



**Believe**

# **DELSHIRE ELEMENTARY SCHOOL**

4402 Glenhaven Road; Cincinnati, Ohio 45238; Phone 513.471.1766 Fax, 513.471.1767

*We believe that Delshire Elementary School will be a safe, caring and positive learning environment where students are valued, encouraged, and supported to reach and exceed their fullest potential as members of the school and the Delshire community.*

## *Student Handbook 2018-2019*

### **Important Phone Numbers**

School Office	471-1766
School Fax	471-1767
Absences ,Tardiness, Closings	347-2970
Website	<a href="http://www.ohlsd.us/delshire-elementary-school/">www.ohlsd.us/delshire-elementary-school/</a>

### **DELSHIRE ELEMENTARY SCHOOL VISION, MISSION, & CORE BELIEFS**

#### **Delshire Elementary Vision Statement**

We believe that Delshire Elementary School will be a safe, caring and positive learning environment where students are valued, encouraged, and supported to reach and exceed their fullest potential as members of the school and the Delshire community.

#### **Delshire Elementary Mission Statement\***

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

#### **Delshire Elementary Core Beliefs**

- We believe that students are everything that we do.
- We believe in the growth of social, emotional, academic, and physical development for all students.
- We believe that Delshire Elementary School is a family oriented environment where staff, students, parents, and community members can collaborate to build trust, cooperation, mutual respect, discipline, love, kindness, and commitment.
- We believe that as dedicated educators we can help every student reach their fullest potential through engaging instruction and specialized support.

**Delshire school hours are:**

**Grades 1-5**

**Mon-Fri**

**8:45 – 3:15**

**Kindergarten Hours:**

**Mon-Fri**

**AM 8:35 – 11:20**

**PM 12:30 – 3:15**

**Preschool Hours:**

**M, T, TH, F**

**AM 8:15 – 11:00**

**PM 12:15 – 3:00**

**No school on Wednesday**

**ARRIVAL PROCEDURES**

- 1.) **DROP OFF:** 7:45 am. Delshire provides breakfast services for students but there is no supervision prior to 7:45 am. Parents may not bring students prior to 7:45 am. All student will remain in the gym/cafeteria until released to classrooms at 8:15.
- 2.) Parents will be notified and referred to the School Resource Officer if student(s) are consistently left on school property unsupervised before 7:45 am.
- 2.) **DOORS OFFICIALLY OPEN:** 7:45 am
- 3.) **OFFICIAL SCHOOL DAY BEGINS:** 8:45 am. Students are permitted to go to classrooms at 8:15 with class starting at 8:45.
- 4.) Any student arriving after 8:45 is considered TARDY and will need to report to the Office.

**DISMISSAL PROCEDURES**

- 1.) **PICK-UP:** Gr. 1-5 in the carpool line to the RIGHT of the building (Lot #1). Special Education & Families with Special Accommodations: in lot to the LEFT of the building, in front of the gym- you will need a parking pass (Lot #2). Kindergarten and HeadStart: outside of class on lower level (Please use steps and do not walk down the hill).
- 2.) Parents will be notified and referred to the School Resource Officer if student(s) are consistently left on school property more than 20 minutes after dismissal.
- 3.) Students attending after school intramural sport athletic events must be chaperoned by adults and stay in the gym area.

**BREAKFAST & LUNCH**

**Breakfast: 7:45-8:30**

**Meal Deal/Hot Lunch, A la Carte items, and Milk are available daily. Prices TBD.**

- 1.) See website for menu selections.
- 2.) Free or Reduced lunch forms will be sent home the first week of school. These forms must be completed & returned to the school office in order for a student to receive a free or reduced lunch. We ask that all families enrolled complete the forms and return them to the office.

**ABSENCES**

When a student is absent, it is the responsibility of the parent to call 347-2970 before 8:45 am to leave a message on The Education Connection. Parents may request homework when calling child in absent. Requested work may be picked up in school office at 3:15 or sent home with another student.

**ATTENDANCE POLICIES & PROCEDURES**

- 1.) **ABSENCES** are excused for the following:
  - a) a personal illness of the student's
  - b) a death in the family
  - c) a quarantine for contagious disease
  - d) religious reasons
- 2.) Parents may excuse 10 total absences for the above reasons each school year. Any other absences will require a doctor's excuse
- 3.) **ATTENDANCE INTERVENTIONS** will take place at:

**EXCESSIVE ABSENCES**

- 38 or more hours, with or without a legitimate excuse, within one month
- 65 or more hours, with or without a legitimate excuse, within a school year

**HABITUAL TRUANCY**

- 30 or more consecutive hours, without a legitimate excuse
- 42 or more hours, without a legitimate excuse, within one month

- 75 or more hours, without a legitimate excuse, within a school year

**CHRONIC TRUANCY**

- 10% or 92 or more hours, with or without a legitimate excuse per school year

3.) **STATE LAW requires** the districts to have its attendance officer file a complaint against a student who, at any time during the implementation phase of the absence intervention plan, is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan

**TARDY**

- 1.) TARDY is up to 2 hrs late, without a valid written excuse.
- 2.) Every TARDY is unexcused, including oversleeping.
- 3.) Tardies and Late Arrivals will count towards the total hours of absence for a student.

**TRUANCY**

- 1.) A child “skipping school” will get up to 5 after school detentions, to be served contiguously.
- 2.) Parents will be referred to the Hamilton County Juvenile Court System for chronic truancy.

**LATE ARRIVAL**

- 1.) Students arriving late for a valid reason will not be marked as tardy if accompanied by a parent’s note.
- 2.) There is no penalty for late arrivals, however these hours will count toward total absence time for the student..
- 3.) Lack of transportation is not an excused late arrival.

**EARLY DISMISSAL**

- 1.) If your child must leave early for an appointment, please send in a note of explanation to the teacher
- 2.) If you come for your child unexpectedly, you need to write a note in the office prior to release of your student.
- 3.) We will request to see your ID in order to protect the safety of your child.

**SCHOOL VISITATION PROCEDURES**

All visitors MUST report to the school office to register for a visitor badge. Someone from the office will direct you through the building.

**STUDENT FEES**

- 1.) Grades K-5: **\$85.00**

The following have additional charges:

FIELD TRIP: Cost based on trip

- 2.) Make checks/money orders payable to “Delshire School”. An \$18.00 fee will apply to returned checks.
- 3.) Notices for unpaid fines will be sent home at the end of each quarter.

**LIBRARY**

- 1.) Book Fines: \$.05 per book per day
- 2.) Missing Barcode: \$1.00 charge.
- 3.) Overdue Books: Absences on library day do not count as overdue. A student is not permitted to check out additional books until all books have been returned.
- 4.) Checkouts: K-Gr. 1 (1 bk/ week), Gr. 2 (2 bks /week) and Gr. 3-5 (2-3 bks/week)

**MEDICATION POLICY**

Any medicine a student is required to take during the school day MUST be taken to the Health Room by the parent/guardian. Prescription medicine must be in its original container and accompanied by the completed proper forms. These forms include:

- 1.) A Physician’s request for the administration of prescriptions and a parental authorization and release.
- 2.) **STUDENTS ARE NOT PERMITTED TO CARRY ANY MEDICATION (PRESCRIPTION OR OVER THE COUNTER) ON THEIR PERSON.**
- 3.) Changes in dosages or times for medication must be provided by physician and given to health room.
- 3.) Aspirin/Tylenol must be turned into the Health Room and accompanied by a note for each day it is to be taken.

**STUDENT INSURANCE**

- 1.) The school does not carry health insurance for the students in the event they are injured.
- 2.) If you wish to purchase insurance, follow the directions on the envelope sent home the first day. Mail your remittance to the address provided. Do not return the envelope to the school.

**DRESS CODE**

Administration has the final say about items that may or may not be included in this code.

- 1.) **SHORTS:** Must be at least mid-thigh or fingertip length. Cutoffs are not permitted.
- 2.) **TOPS:** Midriffs are not to be exposed-even when the child raises their hands above their head. **NO** spaghetti strap shirts, tank tops, mesh tops, and shirts without sides. Clothing with drug or alcohol related slogans or symbols, suggestive slogans, or obscene messages are not permitted.
- 3.) **SHOES:** **NO** flip-flops or shoes with more than a 1-inch heel.
- 4.) Students in violation of the dress code will be asked to call parents to secure proper attire.

**DELSHIRE ELEMENTARY SCHOOL**  
**STUDENT CODE OF CONDUCT**

This discipline plan was developed by the staff of Delshire Elementary School and is based on Positive Behavior Intervention Supports (PBIS) principles. It places responsibility for personal behavior on the students themselves and stresses personal control over choices made and acceptance of natural consequences.

**RECOGNITION OF POSITIVE CHOICES**

The Delshire community is building upon research-based evidence in implementing Positive Behavior Intervention Supports (PBIS). We use this program to strengthen our school community and encourage appropriate prosocial behavior.

The overarching theme of PBIS at Delshire is, “**Be Respectful, Responsible, Safe and Kind**” This theme is a part of the culture in our school community. We strive toward acknowledging our students’ excellent behavioral choices within common areas, classrooms, and during daily interactions. Students who are new to the building will have an opportunity to learn the expectations found in the PBIS matrix which is used throughout the school building. Returning students will be revisiting these expectations through mini lessons conducted by the staff.

An important component of Positive Behavior Intervention Support is through our Superhero Buck acknowledgement system. The earning of these bucks is a symbol of pride for students throughout Delshire. The reward system is based on students being earning superhero bucks which are placed in a raffle. Raffles are drawn at random throughout the year. This will enable entire classroom communities to be recognized in a special way for their exemplary behaviors and great citizenship.

**BUILDING EXPECTATIONS**

Each teacher will determine the positive consequences to be earned by individuals or by the class as a whole.

1.) General School Expectations

Location	Be Responsible	Be Respectful	Be Safe	Be Kind
All Settings	<ul style="list-style-type: none"> <li>• Be on task</li> <li>• Always give your best effort</li> <li>• Clean up after yourself</li> <li>• Be truthful about your actions</li> <li>• Have materials that are needed</li> <li>• Be on time</li> <li>• Stand up for what you know is right</li> <li>• My cell phone is turned off and in my backpack, locked in my locker</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands and feet to yourself</li> <li>• Encourage others to give their best effort</li> <li>• Follow adult directions</li> <li>• Treat people and property with care</li> <li>• Use friendly language</li> <li>• Use the appropriate volume level for each area</li> </ul>	<ul style="list-style-type: none"> <li>• Be where you are supposed to be</li> <li>• If you don't know what you should be doing, ask a teacher</li> <li>• I ask an adult before I leave my group or classroom</li> <li>• Keep bodies and feelings safe</li> </ul>	<ul style="list-style-type: none"> <li>• Use nice words</li> <li>• Treat others how you would want to be treated</li> <li>• Settle conflicts with kind words</li> </ul>
Before/After School	<ul style="list-style-type: none"> <li>• Leave school and go directly home</li> <li>• Follow your family plan for getting home</li> <li>• If you eat breakfast, pick up and clean up your table when finished</li> <li>• I will eat my breakfast at the breakfast table</li> <li>• Place all garbage in garbage cans</li> </ul>	<ul style="list-style-type: none"> <li>• Sit quietly</li> <li>• Walk in the hallways</li> <li>• Wait in the designated area until being dismissed to/from class</li> </ul>	<ul style="list-style-type: none"> <li>• Arrive to school at 7:45 or after</li> <li>• Report any strangers to an adult</li> <li>• Pay attention to moving cars in the parking lot</li> <li>• Wait for permission to cross the street or driveway</li> </ul>	<ul style="list-style-type: none"> <li>• Say “excuse me” if you need to walk where someone is standing</li> <li>• Help others in need</li> <li>• Walk with others to and from school</li> </ul>

Hallways	<ul style="list-style-type: none"> <li>Stay to the right side of the hallway</li> <li>Go directly where you are headed</li> <li>Always have a pass (written or lanyard)</li> </ul>	<ul style="list-style-type: none"> <li>Use a very quiet voice</li> <li>Place all garbage in garbage cans or recycling bins</li> </ul>	<ul style="list-style-type: none"> <li>Walk slowly</li> <li>Pay attention to your surroundings</li> <li>Keep hands and feet to yourself</li> <li>Face the direction you are walking</li> <li>Follow all procedures for fire/tornado/lockdown drills</li> <li>Only adults should open outside doors</li> </ul>	<ul style="list-style-type: none"> <li>Say "excuse me" if you need to walk where someone is standing</li> <li>Help others in need</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Take care of your belongings</li> <li>Leave nothing behind</li> <li>Line up quickly and quietly</li> </ul>	<ul style="list-style-type: none"> <li>Place all garbage in garbage cans or recycling bins</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Stay calm</li> <li>Stay in the designated area</li> <li>Report strangers to adults</li> <li>Keep rocks and mulch on the ground</li> </ul>	<ul style="list-style-type: none"> <li>Include others in your play</li> <li>Share</li> <li>Take turns</li> <li>Play fairly and follow game rules</li> </ul>
Restrooms	<ul style="list-style-type: none"> <li>Always wash your hands</li> <li>Wait your turn</li> <li>Flush</li> <li>Take care of business and head back to class</li> <li>Kids use lanyard Restroom Pass</li> </ul>	<ul style="list-style-type: none"> <li>Respect the privacy of others</li> <li>Use quiet (whisper) voices</li> <li>Push the soap once</li> <li>Use no more than two paper towels</li> </ul>	<ul style="list-style-type: none"> <li>Use doors and sinks as they were meant to be used</li> <li>Always walk</li> <li>Keep water off the floor</li> <li>Report spills to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Get help if you find a sick friend in the bathroom</li> <li>Clean up and take care of equipment</li> </ul>
Lunchroom	<ul style="list-style-type: none"> <li>Pick up and clean up your table when finished</li> <li>Place all garbage in garbage cans</li> <li>I will wait to stand up at my table, clean it, and be dismissed.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Use good table manners</li> <li>Raise your hand if you need help</li> <li>Talk to those near you</li> <li>I will sit using my class table assignment and will stay in line</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated</li> <li>Walk</li> <li>Sit properly on the bench</li> <li>Be patient while waiting in line</li> </ul>	<ul style="list-style-type: none"> <li>Include others in your conversation</li> <li>Say "please" and "thank you"</li> </ul>
Library	<ul style="list-style-type: none"> <li>If you get a book out, return it to the correct location</li> <li>Take care of books and magazines</li> </ul>	<ul style="list-style-type: none"> <li>Use a whisper voice when talking</li> </ul>	<ul style="list-style-type: none"> <li>Use all materials correctly</li> <li>Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>Say "please" and "thank you"</li> <li>Help others in need</li> </ul>
Assemblies	<ul style="list-style-type: none"> <li>Pay attention</li> </ul>	<ul style="list-style-type: none"> <li>Stay quiet while presenters are speaking</li> <li>Clap when appropriate</li> <li>Keep your hands to</li> </ul>	<ul style="list-style-type: none"> <li>Stay with your class</li> <li>Keep aisles clear</li> </ul>	<ul style="list-style-type: none"> <li>Be polite to presenter and classmates</li> </ul>

		yourself		
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2.) Possible Consequences of Negative Behavior

Level of Behavior	Possible Consequences
<p><b>Level I (Teacher Managed)</b></p> <p><i>Recommended home communication via email/letter/telephone</i></p>	<ul style="list-style-type: none"> <li>• verbal warning</li> <li>• written or verbal apology</li> <li>• conference with student</li> <li>• time out</li> <li>• behavior contract</li> </ul>
<p><b>Level II (Teacher Managed)</b></p> <p><i>Required home communication via email/letter/telephone</i></p>	<ul style="list-style-type: none"> <li>• loss of privilege</li> <li>• conference with parent</li> <li>• Written Behavior Worksheet</li> <li>• loss of recess</li> <li>• classroom detention</li> <li>• behavior plan developed</li> </ul>
<p><b>Level III (Office Managed)</b></p> <p><i>Required home communication via email/letter/telephone</i></p>	<ul style="list-style-type: none"> <li>• any consequence from the above lists.</li> <li>• office referral</li> <li>• restitution</li> <li>• office lunch detention</li> <li>• office after school detention</li> <li>• office detention</li> <li>• suspension</li> <li>• alternative school assignment</li> </ul> <p>Additional action could include</p> <ul style="list-style-type: none"> <li>• functional behavioral assessment</li> <li>• schedule RTI meeting</li> <li>• assign adult mentor</li> <li>• refer to counseling office</li> <li>• facilitated student re-entry</li> </ul>

- 3.) In the event of severe classroom misbehavior, a student can be immediately removed from the classroom and sent to the office.  
 4.) Chronic misbehavior is handled on an individual basis by the classroom teacher and can result in, but is not limited to, loss of privileges, modified behavior plans, and Intervention Assistance Team Meetings.

**DETENTION POLICIES AND PROCEDURES**

- 1.) 1st – 3rd grade detention is 3:15 – 3:45 pm (Detentions may also be scheduled from 8:15-8:45)
- 2.) 4<sup>th</sup> – 5<sup>th</sup> grade detention is 3:15-4:00 pm.
- 3.) When a detention notice is sent home, the form is to be signed & returned by next day.
- 4.) Detention notice not returned may result in doubled detention, parent is called. 2<sup>nd</sup> form is not returned additional consequences will be applied.
- 5.) Students misbehaving in DT may receive additional consequences.
- 6.) Three detentions in a quarter additional consequences may be applied.
- 7.) Students are encouraged to work on homework during detention.

**OFFICE DETENTION POLICIES & PROCEDURES**

- 1.) Behaviors resulting in an OFFICE DETENTION include, but are not limited to: immediate removal from the classroom; chronic misbehavior; excessive detentions; severe misconduct on school grounds before, during, or after the school day; severe disrespect to school authority figures; physical altercations among students
- 2.) Students will have work assigned to them by their teacher and are not permitted to talk.
- 3.) Students will be accompanied to and from the restroom and will eat separately in the cafeteria.

**OAK HILLS LOCAL SCHOOLS  
 DISCIPLINE  
 POLICIES & PROCEDURES**

**STUDENT CODE OF CONDUCT**

Ohio Revised Code §3313.66 requires that students be provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) A statement of intent to discipline; (2) A description of the acts which were in violation of the student and/or athletic code of conduct; (3) Specific rules of the Student Code of Conduct which were violated; (4) And the dates of the suspension, expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his/her parents and the students and parents will be provided an opportunity for

an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his/her parents may appeal any decision of the Oak Hills Local School District administration to suspend a student from school to the superintendent/designee. A student or his/her parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his/her parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension to the Hamilton County Court of Common Pleas.

It is the policy of Oak Hills Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

This code of Regulation is adopted by the Board of Education of the Oak Hills Local School District Pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

Any student engaging in the following types of conduct listed below (either specifically or generally) is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code.

This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function, school organization function or activity, or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times on or off school property when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Oak Hills Local School District.

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

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

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

- 1.) Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
- 2.) Damage or destruction of private property on school premises or in areas controlled by the school.
- 3.) Assault on a school employee, student or other person.
- 4.) Harassment of school personnel or other students during school and/or non-school hours.
- 5.) Fighting.
- 6.) Hazing (to persecute or harass or humiliate another student and/or employee).
- 7.) Chronic misbehavior, which disrupts or interferes with any school activity.
- 8.) Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
- 9.) Abuse of another. No student shall in spoken or written form use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous, degrading or threatening in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
- 10.) Disrespect to a teacher or other school authority.
- 11.) Refusing to take detention or other properly administered discipline.
- 12.) Skipping detention.

- 13.) Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
- 14.) Forgery of school or school related documents.
- 15.) Cheating or plagiarizing.
- 16.) Gambling.
- 17.) Extortion of a student or school personnel.
- 18.) Theft or possession of stolen goods.
- 19.) Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
- 21.) Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.
- 22.) Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.
- 23.) Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance, (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
- 24.) Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
- 25.) Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.
- 26.) Students shall not be permitted to possess electronic laser pointing devices or electronic light emitting devices without written permission of administration.  
 GRADES K-8: Students in grades K-8 shall not be permitted to possess beepers, pagers, cellular telephones or any other related communication devices.  
 A student may only place a call on a cellular telephone with permission of a teacher or administrator. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator.
- 27.) Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
- 28.) Cursing.
- 29.) Use of indecent or obscene language in oral or written form.
- 30.) Publication of obscene, pornographic or libelous material.
- 31.) Placing of signs and slogans on school property without the permission of the proper school authority.
- 32.) Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
- 33.) Demonstrations by individuals or groups causing disruption to the school program.
- 34.) Truancy.
- 35.) Tardiness.
- 36.) Leaving school during school hours without permission of the proper school authority.
- 37.) Upon initial arrival, leaving school property without permission.
- 38.) Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- 39.) Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang like activity.
- 40.) Improper or suggestive dress.
- 41.) Indecent exposure.
- 42.) Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
- 43.) Turning in false fire, tornado, bomb, disaster or other alarms, or any other activity, which induces panic, defined as:
  - a.) Initiating or circulating a report/warning of an alleged fire, explosion, crime or catastrophe, knowing that such a warning is false.
  - b.) Threatening to commit an "offense of violence."
  - c.) Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.
- 44.) Presence on school property with a communicable disease.
- 45.) Failure to abide by rules and regulations set forth by administration for student parking.
- 46.) Disobedience of driving regulations while on school premises.
- 47.) Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordinance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.



- 48.) Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).
- 49.) Carrying concealed weapon.
- 50.) Aggravated murder.
- 51.) Murder.
- 52.) Voluntary manslaughter.
- 53.) Involuntary manslaughter.
- 54.) Felonious assault.
- 55.) Aggravated assault.
- 56.) Rape.
- 57.) Gross sexual imposition.
- 58.) Felonious sexual penetration.
- 59.) Any disruption/interference with school activities.
- 60.) Willfully aiding another person to violate school violations.
- 61.) Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
- 62.) Any other activity by a pupil, which the pupil knows or should know, will disrupt the academic process or a curricular or extracurricular activity.
- 63.) Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person/persons or damage property, when the student has information about such actions.
- 64.) Violation of any Board rule, regulation or policy.

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

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

#### **TOBACCO**

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

#### **CHEMICAL SUBSTANCES**

Students are prohibited to use, transmit, or be under the influence of any non-prescribed chemical substance including narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage or intoxicant of any kind. The term "chemical substance" as used in these rules also includes look-alikes, substitutes, and/or placebos, carrying an explicit or implied representation as a drug.

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

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

#### **GUN FREE SCHOOLS**

The Oak Hills Local School District is a gun-free environment. The following policy relative to this designation was approved by the Oak Hills Board of Education, July 5, 1994.

Any student who is determined to have brought to school a firearm as defined in Section 921 of Title 18, United States Code, shall be expelled for not less than one year, subject to reduction of this term by the Superintendent on a case-by-case basis. Title 18 USCS S921 et seq., defines firearm as:

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

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

#### **DAMAGE TO SCHOOL PROPERTY**

District residents are legally required to pay taxes that build and maintain the public school system. Therefore, any damage done to

this building, equipment, buses or books, must be paid for by the person(s) responsible. Please refrain from doing anything to increase this cost to your parents, neighbors, and yourself.

Students and parents are held liable for deliberate damage to school property. Ohio Law holds parents responsible up to \$2,000 for damage done by minors. Offenders will be prosecuted to the fullest extent of the law.

You can also help by discouraging and reporting any activity, which may cause damage to school property. Remember to be respectful of each other's property.

#### **GUM CHEWING**

Gum chewing is not permitted.

#### **VERBAL/WRITTEN THREATS**

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

#### **WEAPONS**

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

#### **CELL PHONES**

Unauthorized Cell phone use during the school day, 8:15 am – 3:15 pm, will result in disciplinary action.

#### **MISCELLANEOUS POLICIES & PROCEDURES**

##### **CHANGE OF ADDRESS**

Parents must submit a new proof of residency to the Delshire Office whenever there is an address change along with their new telephone number. If at any time, custody of a student is changed, the formal court papers must also be submitted to the school office.

\*\*Parents, who move out of the district and do not notify the school of their change of address within two weeks, will automatically have their children withdrawn from Oak Hills schools. The students will not be given the opportunity to complete the semester.

##### **MESSAGES**

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

##### **THEFTS**

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

#### **ACCEPTABLE USE FOR INTERNET/ONLINE SERVICES/SCHOOL DISTRICT COMPUTERS & NETWORKS**

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

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

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

#### **ACCEPTABLE USE POLICY**

#### **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 and protect the integrity, availability, and 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 videoconferencing (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 e-mail 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.

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### **Credit**

Portions of this AUP are modeled after an example provided by the [US Department of Justice Computer Crime & Intellectual Property Section](#).

## **OHLSD**

The Oak Hills Local School District affirms that no person shall, on the basis of sex, race, color, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto.

Inquiries concerning the application of this policy may be referred to the following coordinators at 6325 Rapid Run Road Cincinnati, Ohio 45233 (Phone: 513-574-3200):

Tim Cybulski, Title VI and IX Coordinator  
(race, color, national origin and sex  
discrimination)

Rachel Searcy, Section 504 Coordinator  
(handicapped discrimination)

### **OAK HILLS SAFE SCHOOL HOT LINE**

**888-574-8362**

Any community member, parent or student is urged to report any information regarding a security concern that relates to any Oak Hills School, i.e. weapons possession, drug possession or trafficking, theft, or any other intent to harm property or people of the district. During business hours, someone will take anonymous reports. After hours, please leave a message with specific information about the name of the school, dates, names, places, and etc. This number is not for emergencies like car accidents or personal injury. These need to be reported to police by dialing 911.