

Dear Students,

Welcome to the 2018-2019 school year!

We are very pleased that you are a student at Oakdale School. We have an excellent school community and staff. We pride ourselves on being a friendly, orderly school where student learning and achievement are the top priority. Oakdale follows an Academic Improvement Model, which states our goals each year in three areas: improved student learning, stakeholder involvement and improved staff development.

No matter where you go or what you do, you will find certain rules to guide you. Naturally, there are rules and regulations at Oakdale School. They are meant to help you do your best.

We are a family at Oakdale and we expect all members of the school community to respect your right to a first class education. You should show respect for the property, rights and privileges of others, just as you expect and appreciate this respect when others show it to you. Our Oakdale Pledge reflects all of the items mentioned above, and should be recited daily.

This booklet will help you; your parents and your teachers work together to help you get the best education possible.

Should you have questions about Oakdale School or the Oak Hills School District, please contact my office.

Sincerely,

Emily Winkle
Emily Winkle
Principal

THE OAKDALE PLEDGE

As an Oakdale student, I pledge to follow the Scottie Way.

I will be Respectful.

I will be Responsible.

I will be a Caring Citizen.

I will be a great Scottie today!

OAKDALE SCHOOL CODE OF CONDUCT

Regular School Day-*Subject to change

AM Kindergarten	8:45 a.m. - 11:25 a.m.
PM Kindergarten	12:35 p.m. - 3:10 p.m.
Grades 1-5	8:45 a.m. - 3:10 p.m.

ABSENCE/TARDINESS/EARLY DISMISSAL PROCEDURE

ATTENDANCE POLICIES & PROCEDURES

1.) ABSENCES are excused for the following:

- a) a personal illness of the student's
- b) a death in the family
- c) a quarantine for contagious disease
- d) religious reasons

2.) Parents may excuse 10 total absences for the above reasons each school year. Any other absences will require a doctor's excuse

ATTENDANCE INTERVENTIONS will take place at:

EXCESSIVE ABSENCE

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

HABITUAL TRUANCY

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

CHRONIC TRUANCY

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

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

TARDY

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

TRUANCY

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

LATE ARRIVAL

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

EARLY DISMISSAL

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

When a student will not be attending school, a parent/guardian must call the Absence Line (**347-2970 or 574-1100**) to excuse the absence. Make-up work may be requested at this time. If the absence is not reported, the absence will be **unexcused**.

Children are considered tardy if they are not in their homeroom, ready to begin the school day, when the morning bell rings. If a student has an appointment with a doctor or dentist and a note is presented, their tardiness is *excused*. Parents must call the absence line when a student will be late due to an appointment. An *unexcused tardy* will be given to students who are late for any other reason; time will added to hours absent. Students arriving late to school must report to the office.

Students who must leave the building during school hours should bring a note signed by a parent or guardian including the date and reason for early dismissal. Students who become ill during the school day need permission from the school nurse to leave school. School personnel will contact the parent/guardian. **All students leaving early must be signed out by the person picking them up.**

ASSEMBLY RULES

1. Enter the Multi-Purpose Room quietly and in an orderly manner.
2. Wait for teacher or adult direction as to how and where to proceed.
3. Show respect for the performers by listening.
4. Show appreciation by applause ONLY.
5. Keep hands and feet to yourself.
6. Sit appropriately on your bottom.
7. Stay seated until your teacher dismisses you.
8. Leave the Multi-Purpose Room quietly and in an orderly manner.

STUDENT INSTRUCTIONAL FEE

Every student is expected to pay their annual instructional fee of **\$85.00**. You can pay by cash, check or on-line using a credit card with EZPay. **Payment is expected by September 30, 2018.**

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, click on "Parents", then click on "EMA Form".

CHROMEBOOKS

To advance the mission and vision of Oak Hills Local School District and offer our students experiences to support their growth toward college and career readiness and global competence, we are providing each of our students in grades 1 through 12 a Chromebook for use throughout the school day (a Chromebook is a laptop that runs the Google Chrome Operating System and is used primarily for accessing tools on the internet.) A Chromebook Usage Agreement must be completed by each student with a parent/guardian each year. The Acceptable Use Policy must be followed by each student. For more information, please see <http://www.ohlsd.us/chromebooks/>.

BATHROOM RULES

1. All hallway rules apply.
2. Flush the toilet.
3. Wash your hands appropriately.
4. Place paper towels in trash can.

CARPOOL PROCEDURES/DISMISSAL RULES

Please pay special attention to the arrival and dismissal procedures. We are aware that the first few weeks will be a little hectic (especially at dismissal). We ask for your cooperation and patience as all students and parents adjust. In order to ensure a safe and orderly dismissal we will be using the following procedures this school year.

CARPOOL PROCEDURES/DISMISSAL RULES (continued):

Walkers or those that get picked up in the neighborhood or at the bank:

At the end of the school day one teacher from each grade level will walk all the walkers and those that get picked up in the neighborhood or at the bank to the front doors to be dismissed. Any students that walk home together will meet on the gray carpet by the front doors to go home.

Car Riders

At the end of the school day one teacher from each grade level will walk all those picked up at carpool to the back doors and arrange them by grade level to be picked up. Any students that carpool home together will be reunited there.

Bus Riders and DayCare

At the end of the day bus riders and students that attend daycare will wait in their rooms with a teacher until their bus is called. At this point they will be released to the appropriate transportation.

Please take time to review the rules and regulations regarding arrival and dismissal.

CARPOOL PROCEDURES

Carpool procedures are designed to avoid potentially dangerous situations. The concern is for the safety of our children. The front circle may be used when not restricted. The circle is for bus and day care van access prior to the beginning of the school day and after school.

Morning Drop-Off: Every car must enter the driveway from Virginia Court, continue on around the back of the building through the staff parking lot; drop off students in the “drop off zone” on the west side of the school, then, when signaled by the crossing guard, continue on the driveway and exit onto Virginia Court. Please avoid dropping children off in the driveway on the south side of the building. Be sure to allow for extra time on rainy or snowy days.

Morning Kindergarten Pick up: Students can be picked up at the outside doors of each Kindergarten teacher. If the student rides a bus or day care van they will be dismissed out the front doors of the building, by a staff member.

Afternoon Kindergarten Drop off: Enter the school driveway via Virginia Ct., turn left in the circle driveway in front of the building. Drop off your students in the curb lane only. Do not park your car in the circle if your intention is to wait with your child. Parking is allowed in the lot to the left of the building. Students will enter the building with a staff member beginning at 12:25.

Afternoon Kindergarten Pick up: Parents will be directed to a specific parking location or can park their car in the parking lot behind the building. Students must be picked up at the outside doors of each Kindergarten teacher. If the student rides a bus or day care van they will be dismissed out the front doors of the building with a staff member.

After School Pick-up: Each car and driver will be directed through the traffic flow by a series of volunteers and cones to a specified parking location at the rear of the building. Drivers will then exit their vehicles, retrieve their passengers and return to their vehicles. WHEN DIRECTED, drivers in each section of the pickup zone will be dismissed from the area. Please follow all directions.

DISMISSAL RULES

1. Kindergartners will be dismissed at 11:25 a.m. and 3:10 p.m.
2. Parents, guardians and siblings of Oakdale students are not to be in the building to pick up students.
3. Students are not to be picked up in the teacher's parking lot (side lot).
4. Minors are not permitted to be on campus to pick up Oakdale students before 3:10 unless accompanied by a parent.
5. All students must be off school premises by 3:30 p.m. There is no supervision of students after 3:30.
6. Once students are dismissed, they are not to return to the building. Only students that have received prior clearance from the principal, office staff or teacher may re-enter the school.
7. When leaving the building, avoid throwing sticks, rocks, snowballs, etc. All school rules apply.

DETENTION OF PUPILS

Parents of elementary students will be told in advance if their child is to be kept after school for detention. Any student whose parents will not allow them to serve a detention will automatically serve a **half-day in-school suspension**. If the detention notice is not returned the next school day, the detention is doubled, the detention notice is reissued and the teacher calls the parent to verify the detention. Students misbehaving in detention are subject to additional detentions or suspension from school. In lieu of a fourth detention in one quarter, a **full day in-school suspension** will be enforced.

PERSONAL DEVICES FOR SCHOOL

Students may now access the wireless network at school with personal devices such as iPads, cell phones, tablets, etc. Every student has a Google username and password. Oakdale Elementary is not responsible for lost or stolen items. Please refer to the Acceptable Use Policy for more information.

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 is not allowed**. Clothing with rips, holes, or containing drug or alcohol-related slogans or symbols, suggestive slogans or obscene messages are not permitted. In addition:

1. Any article which might damage furniture, floors, etc., is prohibited.
2. Shorts appropriate for the grade level may be worn. Appropriate length is mid-thigh. This also applies to skirts.
3. Bare midriff tops, cropped tops, tank tops and mesh tops are not acceptable, nor are shirts with no sides.
4. Jeans and other apparel with rips, tears or holes may be judged inappropriate for school.
5. Shoes must be worn. Safety may preclude some items from being worn. Flip-flops are not encouraged.
6. For proper decorum, hats and sunglasses are not permitted in the school building (except for special occasions).
7. Coats are not to be worn in the building or during class time, unless specifically authorized by the principal.
8. Pants must be kept at waist.
9. Piercings must be limited to ears.

Parents will be called to bring in appropriate clothing for their child if the dress code is violated.

HALLWAY RULES

1. All students must **walk** in straight lines on the right side of the hallway.
2. Use doorways on the right side when entering and exiting hallways.
3. Keep your hands to yourself - respecting others and property (walls, projects, bulletin boards).
4. Remain quiet in the halls at all times.
5. Do not block doorways.

LOST & FOUND

Lost articles of clothing, lunch boxes, etc., are placed in the Lost & Found box in the front lobby. Students may claim their personal belongings from the Lost & Found at any time. After a reasonable time, unclaimed articles will be donated to charity.

LOST, DAMAGED BOOKS OR SCHOOL MATERIALS

Students are responsible for the proper care, use and return of any textbook issued to them. The expectations for use include maintaining an appropriate covering on the book. Fines will be assessed according to the age and condition of the book from full replacement cost to 25% of cost.

LUNCH

Lunch may be prepaid by check or cash at school or by credit card on-line via EZ Pay™. Go to www.ohlsd.org, click EZ Pay™. If a student forgets his/her lunch or lunch money he/she may charge. A charged lunch consists of a cheese sandwich, vegetable, fruit and milk. Charging Lunch is a privilege; please pay back the charge the next school day.

Parents are welcome to eat lunch with your child, but please eat a school lunch or pack a "home" lunch (**no restaurant food**).

LUNCHROOM RULES

1. Walk when entering and exiting the cafeteria.
2. Students are permitted only **one** trip through the lunch line.
3. Students are to remain in their seats, facing forward, with their legs under the table.
4. Students may talk **softly** to students nearby, at their table, not from table to table.
5. Students need to keep hands, feet, food and other objects to themselves.
6. Students are to remain seated until dismissed.
7. When dismissed, each student is responsible for cleaning his/her area.
8. Food items are not to be taken out of the cafeteria.
9. Carbonated beverages are not permitted in the cafeteria.

Parents may eat lunch with students. Please do not bring food from a restaurant.

MEDICATION POLICY

Students must have a form signed by a physician and parent to have the school nurse administer any medication, including over the counter medications. Students may bring cough drops for use during the school day with a note from his/her parent.

1. Prescription drugs must be accompanied by a permission form signed by both the parent/guardian and physician. Forms are available in the office, from the nurse or on-line at <http://www.ohlsd.us/departments/health-room-10>.
2. The medication must be brought to school by parent/guardian or other adult in the original, marked container.
3. The student is to come to the health room to take the medication at the proper time.

All medications must be accounted for; parents are required to count out pills in front of school personnel.

Medical information and forms can be found at <http://www.ohlsd.us/departments/health-room-10>.

NOTICE FOR OAK HILLS RESIDENTS

The Oak Hills Local School District affirms that no person shall, on the basis of sex, race, color, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees therein and to admission thereto. Inquiries concerning the application of this policy may be referred to the following coordinators at 6325 Rapid Run Road, Cincinnati, Ohio 45233 (574-3200):

Jeff Brandt, Title VI Coordinator (race, color & national origin discrimination)

Jeff Brandt, Title IX Coordinator (sex discrimination)

Lis Klotz, Section 504 Coordinator (handicapped discrimination)

OAK HILLS LOCAL SCHOOLS EMERGENCY CLOSING

The **primary contact person** for each student will be notified via text message and email message when school is closed due to inclement weather or other emergency. School closings are announced during morning TV news programs or their websites, on OHLSD.org, or by calling 347-2970. The message will be "Oak Hills Local School District Closed". The district may be on a 2-hour delay. If announced "Oak Hills Local School District 2 hour delay" Oakdale will begin at 10:45am for a 2 hour delay, ending at 3:10 pm. Breakfast will not be served on days with 2 hour delay. Lunch will be served as usual. **Morning Kindergarten will not meet** on days that the district is on a 2-hour delay.

If the weather conditions worsen during a day, watch for information on PM Kindergarten cancellation or if early dismissal is announced. A text message will be sent to the **primary contact** for each student. In case of early dismissal, buses will transport students home early and carpool drivers are expected to arrive early. **It is very important that parents explain any special procedures to their children if an early dismissal is necessary.**

PLAYGROUND RULES

1. All school rules apply.
2. Play in designated areas only (stay away from all windows and walls).
3. No rough play is allowed.
4. Use equipment properly and safely (discretion of the teacher).
5. All bars are to be used from underneath only.
6. Students are to line up at designated areas, in a quiet orderly manner.
7. Playground equipment is off limits both before and after school until 3:30pm.

TARDINESS

Tardy students disrupt the entire class when entering late. If it is deemed to be detrimental to a student's education needs, the issue of tardiness will be addressed with the student and parent/guardian. Please make every effort to have students at school prior to the first bell.

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.

VISITORS

EVERYONE entering our school must first sign in at the office and secure a visitor's pass. All staff has been instructed to stop and ask anyone not wearing a badge; "What is your business here in the building?" **This includes parents, guardians or siblings that are dropping off students or picking up students at dismissal.**

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.

HAZING AND BULLYING (Harassment, Intimidation and Dating Violence)

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

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

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

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

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

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.

HAZING AND BULLYING (continued)

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

The Superintendent/designee must provide the Board President with a semiannual written report summary of all verified reported incidents of hazing and/or bullying and post the report summary on the District's website, to the extent permitted by law.

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, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

STUDENT CODE OF CONDUCT

STUDENT CONDUCT: Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the district must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive intimidating or other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. Students are also subject to discipline, as outlined in the Student Code of Conduct for misbehavior that occurs off school property when the misbehavior endangers the health and safety of students within the District or adversely affects the education process. The Superintendent/designee develops regulations which establish strategies ranging from prevention to intervention to address student misbehavior. Students and parents are notified at the beginning of the school year or upon entering during the year of written information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, regardless of where the misconduct occurs. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program. The Superintendent is authorized to expel a student from school for a period not to exceed 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. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. Matters which might lead to a reduction of the expulsion period include the student's mental and/or physical characteristics or conditions, the age of the student and its relevance to the punishment, the prior disciplinary history of the student and/or the intent of the perpetrator. The Student Code of Conduct is made available to students and parents and is posted in a central location within each building.

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 14 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 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 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, slingshots, 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, 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 or
 - 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).
- 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.

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