

# Springmyer School STUDENT HANDBOOK



MASCOT "SPARKY"

## GENERAL INFORMATION

### School Hours

**Students are not to arrive before 8:00 a.m. as there is no adult supervision available unless enrolled in the latchkey program through Right At School.**

Morning Kindergarten	8:20 a.m. - 11:05 a.m.
Afternoon Kindergarten	12:15 p.m. - 3:00 p.m. (Please arrive after 12:10)
Grades 1 - 5	8:25 a.m. warning bell 8:30 a.m. tardy bell 3:00 p.m. dismissal

### Important Numbers

Office 513-574-1205

Absences and Tardiness 513-347-2970

Transportation Office 513-574-2161

Website: <http://ohlsd.us/springmyer/>

Facebook Page:

<https://www.facebook.com/pages/Springmyer-Elementary-School/413425355366146>

### OUR VISION

Springmyer Elementary, in partnership with our families and community, will be recognized for maximizing students' potential by providing high quality instruction, encouraging respect for self and others, and fostering social and global competency for an ever-changing world.

### OUR CORE BELIEFS

#### **High Expectations**

- We believe all learners can achieve at high levels and demonstrate quality learning outcomes.

#### **High Quality Instruction**

- We believe all learners are unique individuals who deserve meaningful, rigorous learning opportunities.

#### **Ownership**

- We believe that learning is a lifelong commitment that is only filled to its potential when learners become responsible for the learning themselves; in doing so, they become independent

and self-reliant individuals.

### **Respect**

- We believe that all individuals have inherent worth and value. As a result, we strive to create an environment of mutual respect among students, parents, staff, and community members.

### **Service**

- We believe that giving back to our community makes us stronger as individuals and a school community.

### **THE SPRINGMYER PLEDGE**

As a Springmyer student, I pledge  
... To allow myself and others to learn  
... To respect and be polite to everyone  
... To be responsible for my actions  
... To follow school rules  
... To keep my school clean and safe  
And I pledge to do my best and never give up.  
**WE ARE RESPECTFUL, RESPONSIBLE AND SAFE!**

## **Five Ways to Stay Connected with Springmyer!**



### **Springmyer Elementary School's Website**

Visit us at [ohlsd.us/springmyer](http://ohlsd.us/springmyer) for links to our student handbook, school calendar, staff email addresses, lunch menus, PTA meeting notes, and more!



### **One Call Now phone calls, e-mail and text messages**

We use One Call Now to update families on many important events, including weather-related delays and closures. All families in our information system automatically receive updates. Your account will be linked to whichever phone number is listed as “primary” in our system. If you would like to add additional phone numbers and e-mail addresses, please visit our website at [ohlsd.us/springmyer](http://ohlsd.us/springmyer), click on the “One Call Now” icon, and click “Sign Up” to make changes to your account.



### **Our weekly Sparks newsletter**

The Sparks is emailed home each Friday, posted to our school website, and available in hard copy format in the front office. If you do not receive this weekly email or would like to add additional addresses, please email Cyndi Anderson at [anderson\\_c2@ohlsd.org](mailto:anderson_c2@ohlsd.org) to be added to our list.



### **The OHLSD App**

The District’s free app includes school updates, calendar events, and more. You can opt to receive updates from just Springmyer, or from multiple schools. It is available through the Google Play Store and Apple App Store by searching for “Oak Hills Local Schools”



### **Springmyer Elementary School’s Facebook page**

We regularly post photos, reminders, and more. Search for “Springmyer Elementary School” and “Like Us” to receive regular updates in your Facebook feed!



### **Need to inform us of an absence or early dismissal?**

When it is necessary for your child to be absent from school, please call the absence line at 513-347-2970 by 9:00 am on the day of the absence. If your child must be excused early, s/he must bring a note from a parent/guardian stating the time to be excused and the name of the person picking him/her up. While we know that last minute changes are sometimes unavoidable, we appreciate your efforts to inform us ahead of time.

***Please call the office at 574-1205 if you need help getting started with any of these!***

## STUDENT HANDBOOK

### Absence Procedure

Regular school attendance is essential to school progress. Unnecessary absences should be avoided. When a student is absent, it is the responsibility of the parent to call 347-2970 before 9:00 a.m. to leave a message on The Education Connection. Parents may request homework to be picked up in the office at 3:00 or sent home with another student.

### Tardiness

Students who arrive after the scheduled starting time will be marked tardy. When a student is tardy, he/she must report to the office to sign in before going to class. Parents are not to walk tardy students to their classrooms at the time of arrival. Tardiness shall be defined as late up to two hours, after that it is absent for 1/2 day. You will be notified if tardiness or absences become a problem.

### Habitual Tardiness or Absences

The following guidelines have been established for the elementary schools of Oak Hills.

Excused - must have the appropriate signed note from parent, medical personnel, or other participating adult verifying tardiness. (Medical appointments, illness, family emergency, personal issue, court appointment, auto accident, power outage, delay in bus service.)

Unexcused - oversleeping, car problems, missing the bus, failure of ride to appear.

\*In the event of excessive absences, a doctor's note may be required in order for further absences to be counted as

excused. When child brings in a Doctor's note it must include specific dates, the unexcused is changed to excused. The compulsory school attendance laws place the primary responsibility for sending a child to school with the parent or guardian. You are obligated to take all necessary steps to ensure that your child attends school, daily. Elementary schools in the Oak Hills District will allow parents to excuse up to 10 absences; **anything beyond 10 days will require a doctor's note** or will be considered unexcused and subject to the terms of truancy, including a referral to a the School Resource Officer.

\*\*Administration has the authority to respond to each situation individually. Excessive tardies or unexcused absences are referred to the Green Township Police (School Resource Officer) who has the authority to file charges. TRUANCY CASES ARE A VIOLATION OF THE LAW

AND MAY RESULT IN COURT ACTION AGAINST THE PARENT/GUARDIAN.

### **Accident or Illness During School Day**

If a student becomes ill or is injured at school, every effort will be made to contact one of the parents immediately. If this is not possible, the school will call the emergency number given by the parent along with an alternate person. It is, therefore, most important to report any changes in phone numbers of alternate persons promptly to the school in writing. The school does not have the means to care for an ill child for an extended period of time. It is the parent's responsibility to provide a way for a child to be picked up promptly in case of illness. Whoever picks up the child must sign the release form in the office.

### **School Insurance**

Flyers are available in the school office at the beginning of the school year to apply for accident insurance. Parents are urged to purchase this plan if they do not have adequate coverage from another source.

### **Administering Medicines to Students**

In general, Oak Hills Local School District discourages the taking of any medication during the school day. The administration of any prescribed medication is prohibited without the written order of a physician and the permission of the parent/guardian. Students are not permitted to carry any medication on their person. When it is absolutely necessary for a student to take prescribed medication during the regular school day, the following rules apply:

1. Parents should first determine with their child's physician whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.
2. Whenever a student must take prescribed medication during school hours, the accompanying Permission to Administer Prescribed Medication form must be completed and signed by the treating physician and parent/guardian.
3. Medication is to be brought to the school office by the parent or guardian in its original container and with the completed Permission to Administer Prescribed Medication form.
4. At each school all medication will be kept in a locked storage unit.
5. The parent/guardian is responsible for seeing that the school has an adequate supply of medication.
6. It is the responsibility of the parent/guardian to instruct the child to present himself/herself for the taking of medication at the designated time, and the child is responsible for presenting himself/herself to take his/her medication.
7. Any unused medication not claimed by the last day of school of each year will be destroyed. A new form must be submitted each year.
8. A revised statement signed by the physician who prescribed the medication must be submitted each time the medication or dosage changes.

Non-prescription (over the counter) drugs may be administered by school personnel with a parental note indicating the type of medication, dosage and time of day to be administered. If medication is required for more than one day, a separate note is required for each day.

**Area Daycare Providers** The following daycare providers may transport students to and from school. Please contact provider to see requirements.

ABC Childcare	353-5437	Davis Development	574-9337
All About Kids	574-4800	Joy Daycare	574-2333
Alphabet Junction	389-0176	Ms. Wendy's	607-8444
Arches	574-2252	Oak Hills United Methodist	574-1641

**Latchkey Program** - Right At School: For information and to register:  
rightatschool.com 855-287-2466

### **Background Verification Check**

All of our parents and community members are required to undergo a background verification check prior to volunteering at Springmyer. These will need to be completed each school year. Forms are available in the office and our website

### **Bus Assignments**

Oak Hills' buses will transport students within the Springmyer attendance area who reside more than two miles from the school. Students must ride the assigned bus unless permission is granted by the school or Transportation Department. **Students who are not eligible for Oak Hills transportation are not permitted to ride an Oak Hills bus.** Occasionally, there are valid reasons when a student needs to depart from a school bus at other than his/her normal stop or ride a different Oak Hills bus. Whenever this is to be done, it is **mandatory** that a request be written by the parent and **countersigned** by the office. Requests of this nature are only accepted from assigned Oak Hills bus riders.

### **Conferences**

Annual parent/teacher conferences are scheduled for each child. These conferences are usually held in November. Personal conferences are held for the special needs students in May.

### **Dismissal Procedure**

#### **A. Carpool**

Because of the lack of sidewalks near our school we ask that drivers use extreme caution when approaching the school and especially when entering the pickup area. Automobile traffic should avoid the front school entrance. The designated pickup areas is on the side playground. Please fill in all empty parking spaces before parking in front of the door. This keeps traffic moving during dismissal. Designated areas for pickup will be made. Students will remain in the gym until called to carpool.

#### **Parking in the Parking Lot**

If you choose to park in the parking lots, please use extreme caution as cars may be arriving and leaving while students are being dismissed.

The following are general carpool rules:

1. Running, pushing, horseplay, etc. are not permitted.
2. Children MAY NOT play on the playground while waiting for their ride. You may choose to let them play after your arrival and under your supervision.
3. No bouncing balls or play while waiting.
4. Children may not return to the building until the last carpool time is over. This includes

taking bookbags, etc. to the car and returning for an after-school activity. This involves too much running back and forth in the parking lot.

5. Carpool time ends at 3:15. Any children remaining will be sitting on the bench outside the office. You will need to come in to the building and pick them up.

### **Parents**

1. Pull all of the way up to the top of the carpool area to load as many cars as possible.
2. Please leave your pets in the car.
3. If your child is not outside when you arrive, you will be asked to either pull forward or park.
4. Please be patient. We are looking out for the safety of every child.
5. Please avoid parking next to the yellow post area where children are standing.
6. Drive slowly in the parking lot and while on school grounds at all times.
7. If you choose to park, you must walk students across lot.

### **B. Bus**

Dismissal for bus riders will be determined by school bells. Students will be called to board buses as buses arrive. All students are required to ride the same bus each day unless a note from a parent or guardian is presented and signed by the principal.

### **C. Walkers**

Walkers will be dismissed through the south doors. They are to use extreme caution on their journey home. A cross walk guard is provided for the safety of the students. Students should listen to and respect the cross walk guard in order to insure safety.

NOTE: If the mode of transportation is to change for your child, it is essential that your child's teacher and the office are notified of such change.

### **Dress Code**

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

1. Any article which might damage furniture, floors, etc. is prohibited.
2. Shorts: Appropriate shorts may be worn. Appropriateness is based on length and decent fit. Appropriate length is mid-thigh. This also applies to skirts. Fitness Ed. class shorts, cutoffs, or spandex is inappropriate and therefore not allowed.
3. Tops: Tops should be respectable and non revealing. Bare midriffs, cropped tops, see-through tops are not acceptable, nor are shirts without sides. Sleeveless tops are allowed, but spaghetti straps are not appropriate for school dress.
4. Pants and jeans must be kept at the waist.
5. Shoes must be worn. Safety may preclude some items (open toed shoes in science class) from being worn. Flip-flop or thong sandals are not permitted.
6. Hats and sunglasses are not to be worn in the building.
7. Overcoats or out-of-doors coats are not to be worn in the building unless specifically authorized by the principal.
8. Parents will be called to bring appropriate clothing for their child if the dress code is violated.

## **Early Dismissal**

Any child who leaves school during school hours with his/her parent or other adult named by the parent, should have a written note from the parent stating the reason for the early dismissal and the time the child will be picked up. If being dismissed early, the child should present his/her teacher with a note upon entering the classroom in the morning. The homeroom teacher will initial early dismissal notes and send them to the office. The child will be called from class when the parent or designated person reports to the office to pick up the child. NO TEACHER IS TO RELEASE A CHILD TO ANY ADULT WITHOUT DIRECT NOTIFICATION FROM THE OFFICE OR THE HEALTH ROOM. A SIGN-OUT PROCEDURE WILL BE USED TO RELEASE THE CHILD.

## **EMERGENCY MEDICAL AUTHORIZATION (EMA)**

Every parent is expected to complete an EMA annually for each student. Failure to do so will result in your child being excluded from field trips and other activities. If an updated EMA is not on file, the school cannot allow medical treatment for your child in an emergency situation. Go to [www.ohlsd.org](http://www.ohlsd.org) to complete your student's EMA form for each school year. If you had an account last year, you will use the same account, sign in and confirm/update the required information..

## **Emergency School Closings and Delays**

In the event that inclement weather or mechanical breakdown may necessitate the closing or delay of schools, PLEASE DO NOT CALL THE SCHOOL. Announcements will be made under OAK HILLS LOCAL SCHOOL DISTRICT on the public access TV channel and local television and radio stations. You may also call the Oak Hills TEC line at 347-2970. To sign up for alert system from the School District, Download the Oak Hills District App available on the App Store or Google play.

## **Fees**

The total school fee for grades K - 5 is \$85.00. (Cost is subject to change)

An \$18.00 fee will be charged for checks returned for non-sufficient funds.

## **Homework**

The amount of homework assigned will gradually be increased from grade to grade. In Kindergarten there may be occasional brief homework, such as finding pictures or words relating to topics presented in class. In grade one there may be a few minutes of homework assigned several times a week, increasing gradually to a maximum of 60 minutes daily in grade 5.

## **Homework Assignment Books**

Each student in Grade 1 through 5 will receive a Student Assignment Book for the purpose of recording homework assignments and communication between parents and the teacher. We ask that you review this book with your child each evening and sign where indicated until the last day school is in session. This tool will help students to be organized and be a means to keep you informed. If a student loses his/her book, a charge of \$5.00 must be paid for a new book.

## **Kindergarten A.M. Class Time and Dismissal**

When bringing children to school, do not drop them off before 8:00 a.m. The morning class begins at 8:20 a.m. **Children arriving by car should be dropped off at the North, playground doors only. They should not be dropped off at the front of the building in the semi-circle driveway. This entrance is reserved for busses at all beginning and dismissal times.** The morning class concludes at 11:05 a.m. Children should be picked up at that time at the North exit only. The North playground parking lot gate will be closed when you arrive. You must use the South entrance. Pull around to the back of the building and park near the ball fields. The children will be dismissed at the North door.

### **P.M. Class Time and Dismissal**

The afternoon class begins at 12:15 p.m. and ends at 3:00 p.m. Five minutes before school begins is early enough for your child to arrive. Supervision is not provided prior to 12:10 p.m. **Children arriving by car should be dropped off at the North, playground door only, not in the semi-circle driveway in the front of the building. This is reserved for busses at all beginning and dismissal times.** Children going home by car are dismissed at the North exit only. Parents, please do not leave your cars parked with the motors running. Please caution your car riders continually concerning the need for safety in the carpool area.

### **Latchkey Program**

Right At School: For information and to register: [rightatschool.com](http://rightatschool.com) 855-287-2466

### **Library**

The Springmyer Library is open daily from 8:00 am to 3:00 p.m. Students in all grade levels (K-5) will visit weekly as a class for 30 minutes. Checkout limits are as follows: Grades K and 1 – 1 book per week, Grade 2 – 1 book per week, 2 starting in January, Grades 3-5 – 3 books per week. Books may be returned during scheduled class time or before school, 8:00 – 8:30 am. Students may check out books before school without their class if they have no other books out. Books may be renewed twice after the initial checkout for a total of three weeks per book. Books with a NEW sticker on the spine may not be renewed. Reference books may also be renewed twice for a total of three days. Proper behavior is expected in the library, as in the classroom. School rules are enforced and checks may be given for inappropriate behavior. LATE FINES: A late fine of 5 cents per day 10 cents per day for overnight books) will be charged to all students. Fines will be assessed only for days schools is in session. There is no charge for absence, weekends, holidays, or snow days.

LOST/DAMAGED BOOKS: Students are responsible for replacement of lost or damaged books. Once a lost or damaged book is paid for, payment will not be refunded. If a damaged book can be repaired, a fee will be charged based on the extent of damage. Having a book that is more than four weeks overdue, or a fine that is more than four weeks late, will result in loss of library privileges. The student will not be allowed to use the library computers or read from a library book or magazine during class time. The student may not check out new books until all books are returned and/or fines paid.

### **Lunch**

Our lunchroom serves hot lunches daily. Students are offered two hot lunch deals. The meal deal is a set menu for \$2.85. (subject to change) or A la carte is a variety of hot/cold foods priced individually per item. The milk price is \$0.35. (subject to change). Students may pack their lunch.

**Packers, please be sure to pack all utensils and napkins needed.**

**Students and parents in lunchroom may not bring soda pop or fast food to lunch.**

Oak Hills Local School District has implemented the Meals Plus point-of-sale system for food service. Oak Hills is excited to partner with SPS EZpay to provide parents an online system to add to your child's lunch account, as well as pay instructional fees. You may use your credit or debit card for the transaction in the convenience of your own home. You can access the online payment website by going to the district website at [www.ohlsd.org](http://www.ohlsd.org), then click on SPS EZpay logo to be transferred over to the payment site. Complete the registration page and add your child's name and ID number. You can check your child's account balances. If you elect to do so, you can even receive a "Low Lunch Balance" email. Payments made online will be credited by the end of the next business day.

### **PARENT VISITS TO CAFETERIA**

- **We are working very hard to tighten procedures in the cafeteria. Because of this we would like to remind/inform parents of some rules for the Cafeteria.**
- **No outside food should be brought to the cafeteria for students (i.e., food from restaurants).**
- **If parents are providing a Birthday Treat they can do so by bringing the treat to the homeroom teacher in the morning. Treats should not be taken to the cafeteria by the parent.**
- **All birthday treats should be pre-packaged and should clearly display the ingredients. This is necessary so that we can attend to issues related to student allergies.**
- **Parents are allowed to visit students and have lunch with them but these visits should be limited to special occasions and should be no more than 1-2 times per school year.**

**Party** - The only holiday party at Springmyer is before Winter Break. It will be held approximately 1 hour before student dismissal time (1:45 p.m.) on a date to be announced. PTA, in conjunction with room mothers, will provide refreshments and treats for the students. The classroom teacher working with room mothers should coordinate games and entertainment for the students. All parties should be held in a safe and orderly environment. Special occasion parties must be cleared with the principal. **Due to space issues only room parents will be allowed to attend the class parties.**

### **Report Cards**

Report cards are available online through **Progress Book/Parent Access** - If you had an account last year, you will use the same account, and sign in. If you have forgotten your login and/or password, please contact the school office. If you did not have an account last year, Progress Book/Parent Access allows YOU to create your own username and password. It is extremely important that you create this account in order to access your student's progress and report cards throughout the school year.

The process to create an account requires the use of a registration key.

To access Progress Book/Parent Access, follow these steps: 1. Go to the Oak Hills portal <http://ohlsd.us> 2. Click on the parent portal 3. Select the Progress Book link. You can find instructions to help you create your account located on the Parent Portal by selecting the

Create Progress Book Accounts icon.

Grades and comments must be accurate, objective and honest indications of a student's progress.

### **School Visitation Procedure**

All visitors are to report to the front of the school and be buzzed in. Visitors must come to the office to register and receive a visitor badge. All volunteers and visitors must complete a background check. Someone from the office will then direct you or show you through the building. ***This procedure prevents interruption of classes, misunderstandings, and is also a security measure.***

### **Smoke-Free Schools**

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

### **VALUABLES AT SCHOOL**

School personnel try to prevent losses, but we cannot be responsible for students' personal property. Items such as cell phones, cameras, radios, toys, electronic games, and large amounts of money should not be brought to school. Items not needed for class should be left home.

### **VOLUNTEERS**

The OHLSD Board of Education encourages and supports a volunteer program so as to utilize talents existing in the community which can have a significant impact on providing expanded learning experience for students. Volunteers may provide additional support in the classroom, promote community-school cooperation in facilitating the learning process and provide individuals who have expertise in various areas to be used as resource personnel.

Volunteers:

1. Serve in schools upon the request or approval of the building administrator;
2. Function under the direction and supervision of school personnel;
3. Respect the confidential nature of relationships with students and school personnel and;
4. Are required to have a criminal record check if they work directly with students.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteer will be considered when making assignments.

### **STUDENT CODE OF CONDUCT**

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

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

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

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

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

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

Any student engaging in the following types of conduct listed below (either specifically or generally) is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This Code of Regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function, school organization function or activity, or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times on or off school property when such student conduct is reasonably related to the health, safety and welfare of students or such conduct would unreasonably interrupt the educational processes of the Oak Hills Local School District.

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

a. The student and parent will execute a document agreeing to the community service in

conjunction with or in place of a suspension or expulsion. If community service is not completed to the superintendent/designee's satisfaction, all or part of the suspension or expulsion may be reinstated.

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

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

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

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

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

**Rule #2:** Damage or destruction of private property on school premises or in areas controlled by the school. **Rule #3:** Assault on a school employee, student or other person.

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

**Rule #5:** Fighting.

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

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

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

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

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

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

**Rule #12:** Skipping detention.

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

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

**Rule #15:** Cheating or plagiarizing.

**Rule #16:** Gambling.

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

**Rule #18:** Theft or possession of stolen goods.

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

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

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

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

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

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

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

**Rule #26:** Students shall not be permitted to possess electronic laser pointing devices or electronic light emitting devices without written permission of administration. A student who carries a cellular telephone must keep the device turned off during the school day. A student may only place a call on a cellular telephone with permission of a teacher or administrator. Misuse of an electronic communication device during the school day may result in confiscation of that device by a staff member or administrator.

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

**Rule #28:** Cursing.

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

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

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

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

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

**Rule #34:** Truancy.

**Rule #35:** Tardiness.

**Rule #36:** Leaving school during school hours without permission of the proper school authority.

**Rule #37:** Upon initial arrival, leaving school property without permission.

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

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

**Rule #40:** Improper or suggestive dress.

**Rule #41:** Indecent exposure.

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

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

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

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

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

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

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

**Rule #49:** Carrying concealed weapon.

**Rule #50:** Aggravated murder.

**Rule #51:** Murder.

**Rule #52:** Voluntary manslaughter.

**Rule #53:** Involuntary manslaughter.

**Rule #54:** Felonious assault.

**Rule #55:** Aggravated assault.

**Rule #56:** Rape.

**Rule #57:** Gross sexual imposition.

**Rule #58:** Felonious sexual penetration.

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

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

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

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

**Rule #63:** Failing to report the actions or plans of another person to a teacher or administrator

where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.

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

[Revision date: March 3, 1997] [Revision date: September 2, 1997] [Revision date: May 4, 1998] [Revision date: August 3, 1998] [Revision date: March 6, 2000] [Revision date: January 8, 2001] [Revision date: April 16, 2001] [Revision date: April 11, 2005] [Revision date: May 23, 2006]

## **HAZING AND BULLYING**

File: JFC (Harassment, Intimidation and/or Dating Violence)

Hazing means doing any act of coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Bullying, harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once and 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. The intentional act also includes violence within a dating relationship. This behavior is prohibited on school property or at a schoolsponsored activity.

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.

Hazing activities of any type are inconsistent with the educational process and are prohibited at all times. No administrator, faculty member or other employee of the district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, may plan, encourage or engage in hazing. Prohibited activities of any type including those activities engaged in via computer and/or electronic communications devices 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 students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, faculty members and all other district employees should be 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 school employee of the prohibition contained in this policy and are

required to end all such activities immediately.

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 shall 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.

Note: The terminology of bullying in this policy also includes harassment and intimidation and is defined as an intentional written, verbal, graphic or physical act that a student or group of students exhibited toward another particular student more than once, or electronically transmitted acts, i.e., internet, cell phone, personal digital assistance (PDA) or wireless handheld device that a student has exhibited toward another particular student more than once. The behavior both causes 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.

[Revision date: September 13, 2010]

## **STUDENT CONDUCT ON SCHOOL BUSES**

JFCCR/EEACCR

The need for strict adherence to school bus discipline is critical. The potential safety related problems that could arise are undefinable. 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 ( $3 \times 44 = 132$  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 pickup 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 AND 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 bus riding privileges.

In all instances of disciplinary action, parents have the right to appeal an administrative decision, through the superintendent.

## **STUDENT CONDUCT ON SCHOOL BUSES**

File: EEACC/JFCC

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges for a period not to exceed one school year. The only due process required is the student must receive notice of an intended bus riding suspension, and an opportunity to appear before the Superintendent/Designee considering the suspension before the suspension is imposed. The administrator's decision is final.

[Adoption date: September 14, 2009]

## **OAK HILLS ACCEPTABLE USE POLICY      Student Handbooks IIB2 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 worldwide 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 maybe 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 errorfree 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.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

---

[Revision date: September 13, 2010]