



OAK HILLS HIGH SCHOOL STUDENT HANDBOOK



OAK HILLS HIGH SCHOOL
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 Oak Hills Website: ohlsd.org

Administrators

Travis Hunt, Principal
 Lisa Schlomer, (A-D)
 Brooks Klosterman, (E-K)
 Will Beinkemper, (L-R)
 Dan Boles, (S-Z)
 Chris Shaffer - Dean of Students
 Amy Brennan, 9-12 Curriculum Director
 Ben Hageman, Athletic Director
 Stacey Ludwig, Fiscal Office Manager
 Mark Bruns, Building Manager

Guidance Services

Ken Meibers, Counselor (last names A - C)
 Nicole Hoffman, Counselor (last names D - Hi)
 Jen Reissland, Counselor (last names Ho - Me)
 Kyna Southworth, Counselor (last names Mi - Se)
 Katie Johnson, Counselor (last names Sf - Z)
 Fran Gilreath - College Counselor
 Brady Faust - Career Counselor
 McKenzie Roedig, School Psychologist (last names A - Go)
 Amy Felix, School Psychologist (last names Gr - O)
 D.J. Young, School Psychologist (last names P - Z)

Table of Contents

Greeting From the Principal
Mission Statement, Vision & Core Beliefs
A Welcome To All Students
The Pledge
The Flag
Alma Mater and Fight Song
Absences and Attendance
Late Arrive to School
Early Dismissal from School
Early Arrival to School
College Visits
Course Deadline Information - July 15, 2018
Acceptable Use Policy
Announcements
Athletics
All Sports Pass
Building Passes
Counseling and Guidance
Bell Schedules
Dates
Discrimination & District Policy
Discipline - Code of Conduct
Dress Code
Eligibility
Emergency Medical Authorization
Evacuation and Shelter Drill
Exams
Fees
Field Trips
Food
Grading Policy
Cheating/Academic Integrity
Graduation
Health Center
Medicine
Advisory Period (Tartan Time)
Honor Roll
Insubordination
Lockers
Lunch
Parking
Participation Fees
Progress Reports
Report Cards
Progress Book
School Hours
Sexual Harassment/Hazing/Bullying

Smoking
Studio Safety
Suspension/Expulsion
Telephones
Tues/Thurs/Fri School Detention
Textbooks
Student Activities
Solicitation & Sales by Students
Work Permits

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

This is your school! 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. There is much to gain here - come and get it! 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

Attendance Guidelines

The mission and expectation of Oak Hills High School is to ensure that each student receives the very best educational opportunities available. Attendance is critical to the success of all students. In order to ensure that each student achieves success, we are committed to working with you and your child. Students not meeting the expectation will be provided interventions on the importance of attending school on a daily basis.

Students and parents can monitor attendance through ProgressBook. In addition, parents will be notified by email, mail, or phone when their child has accumulated specific thresholds of absences. When a student has accumulated ten (10) absences in a school year, pertinent documentation from a physician or courts must be submitted in order for absences (beyond 10) to be excused. In addition, a meeting with parents, student, administrator and / or School Resource Officer may occur at Oak Hills High School to develop a shared plan.

Excused Absences - Oak Hills High School expects that all students attend school each day on time (first period begins at 8:00 a.m.). We expect not more than **ten (10) absences in a school year. Absences beyond these guidelines will require physician or pertinent documentation to be filed in the attendance office.**

Unexcused Absences - **are not acceptable and will result in consequences and / or loss of school-related privileges, including, but not limited to:**

- Participation in Homecoming, Prom, MORP, Graduation Ceremony
- Participation in athletics, extracurricular activities, clubs, student activity groups
- Participation in Field Trips

Once students reach specific thresholds of unexcused absences, the following will occur:

3 Unexcused- Friday School. Meet with house principal. Parent called

6 Unexcused- 1 day of SIT and meeting with house principal and Counselor. Parent called. Student Attendance Contract put into place.

10 Unexcused- Mediation meeting. 3 days of SIT. Address attendance contract.

12 Unexcused - Continued mediation meetings, notices to parents, and further disciplinary consequences may occur in accordance with [House Bill 410](#).

Provision to Unexcused Absences and Tardies – While any unexcused absences during the each school year will result in potential consequences (listed above), students can complete service hours for up to 10 unexcused absences and/or 20 tardies. There are several ways to complete service hours for unexcused absences and/or tardies.

1. **Attending Friday School**

- 3:00 p.m. - 5:00 p.m. on Fridays
- 1 Friday school = service hours for 1 unexcused absence or 4 tardies

2. **Attending Tuesday or Thursday School**

- 3:00 p.m. - 3:45 p.m. on Tuesdays and Thursdays
- 1 Tu/Th school = service hours for 2 tardies or ½ unexcused day

3. Completing Volunteer Work

- Students can organize time to do volunteer work outside of OHHS. The volunteer work must be completed with a nonprofit or charitable organization, not an individual person.
- These hours must be documented **on letterhead from the organization only** (not a parent letter). The letter must include the name of the person from the organization, hours volunteered, and a phone number where we can call to verify the hours.
- UGIVE is a great organization with many local opportunities. You can view opportunities and sign up at ugive.org.
- Other organizations are food pantries, churches, or another **registered non profit organization.**
- One hour of volunteer time = service hours for ½ unexcused day or 2 tardies.

Unexcused absences beyond 10 and tardies beyond 20 are not eligible for service hours. Therefore, students with unexcused absences beyond 10 and tardies beyond 20 are NOT eligible to participate in privileged activities.

College visits for Juniors and Seniors - 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. While these days are excused with a parental call, they are still considered as time away from classroom instruction and count as an absence. The student should return the Oak Hills College Visit form completed by a university official. This form should only be used for official visits set up through the admissions office. 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.**

Tardies – A student is considered tardy if they are not in their seat at the time the bell rings (start of the day or start of class). Accumulating Three (3) tardies (at the start of the school day) is equivalent to one unexcused absence. Students who accumulate more than 3 tardies during the school year, must make up those tardies in order to participate in the student activities listed above (see Unexcused Absences)

Late arrivals can be excused at the discretion of the Attendance office with proper acceptable documentation (note signed by a parent, documentation from a physician or court). Consequences could result due to excess tardies at the discretion of school administration.

Extra-Curricular Activities - students may not participate in extracurricular activities on the same day they are absent. A student must be present at least three full periods in order to participate in such activities. This includes games, practices, rehearsals, and performances unless required of an academic class such as: Band, Orchestra, Choir, Speech, Dramatics, Music Theater ensemble.

Excused Absences (Reference Ohio Revised Code)

Personal Illness
 Illness in the family
 Quarantine in the home
 Death of a relative
 Home due to absence of parents or guardians
 Observance of religious holidays
 Emergency or set of circumstances that in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school

Reporting Absences

Anytime a student is not able to attend school, his/her parent or guardian **must** call the school and report his/her absence on the morning of the absence. Failure to report the absence will result in that day being an unexcused absence.

Parents need to call the Oak Hills Absence line at 347-2970. Press 2 then 8 to report the absence. The hotline is available to you 24/7 to leave messages.

A student who is absent will be required to complete make-up work. It is the responsibility of the student to go to the teacher(s) to schedule any makeup work including tests, quizzes or projects. Work due the day you were absent (one day absences only) must be turned in the day you return. Any tests, quizzes or projects must also be made up or handed in the day you return. Work from multiple days absent must be discussed with each teacher.

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. All notes from parents, doctors etc., must be turned in to the Attendance Office (located off the commons entrance).

Students eighteen years or older living with parent(s) or guardian must have a note or call from the parent or guardian.

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 and will consequently need to make up those days.

Early Arrival to School

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.

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 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. While these days are excused with a parental call, they are still considered as time away from classroom instruction and count as an absence. The student should return the Oak Hills College Visit form completed by a university official. This form should only be used for official visits set up through the admissions office.

Course Deadlines - July 15, 2018

If students would like to drop a class, the house counselor or summer counselor should be consulted. AS OF JULY 15TH, 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. Course changes can only be considered if there is available space in an alternative class or a study hall.

Students who are in classes on waivers must follow the waiver policy with respect to dropping classes.

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 read 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.

Schedules for all teams are online at www.highschoolsports.net. Tryout information, team information, rosters, directions etc. can be accessed at [by clicking here](#).

All Sport Pass

For the 2018-19 academic year, the Athletic Department is selling a "Student All Sport Pass" to all high school and middle school Oak Hills students for \$55.00. 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.

Building Passes

Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a hall pass from a staff member.

Counseling and Guidance

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

Counselor/Psychologist	Students	Location
Ken Meibers, House 1 Counselor	last names A - C	Room 305
Nicole Hoffman, House 2 Counselor	last names D - Hi	Room 522
Jen Reissland, House 3 Counselor	last names Ho - Me	Room 526
Kyna Southworth, House 4 Counselor	last names Mi - Se	Room 526
Katie Johnson, House 5 Counselor	last names Sf - Z	Room 305
Fran Gilreath - College Counselor	All Students, Jr. & Sr.	Room 305
Brady Faust - Career Counselor	All Students	TBD
McKenzie Roedig , School Psychologist	last names A - Go	Room 522
Amy Felix, School Psychologist	last names Gr - O	Room 526
D.J. Young, School Psychologist	last names P - Z	Room 522

Bell Schedules

Regular Schedule					
Bell 1	8:00 - 8:53				
			Lunch 4A	Bell 4 Class	Bell 5 Class
Bell 2	8:58 - 9:48		10:43 - 11:15	11:15 - 12:04	12:09 - 12:58
Bell 3	9:53 - 10:43		Bell 4 Class	Lunch 4B	Bell 4 Class
			10:48 - 11:10	11:10 - 11:42	11:42 - 12:04
					Bell 5 Class
Bell 4	See Lunch Schedule		Bell 4 Class	Lunch 4C	Bell 5 Class
			10:48 - 11:37	11:37 - 12:09	12:09 - 12:58
Bell 5			Bell 4 Class	Bell 5 Class	Lunch 5A
			10:48 - 11:37	11:42 - 12:04	12:04 - 12:36
					Bell 5 Class
Bell 6	1:03 - 1:53		Bell 4 Class	Bell 5 Class	Lunch 5B
			10:48 - 11:37	11:42 - 12:31	12:31 - 1:03
Bell 7	1:58 - 2:48				
Tartan Time Schedule					
TT	8:00 - 8:45				
Bell 1	8:50 - 9:33				
			Lunch 4A	Bell 4 Class	Bell 5 Class
Bell 2	9:38 - 10:21		11:09 - 11:39	11:39 - 12:24	12:29 - 1:14
Bell 3	10:26 - 11:09		Bell 4 Class	Lunch 4B	Bell 4 Class
			11:14 - 11:34	11:34 - 12:04	12:04 - 12:24
					Bell 5 Class
Bell 4	See Lunch Schedule		Bell 4 Class	Lunch 4C	Bell 5 Class
			11:14 - 11:59	11:59 - 12:29	12:29 - 1:14
Bell 5			Bell 4 Class	Bell 5 Class	Lunch 5A
			11:14 - 11:59	12:04 - 12:24	12:24 - 12:54
					Bell 5 Class
Bell 6	1:19 - 2:01		Bell 4 Class	Bell 5 Class	Lunch 5B
			11:14 - 11:59	12:04 - 12:49	12:49 - 1:19
Bell 7	2:06 - 2:48				

90 Minute Tartan Time

TT	8:00 - 9:30				
Bell 1	9:35 - 10:09				
		Lunch 4A	Bell 4 Class	Bell 5 Class	
Bell 2	10:14 - 10:48	11:27 - 11:57	11:57 - 12:42	12:47 - 1:32	
Bell 3	10:53 - 11:27	Bell 4 Class	Lunch 4B	Bell 4 Class	Bell 5 Class
		11:32 - 11:52	11:52 - 12:22	12:22 - 12:42	12:47 - 1:32
Bell 4	See Lunch Schedule	Bell 4 Class	Lunch 4C	Bell 5 Class	
		11:32 - 12:17	12:17 - 12:47	12:47 - 1:32	
Bell 5		Bell 4 Class	Bell 5 Class	Lunch 5A	Bell 5 Class
		11:32 - 12:17	12:22 - 12:42	12:42 - 1:12	1:12 - 1:32
Bell 6	1:37 - 2:10	Bell 4 Class	Bell 5 Class	Lunch 5B	
		11:32 - 12:17	12:22 - 1:07	1:07 - 1:37	
Bell 7	2:15 - 2:48				

2 Hour Tartan Time

TT	8:00 - 9:55				
Bell 1	10:00 - 10:31				
		Lunch 4A	Bell 4 Class	Bell 5 Class	
Bell 2	10:36 - 11:04	11:37 - 12:07	12:07 - 12:52	12:57 - 1:42	
Bell 3	11:09 - 11:37	Bell 4 Class	Lunch 4B	Bell 4 Class	Bell 5 Class
		11:42 - 12:02	12:02 - 12:32	12:32 - 12:52	12:57 - 1:42
Bell 4	See Lunch Schedule	Bell 4 Class	Lunch 4C	Bell 5 Class	
		11:42 - 12:27	12:27 - 12:57	12:57 - 1:42	
Bell 5		Bell 4 Class	Bell 5 Class	Lunch 5A	Bell 5 Class
		11:42 - 12:27	12:32 - 12:52	12:52 - 1:22	1:22 - 1:42
Bell 6	1:47 - 2:15	Bell 4 Class	Bell 5 Class	Lunch 5B	
		11:42 - 12:27	12:32 - 1:17	1:17 - 1:47	
Bell 7	2:20 - 2:48				

Dates

August 14	School Begins (full day)
September 3	No School (Labor Day)
September 17	No School (Teacher Professional Day)
October 12	Last Day of 1st Quarter
October 15	No School (In-service Day for Teachers)
November 6	No School (Teacher Professional Day)
November 12	No School (Veterans Day Observance)
November 19, 20	No School (Exchange Days)
November 21, 22, 23	No School (Thanksgiving Holiday)
December 21	End of 1st Semester/Last day of 2nd Quarter
December 24 - Jan. 1	No School (Winter Break)
January 2	No School (In-service Day for Teachers)
January 3	Classes Resume (from winter recess)
January 21	No School (Martin Luther King Day)
February 15	No School (Teacher Professional Day)
February 18	No School (Presidents' Day)
March 14	Last Day of 3rd Quarter
March 15	No School (In-service Day for Teachers)
March 18 - 22	No School (Spring Break)
March 25	Classes Resume (from Spring Break)
April 19	No School (Good Friday)
April 22	No School (Teacher Professional Day)
May 16, 17, 20, 21	Final Exams
May 18	Graduation-7:00 p.m University of Cincinnati
May 22	Last Day of School

Discrimination and District Policy

The Oak Hills Local School District affirms that no person shall, on the basis of sex, 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 district officer 6325 Rapid Run Rd. Cinti., OH 45233 (513-574-3200):

Discipline - Code of Conduct

STUDENT CODE OF CONDUCT

Ohio Revised Code 03313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent, to expel. The notices shall include: (1) A statement of intent to discipline; (2) A description of the acts which were in violation of the student and/or athletic code of conduct; (3) Specific rules of the Student Code of Conduct which were violated; (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:

a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the superintendent/designee's satisfaction, all or part of the suspension or expulsion may be reinstated.

b. Community service shall be performed at the place and time designated by the superintendent/designee.

c. Community service is an option to be utilized at the sole discretion of the superintendent/designee and is not available at the discretion of the student and parent.

d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the superintendent/designee's intention and shall have three (3) days from the mailing of the notice to request a meeting with the superintendent to show cause why the suspension/expulsion should not be imposed.

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

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. 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.
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, **e-cigarettes, vaporizers**, etc.

26. 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.

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 or 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 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.

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 ordnance 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 or 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 or persons or damage property, when the student has information about such actions or plans.
64. Violation of any Board rule, regulation or policy.

[Revision date: April 16, 2001]

NOTE: Teachers may establish rules and regulations which are more stringent than the stated guidelines of this document. Students will be so informed in writing with compliance expected.

The following standards are generally used for determining what measures should be taken to reprimand those students who have disrupted normal school procedures, violated school rules and Board of Education policy.

Tardies to class: Teacher Assigned Detention

Insubordination: Teacher detention/T-school (Tuesday or Thursday) Friday School/Suspension

Lunchroom misconduct: Minimum - Lunchroom Duty/T-School (Tuesday or Thursday)/Fri School; Maximum - Out of School Suspension

Skipping class: Minimum - Tuesday/Thursday School; Maximum - Out of School Suspension

Fighting: (All participants regardless of how fighting started) Suspension; With possibility of Police being called and charges filed.

Vandalism: Automatic Suspension/Pay for Damages/Press Charges

Found in hall without proper pass: Minimum - "T" School (Tuesday or Thursday); Maximum - Suspension

Assault on employee: Suspension/Expulsion

Improper School Dress: Admission to Class Denied; In School Suspension

Leaving school grounds: Minimum "T" School (Tuesday or Thursday); Maximum - Out of School Suspension

Tardies to school: "T" School (Tuesday or Thursday)/Friday School

The district has specific policies and disciplinary action for some items. They are:

(1) **Tobacco** - Students are prohibited from buying, selling, transferring, using or possessing tobacco in any form, including but not limited to, a cigarette, a cigar, a clove cigarette, a pipe, chewing tobacco, snuff, dip, **e-cigarettes, vaporizers** and any other tobacco product, in any area under the custody or control of the school, on school grounds, or proximate thereto, any activity supervised by school, or on school-owned or provided transportation vehicles. This rule applies to regular school hours and before and after school. Violation of this rule shall result in a suspension. As per Ohio Revised Code, any student under the age of 18 violating the tobacco law may be subject to a fine assessed through the juvenile court system.

(2) **Chemical Substances** - students are prohibited to possess, 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 in any area under custody or control of the school, school grounds or proximate thereto any activities supervised by the school. The term "chemical substance" as used in these rules also includes look-alikes, Substitutes, and/or placebos, pipes, clove cigarettes, papers, etc., carrying an explicit or implied representation as a drug. Any violation of this rule shall result in all of the following:

- (a) an automatic ten-day suspension.
- (b) an automatic recommendation for expulsion for the maximum amount of time allowed by law.
- (c) notification of the offense to the appropriate law enforcement authorities.

SPECIAL NOTE: In the event that a student must bring a prescribed substance to school to be taken during the course of the school day, the prescribed substance must be in the container in which it was dispensed by the prescribing physician or licensed pharmacist and taken directly to the school nurse or principal's office upon arrival to school. A "Permission to Administer" form must accompany the medication signed by both parent and physician.

(3) **Firearms** - Any student who is determined to have brought a firearm to school shall be expelled for not less than one year, subject to reduction by the Superintendent on a case-by-case basis.

Dress Code

Appropriate dress and groom are expected of students. Students are to maintain high standards of personal cleanliness and personal appearance. Students are to avoid styles of dress and grooming that distracts attention from the orderly pursuit of knowledge, disrupts the educational process, or constitutes a threat to individuals or group safety.

There are four basic areas where schools have been given full authority over dress codes by the courts:

- (1) disruption of educational program or extra-curricular activity,
- (2) health and safety,
- (3) modesty based on community standards,
- (4) any type of clothing or dress which can damage furniture, floors, etc., may be prohibited. Drug, tobacco, and alcohol related references, violence and obscene or

double-meaning slogans have been classified under (1) above.

Since individuals have different values and standards, it is, of course, most difficult to state when modesty, for example, has been violated. The "reasonable" treatment must be given in these cases.

Health and safety standards are more easily interpreted. It would be just as inappropriate to wear a necktie when working with heavy machinery as it would to wear open shoes in a chemistry lab. Both present potential injuries to students.

Students in violation of the dress code will be asked to call parents to secure proper attire, and will receive a school consequence. Admission to class will be denied (students will be placed in in-school suspension) until standards are met. Repeat offenses of the dress code will result in further disciplinary consequences.

Shorts: Students are expected to wear appropriate length shorts and skirts.

Tops: Tops should be respectable and **non-revealing**. Bare midriffs, tank tops, cropped tops, see-through tops are not acceptable, nor are shirts with no sides. Tops should extend to the shoulder or beyond.

Advertisement: Clothing with drug, tobacco, or alcohol related slogans or symbols, suggestive slogans, violent or obscene messages are not permitted.

Jeans and Other Apparel: Clothing with revealing rips, tears, or holes is judged inappropriate for school dress. All pants must be worn at the appropriate waist level.

Footwear: Appropriate footwear must be worn. Safety may preclude some items (e.g. open shoes in the chemistry lab).

Headwear: No hats, sweatbands, bandannas, sunglasses or non-religious head coverings are to be worn in the school building.

Coats are not to be worn in the building or during class time unless specifically *authorized* by the principal.

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.

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.

During special events, such as spirit week and homecoming, dress which is different from the standards may be approved by administration. Students involved in student council, class activities, and performance or support groups who wish to promote such special days must obtain approval in advance (minimum of one week) so that general announcements can be made.

Cooperation in meeting reasonable standards will permit the time and effort of staff and students alike to be devoted to the educational process rather than the dress code.

NOTE: The general guidelines included came as a result of an engagement with representation by students, parents, teachers and administrators, and community stakeholders.

Failure to comply with any dress code regulation may result in disciplinary action and denial to class until proper dress is secured. Please remember dress code violations apply at all school sponsored events/activities.

***** 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 and active shooter(intruder) drills are scheduled monthly.

Exams

First Semester Exams are December 18 - 21, 2018

Second Semester Exams are May 16, 17, 20, and 21, 2019

Fees

All students attending Oak Hills High School are required to pay an instructional fee each year. In 2018-19 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. Need updated fee information

Instructional Fee	\$130.00
All Sport Pass	\$55.00 (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, department, 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 four 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
0 – 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. Parents sending a student that is sick to school only to turn in work or to take a test, should handle it as an early dismissal and send a signed note in with the student.

Students are not permitted to go home and return (Example: change of clothes, medication, etc.). Once a student leaves they are out for the day and may not return until the following day.

Emergency Medical Authorizations (EMAs) 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.**

Tartan Time Period

Each student is assigned an Tartan Time by grade level and alphabet to which he/she reports on designated days. Activities performed in Tartan Time will parallel our Vision/Mission/Core Values.

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 be 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

Each student who requests a locker will be assigned a locker. 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 school books 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 22 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 commons 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](#)) a pledge to 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 my speed to 10 MPH on school grounds.
6. Be responsible for all passengers in my vehicle.
7. Report immediately any accident in which I am involved.
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 I lose my tag, I could be charged up to \$50.00 to replace the tag.*
13. *If I am caught duplicating (forging) the tag, my 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.

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.

A good traffic pattern is essential for safety and smooth flow. The four drives providing access to Ebenezer from Oak Hills High School should be used as follows:

- The **middle** drive is an "exit only" at all times.
- The **south** drive (nearest Werk Road) is an "entrance only" at all times. It does not provide access to the student parking lot. Cars entering via the south drive must exit through the middle drive.
- The **north** drive is used as an entrance and exit at all times.
- An "exit only" gate is located at the north end of the student lot. (No Left Turn).

There are two pick-up, drop-off driveways, one located at the property nearest Ebenezer Road and the other near the school marquee. Please use these two driveways when picking up or dropping off your student.

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

Per Board Policy, all school instructional fees must be paid before participation in extracurricular activities.

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](#)).

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 Website 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.

Report Cards

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

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.**

For those in need of Internet use Oak Hills Media Center Hours: Monday - Friday: 3:00 to 4:00 (Hours Subject To *Change*)

Public Library Hours: Delhi and Green Township - Call for hours.

Sexual Harassment/Hazing/Bullying

SEXUAL HARASSMENT

Oak Hills High School is committed to eliminating and preventing sexual harassment. Ohio and federal laws define Sexual Harassment as:

Unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal, or physical conduct of a sexual nature may constitute sexual harassment when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or status in a class, educational program or activity;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment or education decisions affecting such individual or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or by creating an intimidating, hostile or offensive environment, or by interfering with one's ability to participate in or benefit from a class or educational program or activity.

When unwelcome activities of sexual harassment occur, the student should (1) tell the harasser that he/she is uncomfortable with the behavior and ask that it cease immediately and (2) inform his/her counselor or principal immediately.

HAZING and BULLYING
(Harassment, Intimidation and Dating Violence)

Hazing means doing any act of coercing another, including the victim, to do any act of intimidation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation, and bullying.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or 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. This behavior is prohibited on school property, on a school bus, or at a school sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Permission, consent, or assumption of risk by an individual subjected to hazing, bullying, and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times.

No administrator, teacher or other employee of the district shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No student, including leaders of student organizations, is permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events which might include hazing, bullying, and or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all hazing activities immediately. All bullying, hazing and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all reported incidents of bullying and post the report on the District's website.

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, faculty members, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a

grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

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. Underage tobacco use or possession will result in a possible \$100.00 fine and referral to juvenile court, as well as, school discipline.

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.

Telephones

School phones are for business use only. There are phones located in the front office (room 305) for student use with permission from a member of the office staff.

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 Activities

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.