drop a class, the house counselor or summer counselor should be consulted. AS OF JULY 1ST, COURSE REQUESTS ARE FINAL. Please note that some music courses have a specific June deadline and may not be dropped after this point. It is important for every student to select his or her courses after having read the on-line registration information carefully and having discussed the courses with teachers, counselors, and parents. Changes may be made by the administrative team if deemed necessary.

For the first five days of either semester, the only reason a student schedule will be changed is to balance class sizes or to correct scheduling errors. **After the 10th day of each new class (year-long or semester classes) courses can no longer be dropped without penalty** unless approved by a principal, and no changes in the declared status of a class will be permitted. Changes in the level of a class can be discussed at any time through the consultation of parent/guardian, student, teacher, counselor and house principal.

Acceptable Use Policy (AUP)

OAK HILLS ACCEPTABLE USE POLICY INFORMATION TECHNOLOGY RESOURCES IN THE SCHOOLS

We in the Oak Hills Local School District are pleased to be able to offer our students, staff and guests access to computer technology, including access to the Internet, certain online services, and the Oak Hills information technology network. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. We envision a learning environment where technology is a part of us, not apart from us.

We believe that the tremendous value of technology and the information technology network as an educational resource far outweighs the potential risks. We will leverage existing and emerging technology as a means to learn and thrive in the 21st Century and prepare our students for success toward their goals in the competitive global, electronic age. We feel that access to the tools and resources of a world-wide network and understanding when and how these tools are appropriately and effectively used are imperative in each student's education. However, if parents feel they do not want their child to have Internet access, then they will be responsible for informing their child's teachers, in writing, before the end of the second week of school.

The school's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor, or director to help decide if a use is appropriate. Adherence to the following policy is necessary for continued access to the school's technological resources:

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect & protect the integrity, availability, & security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions through the creation of a service request.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the policy above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or video conferencing (students require a teacher's permission).
3. Install or download software, if also in conformity with laws and licenses, (students must be under the supervision of a teacher).
4. Use the resources for any educational purpose.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with the Board's Code of Conduct up to and including suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of District owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

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.

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 user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of email sent and received over any computer network.

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 damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

Announcements

Student announcements will be emailed daily. These include pertinent information for the day's activities as well as administrative announcements and directives. Announcements can only be used for school sponsored events. Announcements are also updated on the school website.

Athletics

Oak Hills High School competes in the Greater Miami Conference (GMC) in the following sports: football, cross country, basketball, swimming, diving, track, golf, baseball, tennis, wrestling, volleyball, softball, soccer, bowling, gymnastics and lacrosse.

Information for all teams are online at www.oakhillssports.com

All Sport Pass

The Athletic Department is selling a "Student All Sport Pass" to all high school and middle school Oak Hills students for \$60.00. The pass will be honored at ALL Oak Hills home athletic events with the exception of tournaments. The pass will be honored at ALL Middle School (Bridgetown, Delhi, Rapid Run) home athletic events with the exception of tournaments. This pass INCLUDES the Oak Hills **HOME** basketball and soccer games vs Elder! These passes can be purchased during summer schedule pick up or during the school year from the Athletic Department. Replacement passes for lost or stolen passes will be \$15.00. The pass is non transferable. Students must show proper school ID when using the pass or the Athletic Department has the right to refuse admittance and confiscate the pass.

Counseling and Guidance

Counseling and Guidance information can be found on the school website.

Counselor/Psychologist
Ken Meibers, Counselor

Students
last names A - C

Location
Room 305

Katie Magnus, Counselor	last names D - Hi	Room 522
Hannah Burns, Counselor	last names Ho - Me	Room 526
Kyna Southworth, Counselor	last names Mi - Se	Room 526
Katie Johnson, Counselor	last names Sf - Z	Room 305
Fran Gilreath - College Counselor	All Students, Jr. & Sr.	Room 305
April Roush, School Psychologist	last names A - Go	Room 522
Amy Asper, School Psychologist	last names Gr - O	Room 526
D.J. Young, School Psychologist	last names P - Z	Room 522

District Title IX Coordinators

The Board of the Oak Hills Local School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources
 6325 Rapid Run Road
 Cincinnati, OH 45233
 (513) 574-3200
 e-mail address located at ohlsd.us

Director of Student Services
 6325 Rapid Run Road
 Cincinnati, OH 45233
 (513) 574-3200
 e-mail address located at ohlsd.us

Discipline - Code of Conduct

STUDENT CODE OF CONDUCT

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.

Teachers, school bus drivers, and other employees of this Board having authority over students may take such action as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

Discipline on Board vehicles shall be the responsibility of the driver on regular bus runs. When Board vehicles are used for field trips and other Board activities, the teacher, coach, advisor, or other Board employee shall be responsible for student discipline. If a student becomes a serious discipline problem on a vehicle, the Superintendent and/or his/her designee may suspend the transportation privileges of the student providing such suspension conforms with due process. The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 - Due Process Rights.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. If a parent cannot be contacted, the student should be detained on another day. The exception to this practice would involve detaining the student due to health or safety concerns.

Due Process Rights

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:

- A. **Student subject to suspension:**

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).
6. 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.

B. 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.

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

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

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 report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

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

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

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

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

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

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

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

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

Complaints

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

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

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

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

Privacy/Confidentiality

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

Reporting Requirement

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

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

Immunity

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

Notification

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

The statement may be delivered electronically.

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

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

Education and Training

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

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

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

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

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

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

Gun-Free Schools

Weapons

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

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.

The Superintendent shall require the posting of signs as required by R.C. 3794.06 and as specified by the Ohio Department of Health.

Advertising/Promotion

In accordance with Policy 9700.01, tobacco advertising is prohibited on school grounds, in all school-sponsored publications, and at all school-sponsored events.

Tobacco promotional items that promote the use of tobacco products, including clothing, bags, lighters, and other personal articles are not permitted on school grounds, in school vehicles, or at school-sponsored events.

Violations of this policy may result in removal from school property or the school activity in accordance with Policy 9150 – School Visitors.

Drug Prevention

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
- B. all chemicals which release toxic vapors;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. anabolic steroids;
- F. any substance containing betel nut (areca nut);
- G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, or at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:

- A. emphasize the prevention of drug use;
- B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 - 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 - 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - 3. assists students to develop skills to make responsible decisions about substance abuse and other important health issues;
 - 4. promotes positive emotional health, self-esteem, and respect for one's body;
 - 5. meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education
- C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- D. provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
- E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions;
The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
- F. provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
- G. require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
- H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
- I. provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
- J. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative guidelines on Search and Seizure Policy 5771 and AG 5771, Suspension and Expulsion Policy 5610 and AG 5610, and Permanent Exclusion Policy 5610.01 and AG 5610.01 are complied with fully.

The Superintendent shall establish administrative guidelines necessary to implement this policy. Such guidelines shall ensure that the proper notice regarding the use of anabolic steroids is posted in each of the District's locker rooms used by students in grades 7-12.

DAMAGE TO SCHOOL PROPERTY

Care of School Property

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.

A reward may be offered by the Board for the apprehension of any person who vandalizes school property.

The Superintendent shall develop administrative guidelines to implement this policy.

STUDENT CONDUCT ON SCHOOL BUSES

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.

STUDENT REGULATIONS ON BUSES

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 Ohio 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.

District Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Director of Human Resources
513-574-3200
6325 Rapid Run Road
Cincinnati, OH 45233

Director of Student Services
513-574-3200
6325 Rapid Run Road
Cincinnati, OH 45233

District Title IX Coordinators

The Board of the Oak Hills Local School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Director of Human Resources
6325 Rapid Run Road
Cincinnati, OH 45233
(513) 574-3200
e-mail address located at ohlsd.us

Director of Student Services
6325 Rapid Run Road
Cincinnati, OH 45233
(513) 574-3200
e-mail address located at ohlsd.us

DIRECTORY INFORMATION - Annual Public Notice

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the Superintendent's annual public notice.

In accordance with Federal and State law, the Board shall release the names, addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The Superintendent is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory information," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information," on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not permit the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent: The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact your school nurse.

Dress Code

Dress and Grooming

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

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

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

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

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

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

Expectations for dress and grooming:

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

5. **No** head coverings or sunglasses except for religious or medical purposes are to be worn in the school building.
6. **Overcoats or out-of-doors coats** are not to be worn in the building or during class time unless specifically authorized by the principal.
7. **Accessories and Jewelry** - Heavy chains, studded bracelets, and dog collars are not permitted. Excessive piercings or jewelry that is disruptive to learning will be deemed inappropriate.
8. **Tattoos** - Any tattoo that would be a disruption to the educational system including drug, tobacco, weapons, and alcohol related references, obscene or double-meaning tattoos, and modesty based on community standards must be covered in school and at all school activities.
9. **Hair color** - The color and/or style of hair must be such that it does not cause disruption to the educational program or extra-curricular activity.

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

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

Ultimately dress code violations are based upon Administrative judgement.

Eligibility

All students in activities will be required to meet the same standard of academic eligibility. The standard will be the same as the one outlined by the Ohio High School Athletic Association.

The standard is as follows:

1. To be eligible to participate in high school athletics, the student needs to pass five "full credit" classes each quarter of the school year. The classes that do not count toward eligibility are mainly Fitness Education classes. Most other high school classes count as "Full credit" classes. A passing grade consists of a "D" or higher in each of the 5 classes. Each sport may have more stringent academic requirements to participate in the sport. Please communicate with your daughter or son's sport coach to inquire about the sport's academic requirements.
2. Athletic Eligibility starts and/or ends on the 5th school day after the preceding academic quarter. Athletic Eligibility will be determined each quarter by the Athletic Department and will be communicated to the student-athlete and the related school sport.
3. Students must be in school at least 3 consecutive periods to participate in extracurricular activities that day. Activities other than interscholastic athletics include, but may not be limited to: band, drill team, cheerleaders, all "Scots" groups, class and student council officers, student council members, drama, speech and debate, chess, language clubs, science clubs, audio visual, yearbook, newspaper, foreign exchange club, athletic team trainers, managers, and statisticians, intramurals, show choir, stage crew, "Best of Oak Hills," library aides, science aides, physical education aides, and dances.

Please refer to the OHSAA website to check for any other important athletic eligibility requirements. The OHSAA website can be located at this link:

<http://www.ohsaa.org/eligibility/default.asp>

Emergency Medical Authorization

State law requires that all students be "covered" by their parent's or guardian's signature on a form designating the type of treatment and care school personnel can give in case of an accident or other emergency. This form is what the Emergency Squad requires for transport. These forms will be completed online. Students will not be permitted to participate in any extracurricular activities, field trips, picnics, and such unless one of these forms is on file in the office.

Evacuation and Shelter Drill

Fire and tornado drills will be conducted at intervals at the sounding of an automatically controlled tone system which gives an alarm throughout the building. Lock down drills will be conducted quarterly. Signs posted in classrooms will advise the student of the proper exits or shelter area.

The main rules to follow during the drills are: move quickly, but do not run, push, or talk. Return to the room when the proper signal is given from faculty or school administrators.

Fire drills are scheduled monthly and tornado drills in September, October, March, April and May. Lockdown drills are scheduled monthly.

Fees

All students attending Oak Hills High School are required to pay an instructional fee each year. The fee is \$130. **This fee must be paid before a student can participate in any extracurricular activity which includes, but is not limited to, athletics, clubs, organizations, dances, and special school events.**

Other fees can be incurred but only if a student participates in specific courses and/or activities. These fees include, but are not limited to: participation fees in extracurricular activities, course materials fees for projects in Art, Music, and Design, and AP exam fees. Optional purchases include items such as: Student Sports Pass, Student Parking Pass, Caledonian yearbook, etc.

Instructional Fee	\$130.00
All Sport Pass	\$60.00 (Includes <i>all</i> Oak Hills high school and middle school home games.)
ID Badges	\$5.00 Lost or damaged ID's
Parking Lot Permit	\$50.00
Return Check Fee	\$18.00

Field Trips

Field trips shall be scheduled outside school time whenever possible and reasonable. Some, by their nature, must be scheduled during school hours.

Students will have the option to attend or not to attend the field trip based on work which

will be missed on that date. For purposes of arranging transportation, students not planning on going should inform the originating teacher within three (3) days of the scheduled trip. There will be no reprisals for not attending a trip. Students may be responsible for costs associated with field trips.

Students who attend a field trip are responsible for all class work that is missed because of the trip and all work is due as originally scheduled.

Field trips are a privilege, not a right. Teachers may deny a student this privilege based on grades, attendance patterns, behavior patterns, or work schedule for that day.

Food

Water is available in vending machines during school hours. **No food or drink (other than water) is to be consumed in any area other than the Commons.**

Grading Policy

The school year is made up of 4 quarters. All grades will be based on percentages accompanied by a letter grade. These grades are used to determine if a student passes a course, and thus receives credit.

To receive credit Final average must be 59.5% or greater

89.5 – 100	A
79.5 – 89.49	B
69.5 – 79.49	C
59.5 – 69.49	D
49.5 – 59.49	F

Cheating/Academic Integrity

Plagiarism is literary theft and therefore a form of cheating. Plagiarism in most instances is easy to identify and expose. The very force that makes plagiarism easy and tempting, the internet, makes its detection easy. Most teachers can locate the source of suspected plagiarism within a few minutes of searching the web. Students should be aware that Oak Hills High School places a priority on maintaining integrity on all coursework.

All parties to plagiarism are considered equally guilty. If you share your coursework with another student and he or she plagiarizes it, you are considered as guilty as the one who has plagiarized your work, since you enabled the plagiarism to take place.

Plagiarism may result in an "F" on the assignment/course. Note: Teachers may establish rules and regulations specific to their course.

Graduation

In order to participate in commencement exercises, a student must have earned all credits for graduation both total and specific by subject. Students must also have met state testing criteria which are required for graduation (Ohio End of Course Testing).

The student must attend the commencement rehearsal and have no outstanding attendance issues per Attendance Guidelines, fees, fines or obligations due either Oak Hills Schools or

due another school where records cannot be released without a final settling of accounts.

Students must conform to dress expectations for commencement participation *and* may not violate any standards listed in the Code of Conduct. Removing a student from line will be a rare yet proper exercise of authority.

We wish commencement exercises to be a dignified and appropriate conclusion to a high school education where all participants have completed their requirements fully. Students not participating in commencement exercises may pick up their diplomas on the date determined in graduation information provided to seniors.

Health Center

The Health Center is located next to Room 313. It is available to all students who become ill at school, sustain injuries, or need help.

No student will be admitted to the health room either during or between bells without a pass, unless it is an emergency injury, fainting, acutely ill, etc., and then the student should be accompanied by another person. Students shall not remain in the health room for an entire bell. They will either be sent back to class or home.

A student who becomes ill and wishes to report to the Health Center must obtain a pass from his teacher. Any injury sustained must be reported to the teacher in charge, who depending on the nature of the injury, will contact the office or nurse, or send the student to the Health Center. **Students should not call parents from their cell phones or classroom phones.** The nurse will call parents, if needed.

During fourth bell lunch the health room is only available for treatments and medications. Students are to remain in class or the lunchroom unless a true emergency occurs.

Emergency Medical Authorizations (EMAs) are completed online. All EMA's should be completed and updated yearly, if not they will be incomplete and default with no consent for treatment. Please make sure all emergency information and all contact phone numbers are complete in case your child becomes ill at school or they leave by EMS. There will be no hard copies of EMA'S this year.

If a student comes to the health room more than eight times a quarter, the parent, house counselor, and principal will be notified.

Medicine

The Oak Hills Local School District discourages the taking of any medication during the school day. **Students are not to carry any medication on their person in school.** When absolutely necessary for a student to take prescribed medication during the regular school day, the rules listed in Board Policy JHCD will apply. In summary, they are:

1. Prescription medicine and over the counter medication must be sent to school in the original, marked container and taken immediately to the clinic. **THE FORM INDICATING THE NUMBER OF PILLS SENT MUST BE SIGNED BY PARENT AND WITH MEDICATION. This is found on the front of the school website page.**
2. Prescription medicine and over the counter medication must be accompanied by the Permission to Administer form, signed by both parent/guardian and physician.

3. Changes in dosages or times of administration must be documented with a new Permission to Administer form signed by the parent/ guardian and physician.
4. It is the responsibility of the student to report to the clinic to take the medication at the proper time.
5. Non-prescription medication such as aspirin or Tylenol (needed for one day use only) must be accompanied by a note signed by the parent giving the name of the medicine, dosage, and time of administration. A new note is required each day.
6. **Students will not be permitted to go home and come back to school to get medication. Students that have frequent headaches or menstrual cramps and take regular medication for these problems, are encouraged to have medication in the health room for the school year.**

Honor Roll

Three honor rolls have been established. The first is "Highest Honors" and includes students achieving all grades of "A" for a given quarter. The second is "High Honors" and is made up of those students having an average between 3.5 and 3.99 for the quarter. The third is "Honors" and is made up of students who have an average between 3.0 or 3.49. The honor roll will be published at the end of each quarter of the first three quarters.

Insubordination

Any student who refuses to follow the reasonable directive of any staff member is insubordinate and may receive school related consequences, including suspension from school, regardless of circumstances leading up to the student's decision to not obey the directive. Students feeling they are not being treated fairly are expected to follow reasonable directives at the time they are issued and seek avenues for expression of their concerns after completing the specifics of the directive. This applies on school grounds and at school related events regardless of location.

Lockers

Students may request a locker to be assigned to them. This locker will be used until the end of the school year. Periodic inspections will be made by the homeroom/advisory teacher and principal to see that they are kept neat and orderly. **Use only the locker assigned to you**, and keep it locked at all times. All personal items, book bags, and books, when not in use, are to be kept in lockers. Lockers are the property of Oak Hills High School, are on loan to students free of charge and can be accessed by an administrator at any time. ***Oak Hills High School assumes no responsibility for the contents of the lockers.*** Do not tamper with another locker or give your combination to another person. Since lockers are the only place at school where students may safely keep their personal belongings, extreme care is urged that the locker be kept locked at all times and that students safeguard their combinations. Do not trade lockers, or share *lockers* with another student unless assigned to do so. Do not leave money in lockers. Store electronic equipment/devices in your locker at your own risk. The school cannot accept responsibility for safeguarding such property in lockers. The school district has the legal right to have its school officials inspect the contents of any locker at any time when safety and/or welfare of the school or the students are in question or if the contents contain evidence of a criminal or school rule violation. If the lock has been changed and cannot be opened, the lock will be cut in order to access the locker at the owner's expense. This statement should be considered PRIOR NOTICE of any locker search procedure.

END OF THE SCHOOL YEAR LOCKER CLEAN-OUT

All items (school related, personal, and locks) must be removed from your school locker by the last day of school. Any personal items left in the locker will be removed and discarded or given to a non-profit organization. Locks left on lockers will be removed and students may not get them back. Please make sure to bring home all personal items and return all books to the appropriate teachers. Tip about your combination lock - tape the combination number on the lock before you put it away for the summer! Note: It is very difficult to track schoolbooks that are not checked in by the teachers. Students are responsible for making sure all books are returned. Books left in lockers are not considered "turned in". Students will be charged for books that are not returned to the teacher.

Lunch

A servery is located in the Student Commons. With the exception of packed lunches, food is not to be brought in from outside. Any deliveries will be confiscated without compensation. Every student has a 32 minute lunch period. Students are to be in the Commons area only during their designated lunch time; all other areas of the building are off limits for students during their designated lunch time. The bookstore and restrooms are all accessible in the Commons area. A schedule designated lunch times is included on each student's schedule. Lunch periods times are posted throughout the school building in classrooms, hallways, and common areas.

Parking

Students driving to school must apply for a parking permit (this is a Senior/Junior privilege followed by Sophomores, if available). Cost of permit is \$50.00 for the year. The cost will be reduced \$25.00 at the beginning of second semester. The sale of parking permits begins in August during early schedule pickup. All school fees must be paid in order to purchase a permit and all students must have a valid driver's license. Applications are available on the Oak Hills High School Website ([Click Here](#)).

Students parking on campus must follow the following guidelines:

1. Drive with caution at all times.
2. Obey all Ohio motor vehicle laws.
3. Park only in approved areas.
4. Obey school regulations and the guard concerning vehicles.
5. Limit speed to 10 MPH on school grounds.
6. Be responsible for all passengers in the vehicle.
7. Report immediately any accident in which they are involved in.
8. Will not go to the lot during school hours without office permission.
9. Will not leave school grounds without office approval.
10. Have vehicle properly insured.
11. Exit from my vehicle immediately upon arrival to school.
12. *If* permit tag is lost, it will be \$50.00 to replace the tag.
13. *If* caught duplicating (forging) the tag, parking privileges will be revoked and result in appropriate discipline being administered.

Failure to follow the guidelines could result in suspension from the parking lot or suspension from school.

The OHHS parking permit must be hung from the rear view mirror. Cars must be parked in the *lower* lot in marked spaces only with the following exceptions: reserved parking areas for staff along the east fence as marked and no parking between signs. School officials have the right to examine the contents and/or search a vehicle parked on school premises when there is reasonable belief that items contained in the vehicle may interfere with the safe and orderly operation of the school or may be in violation of Board of Education policy, administrative regulation or school rule.

All cars should be locked after arriving and students should go to the building and not remain in the lot. Students park at their own risk and are advised not to leave anything of value in their cars. The Oak Hills School District assumes no responsibility or liability for any loss or theft of any automobile or any part thereof; or for any article left therein; or for any damage which may be caused thereto by fire, trespasses, collision, etc.

Participation Fees

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

1. Athletic
 - a. All students in grades 9-12 participating in high school athletics will pay a \$160.00 fee per sport unless noted below:
 - i. Cheerleading - Football \$80
 - ii. Cheerleading - Basketball \$80
2. Non-Athletic
 - a. All students in grades 9-12 participating in the activities listed below will pay the fees indicated:
 - i. Chess \$60
 - ii. Academic Team \$60
 - iii. Matscots \$60

Progress Reports

Paper progress reports are no longer issued at Oak Hills. PROGRESS BOOK (online grade book) will provide parents and students access to valuable information quickly and conveniently via the Internet. ([SEE PROGRESS BOOK](#)).

Report Cards

Paper report cards will no longer be issued. Students and parents should refer to Progress Book for quarterly and final grades.

Progress Book

Paper progress reports are no longer issued at Oak Hills. **PROGRESS BOOK** (online grade book) will provide parents and students access to valuable information quickly and conveniently via the Internet. This program will allow parents to stay updated on assignments, tests, and communicate with teachers about their child's progress in class. This service can be used from any computer with an Internet connection whether it is from home, work, the library or other location. All activity on the site is secure and will be

restricted to members of our school's community through the use of passwords.

Grades and progress are available at any time by visiting the Oak Hills Web Site and clicking on the Progress Book icon. To access the site, parents and students need to enter the username and password they receive at the beginning of the school year. If you have trouble with your password or the site, please contact the high school for assistance.

School Hours

Regular school hours are 8:00 a.m. to 2:48 p.m. **Unless participating in a supervised activity, students are to be off school grounds by 3:15 p.m.**

Oak Hills Media Center Hours: Monday - Friday: 3:00 to 4:00 (Hours Subject To *Change*)

Early Arrival

Students entering the building before 7.40 a.m. must enter through the Commons doors and remain in the Commons until the 7.40 a.m. bell rings. Students must have a pass to access other parts of the building if necessary prior to 7.40 a.m.

Smoking

There is to be no smoking, **including e-cigarettes and vaporizers**, in the building at any time or on the school grounds at any time. The school grounds refer to the building site, parking lots, athletic fields, and any area in close proximity to school property.

Studio Safety

Safety and hazards instruction is intended to alert you to potential dangers so be alert and cautious, but not afraid. The use of sharp tools in the art classroom carries with it the responsibility for proper use.

Caution: Xacto knives are obviously sharp, so sensible precautions should be observed when using them. Always cut away from yourself, preferably onto a cutting mat or non-slip bench surface. Don't press too hard, let the knife cut & don't force it. Possession or use of a sharp tool outside of the art classroom is prohibited. Students caught violating this code will be reprimanded.

Classroom sets of tools and equipment and basic materials are provided to all students registered in an art class. Tools provided are to remain in the classroom. However, students should expect to purchase personal tools and supplies necessary for homework assignments designated by the instructor. At all times, students are expected to adhere to art studio safety protocols when working in the classroom or operating equipment.

Suspension/Expulsion

Suspension from school results when a student has "disrupted the academic atmosphere." A suspension may be from one to ten days depending on the severity of the incident and could result in the recommendation for expulsion.

Parents will be notified in writing when a student is suspended from school. Students are not to be on school grounds or attend school events while on suspension.

Students are expelled from school for eighty (80) days, for the most flagrant violations of school rules and board policy. Possession, use, sale of drugs, etc., or assaulting school employees are some of the reasons a student can be expelled.

Tuesday/Thursday/Friday School Detention

The purpose of T-School(Tuesday/Thursday)/Friday School is to enable students, who may otherwise be suspended to remain at school during regular school hours and provide them with an opportunity to maintain their school workload and improve their academic standing.

It is the responsibility of the student to obtain class assignments from each teacher prior to attendance at Tuesday/Thursday/Friday School.

Tuesday/Thursday/Friday School is at Oak Hills High School, in addition to the rules in the Student Conduct Code (Adm. Reg. 5011), students are expected to observe the following:

1. Tuesday/Thursday School will meet from 3:00 p.m. to 3:45 p.m. and Friday school meets from 3:00 p.m. to 5:00 p.m. Tardy students will not be admitted and will be required to serve an additional Tuesday/Thursday/Friday school or possibly be suspended.
2. Students will not be allowed to use the telephone, cell phones, text messaging or go to their lockers.
3. Students may not leave their seats or talk to other students, pass notes, or use sign language.
4. Students will not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, calculators with games or other recreational articles will be allowed in the room.
6. No food or beverages are permitted.
7. Restroom privileges will be given at the discretion of the supervisor.
8. Students are required to have class assignments with them and to be working or reading the entire time.
9. Students who complete their work and claim they have nothing to do will be given special assignments by the supervisor.
10. There will be no excuses for early dismissal, except with permission of a principal.
11. Transportation is the responsibility of the student or parent.
12. Any violation of school rules, Administrative Regulation 5011, or the above guidelines will result in the negation of time served, and the original suspension will be served in full, out of school. Failure to attend assigned Tuesday/Thursday/Friday School will result in the out-of-school suspension or additional Tuesday/Thursday/Friday School or both.

Textbooks

Students are issued textbooks at no charge at the beginning of a class. Receipts indicating the book number and condition shall be signed by students when they receive books. Fines may be charged for excessive wear, failure to cover a book, or damage to a book. Lost books or books damaged beyond repair will require students to pay replacement cost. Students are responsible for making sure all books are returned to the appropriate teacher.

Books left in lockers are not considered "turned in." Students will be charged for books that are not returned to the teacher who issued the book to the student.

Each textbook is identified with a number. When a student signs out that book he/she is responsible for returning that same book. Oak Hills will not accept replacement books that have been purchased from outside vendors including internet sales.

WARNING: It is important for students and their parents to understand that if a teacher tells students that they may leave their books in that classroom it is still the responsibility of the student to make sure that the book is checked in at the end of the course. It is NOT in the best interest of the student to leave unattended textbooks anywhere in the building other than in their assigned locker.

Student Clubs

Athletics, publications, music, dramatics, and clubs provide a varied program for interested students. Student activities are less formal than class activities, and no academic credit is offered. A student becomes a part of his school by participating in activities.

Success is not measured by the number of activities in which a student participates, but by the amount and the quality of work in each. A student should choose his activities wisely and give his best to those selected. School Board policy prohibits *social* clubs, sororities, or fraternities.

The different groups you may become involved in include the following. In addition, more information can be found on the high school website under the [Clubs & Activities](#) tab.

Solicitation & Sales by Students

School related solicitation/sales by students on or off campus must have prior written approval from a principal and the OHLSD treasurer. Any and all sales must be sponsored by the school and/or a student organization. All money collected during these sales must be deposited into a school account. Solicitation includes but is not limited to: clothing of any kind, raffle tickets, food items, trinkets, souvenirs, event tickets, etc.

Students involved in sales that are not sponsored by school:

1. May not collect money, take orders for, or distribute items on the school campus.
2. May not create their own versions of clothing items promoting: school organizations, upcoming events, trips, etc. with the intent of groups of students wearing these items at school.

Work Permits

Work Permits may be picked up in the main lobby at Oak Hills High School or online at www.com.state.oh.us. During the summer, please take applications to the Receptionist/summer counselor on duty.

Instructions:

1. After you drop off the completed work permit to the Receptionist, in the Main Lobby, the office will file the work permit within one week and have the permit available for you. You will need to see the Receptionist to receive the actual permit. Work permits

will not be mailed unless a self-addressed stamped envelope is provided.

2. Each time you change jobs you must reapply for a work permit.
3. The website for the Ohio Department of Commerce is: www.com.state.oh.us. You may, at anytime, visit this website to view the Minor Labor Laws.