

Rapid Run Middle School Student Handbook 2019-20



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

SCHOOL HOURS

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

PARENT PICK-UP OF STUDENTS DURING SCHOOL HOURS

All students released during the day must be checked out in the Attendance Office. Students will be released only to the custodial parent or guardian or to an adult designated by the custodial parent or guardian. The office staff must make positive identification of the adult checking the child out. The adult checking the student out must sign for the student's release.

SUPERVISION

Arrival Time

Students should arrive at school in the morning no earlier than 7:00 a.m. Teachers go on building supervision duty at 7:00 a.m. Students who arrive before 7:15 a.m. must report directly to the MPR. These students will not be dismissed to classrooms and lockers until 7:15 a.m. **THE SCHOOL IS NOT RESPONSIBLE FOR THE SUPERVISION OF STUDENTS BEFORE 7:00 a.m.**

Dismissal Time

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

STUDENT SERVICES

GUIDANCE

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

HEALTH ROOM

MEDICATION STUDENTS ARE NOT PERMITTED TO CARRY ANY MEDICATION (PRESCRIPTION OR OVER THE COUNTER) ON THEIR PERSON. All medicine that a student is required to take during the school day MUST be taken to the clinic by the parent/guardian.

Prescription medicine must be in its original container and accompanied by the completed proper forms, which can be obtained through the clinic. These forms are:

1. Physician's request for the administration of prescriptions.
2. Parental authorization and release. Failure to follow this policy could result in a ten-day suspension with a recommendation to the superintendent for expulsion.

SCHOOL ATTENDANCE POLICIES

ABSENCES

Absences are excused when the reason relates to personal illness of the student, illness in the student's family, death in the family, quarantine for contagious disease or religious reasons. Each student who is absent must immediately upon return to school make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s). Notification must occur as early as possible the same day that the student is absent from school. ***PARENTS MUST CALL THE SCHOOL ATTENDANCE LINE (347-2970) BEFORE 7:30 am TO REPORT ABSENCES FOR EACH DAY. GIVE THE NAME OF THE STUDENT, GRADE, AND REASON FOR ABSENCE.**

TARDINESS

1. Tardiness occurs when a student arrives at school after the designated starting time; however, due to the various modes of transportation involved in moving students from home to school, three classifications of tardiness will exist.
 - a. Non-chargeable Tardiness - This occurs when the delay is caused by the lateness of a yellow school bus, whether it is operated by the school district or a commercial company and for other good reasons common to many students in the school on a given day. When non-chargeable tardiness occurs the students shall have the right to make up any work missed and no record of tardiness shall be made on the report card.
 - b. Chargeable Tardiness - These are recorded on the report card:
 - 1) Excused - When lateness is caused by inclement weather or other good reasons, the student shall have the right to make up work missed.
 - 2) Unexcused - This would normally occur when a student moves from home to school by walking, driving or riding with friends or family and is late for school. Students who are tardy may or may not be permitted to make up the work. Principals make the final determination whether a student is excused or unexcused. 2. Tardiness will be defined as being up to two hours late. When lateness extends beyond two hours but less than three and one half hours, it is classified as an absence of one-half day. Absence of more than three and one-half hours will be counted as a full-day absence.

TRUANCY

In the event that a child of compulsory school age is absent with or without legitimate excuse from the public school the child is supposed to attend for thirty-eight or more hours in one school month, or sixty-five or more hours in a school year, the attendance officer of that school shall notify the child's parent, guardian, or custodian of the child's absence, in writing, within seven days after the date after the absence that triggered the notice requirement. At the time notice is given, the school also may take any appropriate action as an intervention strategy contained in the policy developed by the board of education.

LATE ARRIVAL or EARLY DISMISSAL

Students arriving within the first two hours of school because of illness, doctor appointments, etc. will be marked as a late arrival (if they have a parent note/call or dr. note). These are excused with no penalty. When you know your child will be arriving late or will be leaving early please send a note to school beforehand.

ACADEMICS

ACADEMIC PROGRAM

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

OAK HILLS SCHOOL DISTRICT GRADING SYSTEM, GRADES 6-12

1. The following scale is used to generate grades:

- | | |
|---|-------------|
| A | 89.50-100 |
| B | 79.50-89.49 |

C	69.50-79.49
D	59.50-69.49
F	Less than 59.50

2. 50% is the lowest grade that may be posted for major tests, projects, etc. Students may have the option to retake the test or redo the assignment. One of the consequences of not doing the work is doing the work. All students are expected to complete all assignments.

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

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

HOMEWORK

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

MAKE UP WORK

Students who are absent are required to make up work missed in each class. Absences do not excuse a student from completing missed classroom work. Students have as many days as they were absent to make up work missed in class. Only in extreme cases of prolonged absence will more time be allowed for work to be made up, unless permission is granted by the teacher. **It is the student's responsibility to schedule any make-up of tests, quizzes, projects, etc., by contacting individual teachers. Failure to obtain make-up work is no excuse for not doing work missed.**

SCHOLASTIC RECOGNITION

Students who excel in their studies will be listed on the Honor Rolls which are compiled at the end of each grading period. Highest Honors indicates that a student has all grades of "A" – a 4.0 average.

TEXTBOOKS

Students are responsible for the care of textbooks assigned to them. Fines will be assessed at the time the books are turned in for damage or loss. Students will be responsible for the full replacement cost of the lost textbook except during the adoption year of the text when the student's fine will be 25% of the replacement cost.

ACTIVITIES AND ATHLETICS

TICKET /EVENT POLICIES

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

ATHLETICS

Eligibility for each grading period is determined by grades received the previous (preceding) grading period. *Semester average and yearly average have no effect on athletic eligibility.

Grades 7-8 must:

1. Be enrolled in school.
2. Have passed 75% of all courses meeting five days a week (or equivalent) in the immediately preceding grading period.
3. Have an athletic physical on file prior and have FINAL FORMS completed online before trying out for any athletic activity.
4. Have athletic fees paid in order to participate.
5. Have all other fees paid or a payment plan must be in place and up-to-date in order to participate. Special Instances: A new enrollee will be eligible only after the grades for the immediately preceding grading period have been reviewed and been found to have met the above criteria.

ELIGIBILITY POLICIES

Residency

This issue is determined by the residence of the parents, custodial parent or court appointed legal guardian. Questions concerning residency should be directed to Mrs. Donna Bella at 574-3200.

Age limits

1. Grades 7-8: If a student is 15 before August 1st, he/she is not eligible for the ensuing year.
2. Students have 4 semesters consecutive of eligibility beginning with the 1st semester of 7th grade.

CONDUCT

Guidelines

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

PARTICIPATION FEES

Participation fees shall be collected to help defray the cost of extracurricular activities in the schools of the Oak Hills Local School District. The fees to be charged are as follows:

Athletics

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

Extra-curricular

Cheerleaders

\$55 per sport

*All other fees vary by activity.

REFUND POLICY

Athletics

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

Extra-curricular

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

HARDSHIP CASES

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

LOSS OF PRIVILEGE

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

TECHNOLOGY

COMPUTERS

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

OAK HILLS ACCEPTABLE USE POLICY

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. Refrain 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 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.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS (PBIS)

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

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

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

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

Vandalism Drugs Alcohol Weapons Criminal Acts	<ul style="list-style-type: none"> • Suspension • Expulsion
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STUDENT CODE OF CONDUCT

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

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

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion. A student, parent, guardian or legal custodian may appeal any decision of the Oak Hills Local School District administration to suspend a student from school to the Superintendent/designee. A student, parent, guardian or legal custodian may appeal an expulsion from school to the Board of Education or its designee. A student, parent, guardian or legal custodian must request an appeal in writing within 10 calendar days after receipt of the formal written notice of suspension or expulsion.

Failure to timely file an appeal in this manner waives any rights to appeal the suspension or expulsion. The student, parent, guardian or legal custodian may be represented in all appeal hearings. Pursuant to Ohio law a student, parent, guardian or legal custodian 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 or the Superintendent/designees reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

This Code of Regulations is adopted by the Board of Education of the Oak Hills Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct listed below (either specifically or generally) is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code.

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

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

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent/designee's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent/designee.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent/designee and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the

Superintendent/designee's intention and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

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

Rule #1: Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.

Rule #2: Damage or destruction of private property on school premises or in areas controlled by the school.

Rule #3: Assault on a school employee, student or other person.

Rule #4: Harassment of school personnel or other students during school and/or non-school hours. Sexual harassment, bullying and/or any other type of acts of harassment of school personnel or students is prohibited. Any staff or student experiencing these acts should immediately report the behavior to an administrator.

Rule #5: Fighting.

Rule #6: Hazing (to persecute or harass or humiliate another student and/or employee).

Rule #7: Chronic misbehavior which disrupts or interferes with any school activity.

Rule #8: Disregard of reasonable directions or commands by school authorities including school administrators and teachers.

Rule #9: Abuse of another. No student shall in spoken or written form use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous, degrading or threatening in nature, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason are prohibited.

Rule #10: Disrespect to a teacher or other school authority.

Rule #11: Refusing to take detention or other properly administered discipline.

Rule #12: Skipping detention.

Rule #13: Falsifying of information given to school authorities in the legitimate pursuit of their jobs.

Rule #14: Forgery of school or school related documents.

Rule #15: Cheating or plagiarizing.

Rule #16: Gambling.

Rule #17: Extortion of a student or school personnel.

Rule #18: Theft or possession of stolen goods.

Rule #19: Arson or other improper use of fire.

Rule #20: Possession of matches or lighters or other similar devices.

Rule #21: Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

Rule #22: Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form.

Rule #23: Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, betel nuts etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).

Rule #24: Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.

Rule #25: Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, etc.

Rule #26: A student that carries a cell phone or any other electronic device must follow reasonable directions or commands by school authorities including school administrators and teachers. The student is responsible to secure any electronic device in the manner prescribed by the building administration. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator. Students may not take photographs, record or videotape on school grounds without the permission of teachers or administrators.

Rule #27: Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.

Rule #28: Cursing.

Rule #29: Use of indecent or obscene language in oral or written form.

Rule #30: Publication of obscene, pornographic or libelous material.

Rule #31: Placing of signs and slogans on school property without the permission of the proper school authority.

Rule #32: Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.

Rule #33: Demonstrations by individuals or groups causing disruption to the school program. Rule #34: Truancy.

Rule #35: Tardiness.

Rule #36: Leaving school during school hours without permission of the proper school authority. Rule #37: Upon initial arrival, leaving school property without permission.

Rule #38: Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.

Rule #39: Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the administration is reasonably related to, or represents gang or gang-like activity.

Rule #40: Improper or suggestive dress.

Rule #41: Indecent exposure.

Rule #42: Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

Rule #43: Turning in false fire, tornado, bomb, disaster or other alarms, or any other activity that induces panic defined as: a. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that such a report or warning is false b. Threatening to commit an "offense of violence" or c. Committing any offense with reckless disregard of the likelihood that its commission will cause serious public inconvenience or alarm.

Rule #44: Presence on school property with a communicable disease.

Rule #45: Failure to abide by rules and regulations set forth by administration for student parking.

Rule #46: Disobedience of driving regulations while on school premises.

Rule #47: Convey, attempt to convey or knowingly possess a deadly weapon or dangerous ordnance onto any property owned or controlled by or to any activity held under the auspices of the Board of Education.

Rule #48: Sell, offer to sell, or possess a controlled substance on school premises or at a school related function (trafficking in drugs).

Rule #49: Carrying concealed weapon.

Rule #50: Aggravated murder.

Rule #51: Murder.

Rule #52: Voluntary manslaughter.

Rule #53: Involuntary manslaughter.

Rule #54: Felonious assault.

Rule #55: Aggravated assault.

Rule #56: Rape.

Rule #57: Gross sexual imposition.

Rule #58: Felonious sexual penetration.

Rule #59: Any disruption or interference with school activities.

Rule #60: Willfully aiding another person to violate school violations.

Rule #61: Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.

Rule #62: Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.

Rule #63: Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.

Rule #64: Violation of any board rule, regulation or policy.

HAZING AND BULLYING

Hazing, bullying behavior and/or dating violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, up to and including suspension and/or expulsion from school. Hazing, bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District email accounts and/or computers; on school-provided transportation or at any official school bus stop. Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. physical violence and/or attacks;
2. threats, taunts and intimidation through words and/or gestures;
3. extortion, damage or stealing of money and/or possessions;
4. exclusion from the peer group or spreading rumors;
5. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
 - A. posting slurs on websites, social networking sites, blogs or personal online journals;

- B. sending abusive or threatening emails, website postings or comments and instant messages;
 - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online
 - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

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.

WEAPONS

Under NO circumstances are weapons of any kind to be brought onto school property. Any item that resembles a weapon should not be brought onto school property. The consequence will be an automatic out-of-school 10 day suspension with a recommendation of expulsion from school and the filing of criminal charges.

BOMB THREATS

A student may be expelled for a period of up to one year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat. The period of expulsion shall extend as necessary into the next school year.

STUDENT DISCIPLINE FOR VIOLATION OF SCHOOL DISTRICT POLICY ON TOBACCO AND ILLEGAL CHEMICAL SUBSTANCE ABUSE

Use or possession of tobacco or tobacco related products on school grounds will result in a three-day suspension. Parents shall be advised of disciplinary action and for repeat offenses at the student re-entry conference.

When a student is found to be selling, distributing, using, or has illegal possession of alcohol or drugs on school property, he/she shall be referred to the building principal. The principal shall notify the student's parents and law enforcement authorities. The student will be immediately suspended with the recommendation of expulsion in accordance with board policy. Whenever a student is suspended or expelled from school in accordance with ORC 3313.66 for the possession of alcohol or drugs, the Superintendent/designee may notify the Registrar of Motor Vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the Registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the Registrar that the student has satisfied any conditions established by the Superintendent.

DAMAGE TO SCHOOL PROPERTY

Any damage done to the building, equipment, buses or books, may be paid for by the person(s) responsible. STUDENTS AND PARENTS ARE HELD LIABLE FOR DELIBERATE DAMAGE TO SCHOOL PROPERTY. OFFENDERS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

STUDENT CONDUCT ON SCHOOL BUSES

The need for strict adherence to school bus discipline is critical. The potential safety related problems that could arise are indefinable. The driver needs to have discipline in order to devote his/her full attention to the hazards of the road. A school bus traveling 30 miles per hour is covering 44 feet per second. The average time it takes a driver to check the rear view mirror is 3 seconds (3 X 44 = 132 feet). Add the factors of a disturbance in the back of the bus as they are approaching a bend in the roadway, coming into an intersection, or possibly headed for a student pick-up with children playing near the curb. This is precious time that the driver is not looking at the road ahead. Children causing a disturbance are actually putting themselves, the other children and the driver in a very jeopardous position. Student Regulations When riding a school bus, students shall:

1. be expected to walk a reasonable distance to the bus stop.
2. arrive at the bus stop 5 minutes before scheduled pick up time; the drivers will not wait for students to walk from their homes to the bus.
3. behave at the school bus stop in an orderly fashion, not threatening life, limb or property of any individual.
4. load in an orderly manner, go directly to assigned seats. Students must remain seated, keeping aisle and exits clear.
5. respect the driver and be aware that he/she is in charge at all times and should be obeyed promptly.
6. be courteous, no profane language or gestures will be tolerated.
7. keep noise on the bus to a minimum. Classroom behavior is expected.
8. not be in violation of safety procedures, i.e. proper seating, proper loading and unloading procedures, proper street crossing procedures, no fighting, pushing, shoving, or tripping.
9. be aware that Ohio State Law prohibits eating, drinking, chewing gum or the use of tobacco products on the bus.
10. not be destructive to the interior /exterior of the bus and should take an active role in litter control inside the bus.
11. not throw or pass objects on, out of, or into the bus.
12. not put objects or body parts outside of bus windows.
13. carry on the bus only objects that can be held in their laps. Animals of any kind are not permitted. Large objects and school projects may need to be transported by parents.
14. ride only their regularly assigned route. Students will board and disembark only at their designated stops.
15. have written permission from their parent or guardian and signed by the principal of their school, if they wish to leave at a stop other than their normal stop.
16. go directly to their bus upon dismissal from school and students are expected to go directly home when they leave the bus.
17. use the emergency door only in an emergency situation, or as directed by the driver.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL RESULT IN DISCIPLINARY ACTION. STUDENT MAY LOSE BUS RIDING PRIVILEGES. RIDING A BUS IS A PRIVILEGE AND NOT A RIGHT.

DISCIPLINARY ACTION

In the event that disciplinary action is required, the following procedures shall be followed:

1. First Offense - Driver will submit a written conduct report citing specific actions of the student. The Transportation Supervisor will forward a copy of the report to the child's parents, along with a copy of the bus rules and regulations. A copy of the report will also be forwarded to the building principal.
2. Second Offense - Driver will submit a written conduct report citing specific actions of the student. The report will be sent to the building principal. The principal shall review the problem with the student and call the parents so that they will be aware of the situation. Written notification of the incident shall also be sent to the parent by the building principal.
3. Third Offense - Driver will submit a written conduct report citing specific actions of the student. The report will be to the building principal. The principal shall discipline the student with loss of bus privilege for up to 10 days or other suitable alternative. The Transportation Office and parent must be notified by telephone, with written report to follow.
4. Fourth Offense - Same procedure as in No. 3 except exclusion from bus service may be for up to thirty (30) days after notification of parents.

In the event of flagrant misconduct, any of the four disciplinary actions may be initiated. The Superintendent/designee, principals, or assistant principals are authorized to suspend or remove pupils from school riding privileges. In all instances of disciplinary action, parents have the right to appeal an administrative decision, through the Superintendent.

METHODS OF HANDLING DISCIPLINARY PROBLEMS

Detention

Teachers and administrators may assign DT's to students. Parents will be notified of the date and a notice will be sent home for parents to sign. DT's are from 2:15-2:30. Failure to complete a properly assigned detention will result in further disciplinary action.

Thursday School

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

SUSPENSIONS

The Superintendent, Principal or Assistant Principal may suspend a student from school for disciplinary reasons outlined in the Student Code of Conduct. No period of suspension will be for more than 10 days. The Superintendent may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year. The guidelines listed below will be followed in all suspensions:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.

2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within 24 hours, a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal such action.
5. Notice of this suspension will be sent to the: A. Superintendent B. Treasurer C. Student's school record (not for inclusion in the permanent record).
6. Suspension may be appealed to the Board of Education or its designee.
7. In the absence of an appeal, the Principal may require and schedule a conference with at least one parent or guardian before the student is re-admitted to school.
8. Permanent Exclusions - If the offense is one for which a school district may seek permanent exclusion, then the notice will contain that information.

Appeal Procedure

Should a student's parent(s) or guardian(s) choose to appeal the suspension to the Board of Education, a written request must be made to the Superintendent within 10 days of the formal notice of suspension. Acting as designee' of the Board of Education, the Superintendent or designee will schedule the appeal hearing in a timely fashion. The student has the right to legal representation at the hearing and a verbatim record of the hearing will be kept. The Superintendent or designee will, within 24 hours of the appeal hearing, provide written notice of the decision to the parent(s) or guardian(s).

Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas. [Adoption date: July 1,1991]
[Revision date: December 21,1993]

EXPULSION

Expulsion is recommended by the principal or assistant principal but may be carried out only by the Superintendent or designate. It may be a maximum of 80 consecutive school days.

STUDENT DRESS CODE

This code presumes reasonable compliance as a privilege. If a disproportionate amount of time and effort are spent and/or if a general lack of cooperation exists, the dress code may be amended and upgraded at any time during the school year for immediate enforcement.

The school administration has the authority to make the final interpretation of the dress guidelines. 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, (2) health and safety, (3) modesty based on community standards, (4) any item of clothing or dress which can damage furniture, floors, etc., may be prohibited. Drug and alcohol-related references 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 where working in heavy machinery as it would be to wear open shoes in a chemistry lab. Both present the potential for injuries to students.

Students in violation of the dress code will be asked to call parents to secure proper attire. Admission to class will be denied until standards are met. Any time out of class for this reason is unexcused. Repeat offenses of the dress code will result in more serious disciplinary consequences.

Appearance should be conducive to a student's good order and the school's educational atmosphere. First and foremost, neatness and cleanliness are the prime consideration for whatever is worn. In conjunction with this, students should practice good personal hygiene. While these are the general needs for dress, specific guidelines are necessary to ensure that students dress comfortably, yet do not detract from a serious approach to their education. Thus, in choosing clothing, due regard to modesty must prevail. Any garb of an inappropriate or disruptive nature may not be worn. To aid in the decision of what fits into these categories, the following guidelines must be followed:

1. Shorts - Appropriate shorts may be worn. Appropriateness is based upon length and decent fit. Appropriate length is mid-thigh. This also applies to skirts. Bicycle tights are not appropriate for school dress.

2. Tops - Tops should be respectable and non-revealing. Bare midriffs, cropped tops, see-through tops, are not acceptable, nor are shirts with no sides. Clothing with drug or alcohol-related slogans or symbols, suggestive slogans, violent or obscene messages are not permitted.
3. Jeans and other apparel - Clothing with rips, tears or holes may be judged inappropriate for school dress. All pants must be worn at the appropriate waist level.
4. Footwear - Appropriate footwear must be worn. Safety may preclude some items (e.g., open shoes in the labs).
5. No hats, sweatbands, bandannas, sunglasses or non-religious head coverings are to be worn in the school building
6. Overcoats or out-of-doors coats are not to be worn in the building or during class time unless specifically authorized by the principal.
7. Accessories and Jewelry: Heavy chains, studded bracelets, and dog collars are not permitted. Excessive piercings or jewelry that is disruptive to learning will be deemed inappropriate.
8. Tattoos - Any tattoo that would be a disruption to the educational system including drug, tobacco, and alcohol related references, obscene or double-meaning tattoos, and modesty based on community standards must be covered in school and at all school activities.
9. Hair color: The color and/or style of hair must be such that it does not cause disruption to the educational program or extra-curricular activity.

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

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

Student 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. School administration has the authority.

MISCELLANEOUS

BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS

These transportation devices should be walked on and off campus. Failure to comply may result in the loss of the privilege to have these devices on campus.

BOOK BAGS

Book bags must remain in students' lockers during school hours unless permission has been given by teachers or administrators.

CHANGE OF ADDRESS

Parents must submit a new proof of residency to the Delhi Middle School Main Office whenever there is an address change along with their new telephone number. If at any time, custody of a student is changed, the formal court papers must also be submitted to the student's counselor. Parents who move out of the district and do not notify the school of their change of address within two weeks, will automatically have their children withdrawn from Oak Hills schools. The students will not be given the opportunity to complete the semester.

FINES

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

HOME-SCHOOL COMMUNICATION

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

LOCKERS

Each student will be assigned a locker by the Core Team. Once assigned, students will not change lockers unless approved by a counselor or administrator. Students MUST provide their own lock. Students should not reveal their locker combination to friends or any other students.

Students may visit lockers before and after school as well as with teacher permission. LOCKERS ARE THE PROPERTY OF THE SCHOOL AND MAY BE EXAMINED BY AUTHORIZED PERSONNEL AT ANY TIME.

LOST AND FOUND

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

PHONES AND OTHER ELECTRONIC DEVICES

Students are to secure their phone or other electronic devices in their locker during school hours unless directed otherwise by a staff member. A student that carries a cell phone or any other electronic device must follow reasonable directions or commands by school authorities including school administrators and teachers. The student is responsible to secure any electronic device in the manner prescribed by the building personnel. The telephones installed in the Attendance Office and Main Office are for the use of teachers and office staff and may only be used by students with permission from a staff member. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator. Students may not take photographs, record or videotape on school grounds without the permission of teachers or administrators. *CALLING 911 IS A SERIOUS OFFENSE AND MAY RESULT IN AN OUT OF SCHOOL SUSPENSION AND POLICE REPORT.

THEFTS

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

VISITORS

Visitors must buzz to enter the building by pushing the button outside the main front entry. Visitors are then required to come into the Main Office and obtain a pass before going to a classroom or elsewhere. STUDENTS MAY NOT BRING VISITORS TO ATTEND CLASSES.

EMERGENCY SCHOOL CLOSING

Two-Hour - Delay Absences on a two-hour delay may be called in after 8:00 a.m.

Total Closing - When the announcement is made that the Oak Hills School District's schools are closed, it includes all public schools in the district