



2020-2021
Student Handbook

AMITY ELEMENTARY SCHOOL

**4320 E. Galbraith Road
Cincinnati, OH 45236
(513) 891-5995
www.deerparkcityschools.org**

DEER PARK CITY COMMUNITY SCHOOLS MISSION AND VISION

The mission of Amity Elementary School is to provide ALL students with every opportunity to achieve their future goals.

Professional and highly motivated staff, in partnership with our families and the Deer Park community, will work with ALL students to achieve success that focuses on *character, service, and college and career readiness*.

TABLE OF CONTENTS

I.	DISTRICT VISION, MISSION, GOALS	PAGE 6
	The Vision	
	The Mission	
	Core Beliefs	
II.	PERSONNEL.....	PAGE 6-8
	Board Members	
	District Office Personnel	
	District Secretaries	
	Amity Personnel	
	Instructional Staff	
	Highly Qualified Staff	
III.	COMMUNICATION.....	PAGE 8-9
	Emergency Closings and Delays	
	Dismissing Students Early from School	
	Inclement Weather During Dismissal	
	Visitors	
	Parent Volunteers	
IV.	SAFETY.....	PAGE 9-10
	Safety Drills	
	Asbestos Abatement Program	
	Pesticides Used in Schools	
V.	HEALTH.....	PAGE 10-12
	Injury and Illness	
	Emergency Medical Authorization	
	Special Medical Needs	
	Use of Medications	
	Screenings	
	Head Lice Information	
	Bedbugs	
	Immunizations	
	Control of Casual Contact Communicable Disease	
	Control of Blood-borne Pathogens	
	Student Insurance	
VI.	FOOD SERVICE.....	PAGE 13
	Breakfast and Lunch Program	
	Cafeteria Rules	
	Food Allergies	

VII.	ATTENDANCE.....PAGE 13-15
	Introduction
	Absence
	Excessive Absences
	Procedure for Reporting Absence
	Tardiness
	Truancy
	Vacation Requests During the School Year
VIII.	REGISTRATION / WITHDRAWAL.....PAGE 15-17
	Enrolling
	Custody Papers
	Withdrawal /Transfer from School
	Change of Address
IX.	ACADEMIC PROGRAMS AND PROCEDURES.....PAGE 17-19
	Schoolology
	Meet and Greet
	Parent-Teacher Conferences
	Scheduling of Classes
	Homebound Instruction
	Interim Reports
	Grades
	Homework
	Grading Periods
	Retention Policy
	Gifted Service
	Recognition of Student Achievement
	Student Assessment
	Field Trips
	Inservice Days
X.	STUDENT ACTIVITIES.....PAGE 19-20
	School Pictures
	Classroom Celebrations
	Participation and Attendance at a School Function
	Recording of School Events
	School Visitor Policy/Classroom Visitation by Parents
	Student Attendance at Events
	Clubs and Activities
XI.	STUDENT RULES AND PROCEDURES.....PAGE 20-26
	Student Drop Off / Pick Up Area
	School Hours
	Coats and Book bags
	Bicycles and Scooters
	Toys
	Make up of Tests and other School Work

Make up work due to Suspension from School
Use of School Telephones
Use of Cell Phones
Use of School Equipment and Facilities
Student Valuables
Lockers
Lost and Found
Courtesy
Amity Behavior Plan
Playground Guidelines
Detention
Dress Code
Due Process
Emergency Removal from School
Alcohol Use By Students/ Student Drug Abuse
Bullying / Harassment
Gender / Ethnic/ Religious/ Disability/ Height/ Weight Harassment
Search and Seizure
Expulsion of a Non-Disabled Student
Complicity/Compliance

XII. STUDENT CODE OF CONDUCT.....PAGE 26-28

Truancy
Disobedient/Disruptive Behavior
Fighting Violence
Vandalism
Theft
Use/Possession/Sale or Distribution of a Firearm or Explosive Incendiary or Poison Gas
Use/Possession/Sale or Distribution of a Weapon other Than a Firearm
or Explosive, Incendiary or Poison Gas
Use Possession/Sale or Distribution of any Explosive, Incendiary or Poison Gas
Use/ Possession/Sale or Distribution of Tobacco Products
Use /Possession/Sale or Distribution of Alcoholic Beverages
Use/Possession/Sale or Distribution of Drugs other than Tobacco or Alcohol
Harassment/Intimidation
Unwelcome Sexual Conduct (including Sexual Harassment)
False Alarm/Bomb Threat
Firearm Look-A-Likes

XIII. MONEY / FEES / FINES.....PAGE 28

Student Fees and Fines
Insufficient Funds Fee
Pay School Fees Online with a Credit Card
Amity Classroom Fees
Student Fund-Raising

XIV. REQUIREMENTS / POLICIES.....PAGE 28-37

- Advertising Outside Agencies
- Student Rights and Responsibilities
- Student Well Being
- School Improvement Status
- Individuals with Disabilities
- Students Receiving Special Services
- Student Records
- Parent Disclosure, Inspection, Review of Records
- Equal Education Opportunity
- Handicapped Accommodation Notice
- School Board Policy on Drug Free Schools
- Safe School Helpline
- Parent Involvement
- Preparedness for Toxic and Asbestos Hazards
- Deer Park Network and Internet Acceptable Use Policy
- Student Network and Internet Acceptable Use and Safety
- FERPA -Notification of Rights for The Federal Family Educational Rights and Privacy Act
- Transmissions of Records and other Communications

I. DEER PARK SCHOOL DISTRICT VISION, MISSION, BELIEFS AND GOALS

The Mission:

Inspiring & Empowering Lifelong Success

The Vision

A high performing district that prepares our students to be critical thinkers and problem solvers and to live a life of purpose and impact.

Core Beliefs:

- Our fundamental purpose is to ensure academic, social, and emotional growth for all students.
- High expectations are essential to maximizing student success.
- High quality educators empower students.
- Students will be at the center of all decisions we make.
- Learning thrives in a safe, welcoming, and equitable environment.
- Positive relationships are foundational to our success.
- It's vital to refine and improve our practices through a culture of collaboration.
- Transparency and responsibility with our fiscal resources inspire trust.

II. PERSONNEL

BOARD MEMBERS:

President	Mrs. Peggy Bosse
Vice-President	Mr. Paul Godwin
Member	Mrs. Karen Kellums
Member	Mrs. Chris Huster
Member	Mr. Dan Downey

DISTRICT OFFICE PERSONNEL:

Superintendent	Mr. Jay Phillips
Director of Curriculum/Assistant Superintendent	Dr. Stace Orso
Treasurer	Mrs. Melissa Harner
Asst. Treasurer	Mr. Jeff Lewis
Payroll & Benefits	Ms. Missy Fischer
Director of Student Services	Mrs. Patty Hadden
Director of Business Operations	Mr. Jim Stoll
Director of Food Services	Ms. Mary-Lynne Bierman
Director of Communication	Mr. Jake Snyder
School Psychologist	Dr. Kelly Snyder

DISTRICT SECRETARIES:

Mrs. Diane Daily	Amity Elementary
Mrs. Betty Jung	Amity Elementary
Mrs. Kristen Schlie	Deer Park High School
Mrs. Melissa Vickrey	Deer Park High School
Mrs. Tasha Burbridge	Deer Park High School

Mrs. Jennie Cunningham
Mrs. Betty Hollander

Board Office
Board Office

AMITY PERSONNEL:

Mr. Josh Drouhard	Principal	drouhard.j@dpccsd.org
Mrs. Michelle Ellis	Assistant Principal	ellis.m@dpccsd.org
Mrs. Diane Daily	Secretary	daily.d@dpccsd.org
Mrs. Betty Jung	Secretary	jung.b@dpccsd.org
Mrs. Amy McKnight	Counselor	mcknight.a@dpccsd.org
Ms. Leslie Karle	Nurse	karle.l@dpccsd.org
Mr. Jim Wergers	SSO	wergers.j@dpccsd.org

INSTRUCTIONAL STAFF:

Mrs. Kristen Huesman	Kindergarten	huesman.k@dpccsd.org
Mrs. Jill Jones	Kindergarten	jones.j@dpccsd.org
Mrs. Laury McGahan	Kindergarten	mcgahan.l@dpccsd.org
Mrs. Brenda Livingston	Kindergarten	livingston.b@dpccsd.org
Mr. Nic Huster	1 st Grade	huster.n@dpccsd.org
Mrs. Danicia Scheidt	1 st Grade	scheidt.d@dpccsd.org
Mrs. Sara Hermanson	1 st Grade	hermanson.s@dpccsd.org
Mrs. Emily Hoops	1 st Grade	hoops.e@dpccsd.org
Mrs. Cheryl Walsh	2 nd Grade	walsh.c@dpccsd.org
Ms. Jackie Baker	2 nd Grade	baker.j@dpccsd.org
Mr. Charlie Vample	2 nd Grade	vample.ca@dpccsd.org
Mrs. Rita Stahley	2 nd Grade	stahley.r@dpccsd.org
Ms. McCaulley Longwell	2 nd Grade	longwell.m@dpccsd.org
Mrs. Mae O'Hara	3 rd Grade	ohara.m@dpccsd.org
Mrs. Michelle Lemmon	3 rd Grade	lemmon.m@dpccsd.org
Mrs. Donna Beiting	3 rd Grade	beiting.d@dpccsd.org
Mrs. Celeste Simonson	3 rd Grade	simonson.c@dpccsd.org
Ms. Katie Estep	4 th Grade	estep.k@dpccsd.org
Mrs. Katie West	4 th Grade	west.k@dpccsd.org
Mrs. Jennifer Hopper	4 th Grade	hopper.j@dpccsd.org
Mrs. Kristen King	4 th Grade	king.k@dpccsd.org
Mrs. Emily Upton	5 th Grade	upton.e@dpccsd.org
Mrs. Julie Sippola	5 th Grade	sippola.j@dpccsd.org
Mrs. Amy Jones	5 th Grade	jones.a@dpccsd.org
Ms. Melissa McNutt	5 th Grade	mcnutt.m@dpccsd.org
Mr. Kevin Moulton	6 th Grade	moulton.k@dpccsd.org
Ms. Jamie Wagner	6 th Grade	wagner.j@dpccsd.org
Mrs. Amanda Fortener	6 th Grade	fortener.a@dpccsd.org
Mrs. Sonnet Surber	6 th Grade	surber.s@dpccsd.org
Mrs. Allison Martini	6 th Grade	white.a@dpccsd.org
Mrs. Jill Osleson	Intervention Spec	osleson.j@dpccsd.org
Mr. Eric Ihlendorf	Intervention Spec	ihlendorf.e@dpccsd.org
Mrs. Julie Hill	Intervention Spec	hill.j@dpccsd.org
Mrs. Kerri Gutekunst	Intervention Spec	gutekunst.k@dpccsd.org
Mr. Jason Dopp	Intervention Spec	dopp.j@dpccsd.org
Ms. Rylee Walling	Intervention Spec	walling.r@dpccsd.org

Ms. Jane Tuckerman	Intervention Spec	tuckerman.j@dpcsd.org
Mrs. Becky Geselbracht	Intervention Spec	geselbracht.r@dpcsd.org
Mrs. Carey Howard	Title 1	howard.c@dpcsd.org
Mrs. Beth Ehrhardt	Title 1	ehrhardt.b@dpcsd.org
Ms. Laura Buchanan	Speech	buchanan.l@dpcsd.org
Mrs. Laurie Stephenson	Gifted	stephenson.l@dpcsd.org
Mrs. Callen Fowler	Phys Ed	martin.c@dpcsd.org
Mrs. Hauna Laine	Art	laine.h@dpcsd.org
Mrs. Taylor McNally	Music	brown.t@dpcsd.org
Mr. Joe Vetter	Band	vetter.j@dpcsd.org
Mr. Matt Suddendorf	Choir	suddendorf@dpcsd.org

HIGHLY QUALIFIED STAFF:

While we continually strive to assure that all staff members in our building are licensed and highly qualified to teach the subjects they are teaching, you have the right to see evidence of their qualifications. If you have any questions or concerns, please feel free to contact the building principal.

III. COMMUNICATION

EMERGENCY CLOSINGS AND DELAYS:

If school must be closed or the opening of school is delayed because of inclement weather or other conditions, we will utilize the Call Command system to notify parents/guardians, communicating over local radio and television stations as well as post on the School's web page at www.deerparkcityschools.org. Our announcements are made in the name of Deer Park City Schools. The announcement will be either that our schools are closed or on a time delay. A two hour delay indicates the students are to report to school two hours late, but the rest of the daily schedule remains the same. If no announcement is made for Deer Park City Schools, it can be assumed that our schools are open and operating on the regular schedule. Parents and students are responsible for knowing about emergency closings and delays. You may consult your local television and/or radio station for school closings and delays.

DISMISSING STUDENTS EARLY FROM SCHOOL:

Requests for early dismissal shall be made in writing from a parent/guardian and brought to the attendance secretary before 1st period on the day of the dismissal. **Telephone or in-person requests by a parent should only be made in emergency circumstances.** No student will be released to a person other than the custodial parent/guardian(s) without written permission signed by the custodial parent/guardian(s). When students leave school early due to illness, doctor's appointments, or any other approved reason, that time out of school shall be considered a half-day absence if the student leaves school after 11:30 a.m. If the student is out of school for more than 15 minutes but less than 60 minutes, it will be considered an early dismissal.

INCLEMENT WEATHER DURING DISMISSAL:

If serious weather should occur at the time of dismissal (heavy rain, lightning/thunder, sleet, heavy snow), students will be kept inside the building until it is safe for dismissal.

VISITORS:

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators. Visitors must report to the office upon entering the school to sign in and obtain a visitor's badge. A visitor found in the building without signing in and a visitor's badge shall be reported to the building principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without permission from the building principal.

PARENT VOLUNTEERS:

There are two types of parent volunteers. Type 1 volunteers work in conjunction with our certified staff. They are never left unattended to supervise students without being accompanied by a certified staff member. Type 2 volunteers work in conjunction with our certified staff members, but may at times be solely responsible for supervising our students without a certified staff member present. Below are the requirements necessary for each volunteer type.

Volunteer type 1 requires the following information for the event/activity to be recorded.

1. Name, address, birthdate, and phone number of volunteer
2. Hamilton County background check.

Volunteer type 2 requires the following information for the event/activity to be recorded prior to the event.

1. Name, address and phone number of volunteer
2. FBI and/or BCII to be completed at the cost of \$20. This can be completed at the Deer Park Board Office. The FBI needs to be done manually at the Police dept. with additional cost of \$24 (only if the person has not lived in the state during the past 5 years).
3. Submit a volunteer approval request form to the Board office to be placed on the Board agenda with all proper documentation prior to the event.

IV. SAFETY

SAFETY DRILLS:

Fire drills, tornado drills and lockdowns are all practiced with your children. The school complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. The school also conducts emergency lockdown drills as prescribed by law.

Please be reassured children are always educated about the purpose of these drills. Knowledge and preparation can help us keep students safe. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

ASBESTOS ABATEMENT PROGRAM:

On October 22, 1986, President Reagan signed the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-519). The act required the Environmental Protection Agency (EPA) to develop regulations for addressing asbestos in public and private elementary and secondary schools. On October 30, 1987, the EPA published the Asbestos-Containing Materials in Schools rule (40 CFR Part 763 Subpart E). This rule stipulated and our district has complied with the following key requirements:

1. Identification of asbestos-containing materials in all school buildings.
2. Development and implementation of asbestos management plans for each school.
3. Regular surveillance and re-inspections of the condition of asbestos in the buildings.
4. Designation and training of a person to oversee asbestos activities within the district and to ensure compliance with the regulations.

This memorandum is to advise you that asbestos management plans for the district schools were developed following the EPA ruling and subsequently approved by the State of Ohio Department of Health. These plans are regularly updated and are available for you to review. Should you have any questions regarding this program or would like to review an asbestos management plan, please contact the Board of Education office during normal business hours.

PESTICIDES USE IN SCHOOLS:

In 2010 the State of Ohio adopted rules that address the use of pesticides in all schools. All Deer Park schools adhere

to the following rules:

1. When pesticides are applied while school is in session, it is done so by a licensed professional or trained service personnel.
2. The district will notify staff, students and parents by email, letter or phone call of pesticide applications done during the school day. If you would like to be notified, please complete the official request issued at the beginning of the school year. This request will be kept on file for one school year.
3. The district is required to have a contact person that is responsible for maintaining pesticide application records as well as documentation that the advance notices were sent. The maintenance supervisor is responsible for maintaining all school pesticide application records on an annual basis. The school principals are responsible for the notification to be sent when it is needed and to maintain all advance notice documentation as required by law.

V. HEALTH

INJURY AND ILLNESS:

All injuries must be reported to a teacher or the office. This includes every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

EMERGENCY MEDICAL AUTHORIZATION:

State law mandates that Emergency Medical Authorization forms are distributed annually at the beginning of the school year to parents/guardians. These are to be completed via Final Forms which is accessible on the Amity webpage. You only need to complete this form once and update it with new information as it becomes available. In the event emergency medical treatment for a student is necessary, the district will adhere to the information given on the form. These forms are also required to be on file in order for a student to participate in field trips, extracurricular, co-curricular and any other activities off school grounds.

SPECIAL MEDICAL NEEDS:

If your child has special medical needs, it is important that you make us aware of this situation specifically and with medical documentation. Written notice is imperative in order for us to best protect your child's health. Such needs may include but are not limited to: asthma, diabetes, allergic reactions to insect bites or stings, etc. This information can also be listed on Final Forms.

USE OF MEDICATIONS:

For purposes of this policy, "medication" shall include all medicines including those prescribed by a healthcare provider and any non-prescribed or over the counter drugs, creams, preparations and/or remedies. While it is preferred that medication be administered outside of school hours, there are circumstances when doing so is not feasible. When such is the case, the following guideline must be followed:

The Authorization to Administer Medication form must be completed by the parent/guardian and health care provider. The nurse will review and approve the forms before the student will be allowed to take any medication or self-administer asthma or allergy medications during school hours. These forms must be completed on Final Forms at

the beginning of each school year. All medications must be delivered by the parent/guardian or another responsible adult appointed by the parent or guardian to the nurse or office secretaries. All medications must be in the original container in which they were purchased or dispensed by the pharmacy. Students **may not** bring medications to school. Medication that is brought to the office will be properly secured. Students may carry emergency allergy medications (epinephrine pens) and asthma inhalers only after the proper self medication forms are on file with the nurse. Students are strictly prohibited from transferring medication or inhalers to any other student for their use or possession. SHARING OF MEDICATIONS IS STRICTLY PROHIBITED.

SCREENINGS:

Routine vision and hearing screenings will be done at certain grade levels. You will be notified should the screening indicate that an individual evaluation should be done. You may also request additional screenings if you feel a problem has developed.

HEAD LICE INFORMATION:

Head lice are tiny insects that lay little round eggs called NITS that attach themselves to the base of the hair. They are spread by:

1. direct contact with an infested person or stray hairs that have nits.
2. indirect contact: sharing combs, brushes, towels, pillows, hats, and coats. (Lice crawl; they do not hop, skip, jump, or fly.

Please CALL and notify us whenever a case of lice is found. The information is kept confidential and allows us to check the classroom to prevent further spreading of the lice. We will send home a notice if a case of lice is found in your child's classroom, so you may check your child's head.

Please know lice are not a result of poor hygiene. Anyone with hair can contract lice. This condition should be treated immediately as it is likely to spread rapidly. While lice are difficult to see, it is possible to look for the signs:

1. Persistent itching: be suspicious if your child scratches his/her head very frequently.
2. NITS - If you look closely at the scalp, you will see small, whitish eggs firmly attached (glued) to the hair shaft. Closely inspect the nape of the neck and the hair around the ears. Although these eggs look like dandruff, dandruff can easily fall off the hair while nits will not, even with pulling.

Procedures:

1. Please call school nurse for proper treatment.
2. Dry clean or wash bed linens, hats, coats, towels, and personal clothing in hot water (130 degrees) and dry as well.
3. Vacuum upholstered furniture and rugs. It is NOT recommended to purchase and use the anti-lice furniture spray. Several children have developed skin rashes due to it. Vacuuming is sufficient. Be sure to dispose of vacuum bag outside of house when finished.
4. Wash combs and brushes in HOT, soapy water.
5. Store stuffed animals regularly played or slept with in a large plastic bag for TWO WEEKS. This time frame will kill both lice and nits that may be on them.

Re-admission to school policy:

Deer Park Schools practice a policy of "no live lice". Your cooperation in observing your family is essential and will help us to maintain control of the situation.

BEDBUGS:

Deer Park City Schools follow the protocol established by the Hamilton County Board of Health when bedbugs are found in the school or on a child, their possessions or clothing. The suspected bedbug is captured (usually with a piece of tape) and our maintenance supervisor is notified immediately by the school principal. The supervisor of maintenance then contacts a local professional exterminator who is summoned to the school for a thorough inspection of the area in which the bug was found. The exterminator will determine whether a pesticide treatment is necessary. If one is needed, the school will then follow the pesticide protocol found in this handbook.

IMMUNIZATIONS:

Students must be current with all immunizations required by law (ORC 3313.671) or have an authorized waiver from state immunization requirements. For the safety and health of all students, the school principal may remove a student from school if immunizations are not complete and on file at the school within 14 days of the first day of school. Any questions regarding immunizations or waivers should be directed to the school nurse.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES:

When the health or safety of a school is at risk, it is necessary to take specific measures. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, typhoid fever, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will be only for the contagious period as specified in the district's administrative guidelines.

CONTROL OF BLOOD-BORNE PATHOGENS:

The school district seeks to provide a safe educational environment for students. We strive to take appropriate measures and protect those students who may be exposed to blood-borne pathogens in the school, as well as in school related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious. Consequently, precautions must be taken to follow universal procedures and reduce risks while minimizing and/or preventing the potential for accidental infection.

Students may be exposed to bloodborne pathogens in situations, including, but not limited to the following:

- Engaging in activities with other students in the school environment (example: physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other bodily fluids may occur.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extracurricular activities (example: athletic activities) where physical injuries or other actions that can cause bleeding.

STUDENT INSURANCE:

CHIPS is the Children's Health Insurance Program that provides NO COST medical coverage for your children up to age 19. Even if you work, your family can qualify for CHIPS. Call 531-9999 to see if you children qualify. Students are offered low-cost accident insurance as a school service. Neither the school nor anyone connected with the school profits in any way from the plan. Whenever a student is injured while under the supervision of a member of the school staff, the faculty member will file an accident report with the principal. The school secretary will then give the student a claim form that is to be submitted to the insurance company. Annually, information is sent home for your student regarding life and health insurance.

VI. FOOD SERVICE

BREAKFAST AND LUNCH PROGRAM:

All Deer Park City Schools participate in the National School Breakfast/Lunch Program and make meals available to students for a fee of \$2.35. Breakfast will be available at a cost of \$1.35. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student may leave school premises during the lunch period. The delivery of food to students is prohibited except by a parent/guardian. If a student forgets their lunch money, they will be given a cheese sandwich and a milk.

Applications for the school's free and reduced-priced meal program are distributed to all students at the beginning of the school year. If a student does not receive an application form and believes s/he is eligible, please contact the main office. Students who received benefits in our district the previous year will maintain those benefits for the first 30 days of the new school year. After the first 30 days of school, reapplying is necessary in order to prevent termination of benefits. Notices will be sent home.

CAFETERIA RULES:

All students should be seated unless they are purchasing food or disposing of trash. Students are responsible for cleaning up their table and their area prior to leaving the cafeteria. Students should ask cafeteria supervisors before leaving the cafeteria for any reason. The lunch program is run in the cafeteria and the principal or school employees supervise the children. We stress that children take responsibility for cleanliness and proper manners. Children are encouraged to talk in a conversational tone.

Money may be put on account for meals in the cafeteria by using the EZPay system, or by sending cash or check to school with your student.

FOOD ALLERGIES:

Should your child have a life-threatening milk allergy, medical documentation of such must be presented and reviewed by the nursing staff. If your child has a food, milk and/or other allergy and requires a substitution of a lunch item, we must have a doctor's note on file stating the mandated substitution. **Parents may only provide food for their child during meal service times.** Please call the food service director at 513-936-7816 with any questions. If your child forgets his/her lunch or lunch money and has a peanut allergy, he or she will be given a cheese sandwich and milk.

Deer Park City Schools acts in accordance with House Bill 1 to protect students with life-threatening food allergies. This bill requires schools to implement safety measures to help these students avoid foods to which they are allergic. Some of these students may have a reaction if someone near them consumes a product with peanuts. Therefore, we will implement a peanut-free table in our cafeteria. Please keep this in mind when sending items in for parties or birthdays. If your child has a food allergy, make sure you let the teacher and school nurse know of this situation immediately. The school nurse will be visiting classrooms to inform students of the rules regarding the peanut-free table. Keeping all students safe at school is our goal.

VII. ATTENDANCE

INTRODUCTION:

The Deer Park Board of Education realizes that the key to a great education is the student being on time to school and ready to learn. With that in mind each school is ready to work in coordination with parents to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and the use of strict guidelines in regard to tardiness and absences. Parents are encouraged to schedule doctor, dentist and counseling appointments after school

hours when possible.

ABSENCE:

When a student is absent, the parent or guardian should call the 24-hour attendance line at 891-2414 before 8:00 a.m. In the event that a parent does not contact the school by the required time, a call will be made to the student's home or parents to notify them of their child's absence. All absences will be recorded as unexcused, receiving a "0" for the day's work if the office does not receive a note and/or phone call prior to the beginning of the school day that the student returns. Students arriving to school after 8:00 a.m. will be considered tardy to school. After seven (7) full day absences during the school year, third party documentation will be required for verification of absence. Those not verified by a third party will be marked as unexcused. A parent phone call/note will no longer be sufficient and absences without third party documentation will be considered unexcused. Unexcused absences will be referred to the district attendance officer for possible court action. A student is satisfactorily excused under the following circumstances, and conjunctly acceptable third party documentation includes:

- Personal illness – documentation from a licensed medical professional
- Illness in the family – documentation from a licensed medical professional
- Quarantine of home – notification from Board of Health
- Death of relative – obituary or memorial card from funeral
- Observance of religious holiday – knowledge by administrator of the existence of holiday on this date
- Medical/dental appointments that cannot be scheduled outside school hours – verification of attendance at appointment from a medical professional
- Educational/psychological testing – verification of attendance at appointment from a medical professional
- Court appearances – subpoena or receipt from court

Any absences that do not fit the above criteria may be considered unexcused. After five consecutive absences a doctor's note will be required to excuse those days of absence. The importance of regular and prompt attendance cannot be overemphasized. If it is necessary for your child to remain at home, please call the attendance line @ 891-2414 at any time (24 hours a day). Please remember to send a note when your child returns to school, stating the reasons for the absence. Calling the school is required by the Missing Child Act, Section 3313.205 of the Ohio Revised Code. Illegal absence of a student with the parents' knowledge is termed Failure to Send. Illegal absence without the knowledge of the parent is termed truancy. Excessive tardiness is categorized with Failure to Send. Cases of Failure to Send, Truancy or Excessive Tardiness are handled by the Hamilton County Attendance Officer. We anticipate and appreciate your support in helping your children develop good attendance patterns.

EXCESSIVE ABSENCES:

Starting with the 2017-2018 school year, truancy laws changed as a result of Ohio HB 410. The definition of "habitual truancy" moved from defining truancy in terms of days missed to hours missed. This means that under HB 410 a student is considered to be a habitual truant if they have missed:

- 30 or more consecutive school hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

If a student reaches the level of "habitual truant," she/she will be assigned to an absence intervention team comprised of at least two district staff members and the student's parent or guardian. The intervention team will develop an intervention plan for the student focused on reducing or eliminating further absences. If needed, the intervention team can contact the juvenile court to request that the student be informally enrolled in an alternative to adjudication to assist with absenteeism. On the 61st day after assignment to the intervention team, if the student has refused to participate in or failed to make satisfactory progress on the intervention plan, or continues to have absences that reach the level of an habitual truant after being assigned to the intervention team, the school must file a complaint with juvenile court. It is ultimately the parent/student's responsibility to arrive at school on time and only in rare cases will exceptions be made to excuse tardiness. Oversleeping, car problems and missing the bus are not reasons to excuse

tardiness. Each student is allowed three (3) tardies to school each quarter without consequences. Beyond that limit, additional tardies to school will result in disciplinary action.

PROCEDURE FOR REPORTING ABSENCE:

When a student is absent, the parent or guardian should call the 24-hour attendance line at 891-2414 or the school office before 8:00 a.m. In the event that a parent does not contact the school by the required time, a call will be made to the student's home or parents to notify them of their child's absence. All absences will be recorded as unexcused, if the office does not receive a note and/or phone call prior to the beginning of the school day that the student returns. Students arriving to school after 8:00 a.m. at Amity will be considered tardy to school.

TARDINESS:

It is the parent/student's responsibility to arrive at school on time and only in rare cases will exceptions be made to excuse tardiness. Oversleeping, car problems and missing the bus are not reasons to excuse tardiness.

- After five (5) tardies a letter will be mailed to parent regarding tardiness.
- After 10 (10) tardies a referral will be made to the district attendance officer.

Tardiness is considered truancy. Truancy is defined as: "From the time school starts until the time school ends if the student is not where they are supposed to be, they are truant."

Excessive tardiness is categorized as "failure to send," and charges as such can be filed at Hamilton County Juvenile Court if tardies continue after warning letters have been sent to the parent/guardian.

Students are expected to go to homeroom upon arriving at school. Students must be out of the hallway and in their seat by 8:00 a.m. Students arriving after 8:00 a.m. should report directly to the main office to sign-in for the day and will be considered tardy to school. For the purposes of reporting tardies to the Hamilton County truancy officer, three (3) tardies will equal one (1) unexcused absence.

TRUANCY:

An unexcused absence from school or class (which includes but is not limited to tardiness, leaving school grounds etc.) may result in charges being filed with the court system, suspension or expulsion.

VACATION REQUEST DURING THE SCHOOL YEAR:

In order to accommodate parents who must take their vacations during the school year, students will be permitted to accompany their parents without penalty (providing it does not involve the last week of any semester or term) or put the total number of student absences beyond five (5) days in any one quarter. Before permission is granted, a meeting should be held with the parents and a building administrator to make sure they understand the potential effects of the absence on the student's academic success and the provisions for make-up. The student may be given his/her books, instructional materials, and the general content areas that will be dealt with during the absence. Separate daily assignments, however will not be provided unless they are available on Schoology.

VIII. REGISTRATION / WITHDRAWAL

ENROLLING:

All new students to the Deer Park Community City School District must enroll at the Board Of Education building located at 8688 Donna Lane.

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- a birth certificate or similar document
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school secretary will assist in obtaining the transcript if it is not present at the time of enrollment. Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. In addition, if a new student resides in the district with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the district that child's educational process. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

Students eligible to attend in this district but who are suspended or expelled by another public school in Ohio may be temporarily denied admission during the period of suspension or expulsion. The same rule applies to students who are eligible for admission and have transferred from another state yet were put under suspension or expulsion from that state. The superintendent will review the circumstances of the suspension or expulsion and any other factors deemed relevant prior to temporarily denying admission.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admission or readmission into the district, the student will not be admitted until the superintendent has received the following records from DHS:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DHS custody;
- the student's current IEP (if applicable), and
- a summary of the instructional record of this child's behavior.

CUSTODY PAPERS:

Custody documents should be filed at the office at the beginning of the school year or when issued by the court system. In the event a change is made, current documents are to be sent to the student's school. Only the section that relates to custody is requested. According to state law, when custody documents are not on file, either natural parent has a legal right to pick the child up from school. Should court changes in custody occur, the new order must be on file in the school office.

WITHDRAWAL/TRANSFER FROM SCHOOL:

Parents seeking to withdraw their child for transfer to another school must obtain the proper withdrawal forms from the main office. All books, fines, and fees must be cleared before school records, including disciplinary records of

suspension and expulsion, will be transferred to the new school.

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with state law. A person may withdraw from school for full-time work at age sixteen (16). In this case, a work certificate must be issued prior to the time of withdrawal. When a student under eighteen (18) withdraws from school for full-time employment, the Ohio Bureau of Motor Vehicles will be notified and driving privileges will be denied or revoked until the student reaches his/her 18th birthday.

CHANGE OF ADDRESS:

Parents/students should inform the main office immediately regarding all changes of address, phone numbers, and all other contact information.

IX. ACADEMIC PROGRAMS AND PROCEDURES

SCHOOLGY:

Schoology is an online learning management system that allows students access to classroom information, assignments, and student grades. Parents will be provided login information by their student's teacher. If further assistance is needed, please contact the main office.

MEET AND GREET / OPEN HOUSE:

A Meet and Greet Night is scheduled prior to the first day of school and provides an opportunity for parents to meet their child's teacher, visit the school and become better informed about what is expected in their child's classroom. Each teacher has his/her own way of organizing a classroom and it makes it easier when both parents and teachers are clear about the expectations.

PARENT TEACHER CONFERENCES:

Parent/teacher conferences will be scheduled on four dates each school year as indicated in the district calendar. Parent/teacher conferences may be scheduled at other times by contacting the teacher or the main office. Please feel free to contact your child's teacher at **any** time, should you feel the need for a conference. Parent-teacher communication is a vital component to success in the classroom.

SCHEDULING OF CLASSES:

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

HOMEBOUND INSTRUCTION:

The school may arrange for individual instruction at home for students who are unable to attend school due to accident, illness, or disability. Such instruction may be arranged upon receipt of medical documentation via the student's physician. For more information, contact the Department of Student Services.

INTERIM REPORTS:

Interim reports will be accessible online via your child's Schoology page as indicated on the dates listed on the district calendar. Moreover, teachers may contact parents at any time and as needed in regard to students who are struggling academically, socially or emotionally.

GRADES:

All Deer Park Schools have a standard grading procedure, as well as additional notations that may indicate work-in-progress or incomplete work. Grades shall indicate the student's progress against both their own potential for achievement and the achievements of others in their class as appropriate to the grade level and subject matter. In

general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. All grades will be reported as percentage scores. Grades will be posted weekly via Schoology. Schoology access information is distributed at the beginning of each year.

A	90 - 100%	Outstanding, distinguished achievement
B	80 - 89%	Above average, commendable achievement
C	70 - 79%	Average, satisfactory achievement
D	60 - 69%	Below average, minimal achievement
F	0 - 59%	Failing, no credit earned
W		Withdrawn
I		Incomplete (work must be made up within 10 school days)

HOMEWORK:

Homework is an important part of the learning process. A good student understands that the more time one spends on a skill, the more proficient s/he will be. Students who complete their homework on a regular basis and study even when there is no written homework benefit greatly in the classroom and the world at-large.

Responsibilities regarding homework:

1. Students will complete homework assignments on time.
2. Students will seek help when they do not understand either homework instructions or the subject matter.
3. Each student will keep a written list of daily and long-term assignments in his/her planner.
4. If a student fails to complete an assignment, s/he will face the consequences in a responsible manner.
5. Students will make an honest attempt to complete homework assignments independently unless the teacher indicates otherwise.
6. Students will accept the responsibility for seeking direction on completing missed work while absent. Make-up work will be completed within a period of time as specified by the teacher.

GRADING PERIODS:

Students will receive a report card at the end of each nine-week quarter indicating their progress and subsequent grades. These report cards will be sent home with students one week after the end of the grading period. The final report card of the year will be mailed home. Twenty-five percent of outstanding fees must be paid in order to receive report cards each quarter.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Please monitor Schoology as grades will be updated weekly.

RETENTION POLICY:

A student may be retained at his/her current grade level when s/he has, in the opinion of the professional staff, failed to achieve the instructional objectives that are requisite for success at the following grade level. A student may be placed at the next grade level when retention will no longer benefit the student.

GIFTED SERVICE:

The district provides gifted services to those students that meet requirements as established by the Ohio Department of Education and adopted by the Deer Park Board of Education. If you would like to learn more about these services please contact the principal.

RECOGNITION OF STUDENT ACHIEVEMENT:

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, Citizen of the Quarter, and Student of the Week. Recognition for such activities is initiated by the staff and coordinated by the guidance counselor and administrator.

STUDENT ASSESSMENT:

Group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Vocational and interest surveys may be given to identify particular areas of student interests or talents.

FIELD TRIPS:

The Board of Education recognizes that field trips are educationally sound experiences when used for teaching and learning integral to the curriculum. Properly planned and executed field trips should supplement and enrich classroom procedures and student learning. These experiences occur in an environment outside of the classroom and through maximizing community resources (natural, artistic, industrial, commercial, and governmental).

No student may participate in any school-sponsored trip without parental consent and a current Emergency Medical Authorization form on file in the main office. All students are expected to ride the school vehicle to and from each activity. A special written request must be received by the staff member or sponsor from the parent to allow an exception. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips. Attendance rules also apply to all field trips. While the district encourages the student's participation in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. Students who violate school rules may lose the privilege to go on field trips. The Board of Education shall approve those field trips which require students to remain out of the district overnight or longer. All field trip chaperones must submit to a background check prior to their attendance on a school sponsored field trip. Parents and/or other chaperones may not bring a student's siblings or other children on field trips.

INSERVICE DAYS

In order to maintain and promote high level instructional techniques, time is set aside for professional in-servicing. In-service days are noted on the school calendar.

X. STUDENT ACTIVITIES

SCHOOL PICTURES:

Individual pictures are offered for purchase by our parents. These pictures are taken during the school day in the Fall, and a casual picture is taken in the spring. Fall pictures are offered on a prepay plan with package choices being offered. Spring picture proofs will be sent home for parent approval and an option to purchase.

CLASSROOM CELEBRATIONS:

At times, students may participate in classroom or school-wide celebrations. Please inform your child's teacher should there be personal or religious reasons you do not wish your child to participate.

PARTICIPATION AND ATTENDANCE AT A SCHOOL FUNCTION:

A student must be in school by 11:30 a.m. and remain in school for the rest of the day before he/she may attend or participate in an after-school or evening activity. Third party documentation will be accepted to arrive later and still

participate.

RECORDING OF SCHOOL EVENTS:

Recording of events by parents/guardians/individuals are permitted providing the individual makes arrangements prior to the event. The person wishing to record should contact the principal to be certain the event is not a copyrighted event/performance. If the event is of copyright material, then all licenses must be secured. Otherwise, any recording made and shared will be prohibited by law.

SCHOOL VISITOR POLICY/CLASSROOM VISITATION BY PARENTS:

The visitor will report to the office first to sign the Visitor's Register and get a visitor's badge before reporting to the classroom.

In conjunction with the Missing Child Act, the Board revised the Visitor to School Policy. **Please remember to go to the office, sign in and pick up a visitor's badge.**

Requests to visit the classes should be made at least 24 hours in advance with the building principal. The teacher of the class to be visited shall be notified in advance and given an opportunity to request an alternate date if the time requested is not appropriate.

Normally a parent will be allowed to visit at the time requested. On occasion, the classroom activity may be such that the presence of another adult will be inherently disruptive. If such is the case, an alternate acceptable date with the parent will be arranged.

STUDENT ATTENDANCE AT SCHOOL EVENTS:

Students are encouraged to attend as many after school events as possible, providing such attendance does not interfere with school work and home activities. Enthusiastic spectators build school spirit and encourage other students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The Board is neither responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

CLUBS AND ACTIVITIES:

Extracurricular activities are encouraged as they offer students many opportunities for participation in positive school experiences. These clubs and activities create an atmosphere that fosters positive social attitudes and allows students to develop self-discipline and new interests. School spirit is strengthened as teachers and students come together for a common purpose. All students are permitted to participate in the activities of their choosing.

Membership in these activities does require full and respectful participation. Sponsors/supervisors of these activities reserve the right to allow/disallow membership should difficulties arise in this respect. Students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05. Participation in these activities is a privilege and not a right.

XI. STUDENT RULES AND PROCEDURES

STUDENT DROP - OFF/PICK - UP AREA:

Please be aware that the drop-off/pick-up area for students who are brought to and from school is cafeteria entrance on Linden Rd. (breakfast only) and the main entrance, facing Beech Ave. Staff members are posted around the building

to supervise students 10 minutes prior to and following the end of each school day.

SCHOOL HOURS:

Our building is open from 7:30 a.m. to 3:30 p.m. for supervised students. Our school day begins at 8:00 a.m. and ends at 3:15 p.m. Students who arrive at school after 8:00 a.m. will be counted tardy. When half day early release is scheduled, students are released at 11:10am.

COATS AND BOOKBAGS:

Jackets and coats may not be worn during the school day. These garments are to be stored in lockers/properly designated areas. Single-layered nylon-type wind-breakers, parkas, sweatshirts, sport coats, and blazers may be worn. Bookbags, duffel bags, or gym bags may be brought to school but must remain in students' lockers/designated areas during the school day. Purses that are large enough to be considered book bags or are being used for that purpose will not be permitted in the classroom.

BICYCLES, SCOOTERS:

A bicycle rack is available at Amity for parking bicycles or scooters. All bicycles or scooters are to be placed in the rack during the day. Those who desire to do so, may lock their bikes to the rack. Safe bike riding is important and the use of safety helmets is required. Riders should demonstrate safety skills for others and themselves. Misuse or failure to follow safety guidelines may result in loss of bike/scooter privileges for a period of time or the balance of the year.

TOYS:

We strongly discourage children from bringing toys to school. We understand that students often wish to bring a toy to play with at recess and may even do so without your knowledge. Should a child choose to bring a toy to school in any case, it is at the child's risk and responsibility. Guns, knives and ammunition (play or real), will be taken and held in the office until the parents report to the office for their return. Discipline action may be taken for bringing such items to school. Any item that constitutes a weapon will not be returned.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK:

Students shall be permitted to make up work and receive credit when absent from school. It is the student's responsibility to secure make-up work assignments from the teacher.

1. Tests: If the student is present until the day of the test and returns within three (3) days after the test, she/he should take the test on the day of return. Make up work for absences of one to three consecutive days must be completed within a period of double number of days.
2. Daily Work: The teacher may designate the time and nature of the make-up work.

MAKE UP WORK DUE TO SUSPENSION FROM SCHOOL:

Absence from school due to suspension shall be considered an authorized absence. A suspended student will be responsible for making up missed school work. Assignments may be obtained by accessing Schoology or contacting the teacher via electronic mail. Make up of missed tests may be scheduled when the student returns to school. The student must complete and turn in assignments missed during the suspension upon his or her return to school. The student will be given credit for properly completed assignments and will receive a grade for any made-up tests.

USE OF SCHOOL TELEPHONES:

The office telephone is not to be used for personal calls. With the exception of emergencies, students will not be called to the office to receive a telephone call. A telephone is available in the main office for students to use if accompanied with a pass from their teacher.

USE OF CELL PHONES:

While students may possess cell phones on school property, students are prohibited from using their phones or allowing them to be visible during the school day. All cell phones should be secured in a locker during the school day. Students who do not abide by the above guidelines will have their cell phone removed and are subject to disciplinary consequences.

- First Offense: student may pick up the phone from the main office at the end of the day.
- Second Offense: the student's parent must pick up the phone from the main office.
- Third Offense: the student must turn his/her cell phone into the office upon arrival each school day and can pick up their phone upon dismissal.

USE OF SCHOOL EQUIPMENT AND FACILITIES:

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

STUDENT VALUABLES:

Students are encouraged not to bring items of value to school. Items such as jewelry, bikes, scooters, expensive clothing, electronic equipment, and the like, are tempting targets for theft. The school will not be liable for any loss or damage to personal valuables.

LOCKERS:

Each student will be assigned a locker. Students are to use only their assigned lockers and are not to share lockers. All personal items and books, when not in use, are to be kept in lockers. Students are urged to keep their locker combinations a secret and keep out of the lockers of other students. Lockers are school property assigned to the students on a loan basis for legitimate purposes. School officials can search lockers and their contents at any time without regard to any reasonable suspicion. **Only School locks may be used.** Non-school locks will be cut off. Locks are purchased from the school and may be used indefinitely.

LOST AND FOUND:

The lost and found area is located in the cafeteria. Students who find lost articles are asked to take them to the Lost and Found. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be disposed of periodically throughout the year after prior notice is given.

AMITY ELEMENTARY STUDENT BEHAVIOR PLAN:

The Amity Staff is dedicated to creating a safe environment that promotes learning. Amity Elementary is a PBIS school, focusing on intentionally teaching and reinforcing appropriate behaviors as well as implementing logical consequences for students when behaviors arise. The Deer Park School District Discipline Policy and Code of Conduct will be followed by the faculty and staff at Amity. The staff is committed to helping students develop positive behavior that will allow them to become successful members of our community. The school wide behavior expectations outlined below will be used by faculty and staff to achieve a safe, positive learning environment at Amity Elementary. Furthermore, please review the [PBIS Matrix](#) for more information on building expectations.

PLAYGROUND GUIDELINES:

1. Students are not allowed to leave the playground or enter the building without permission.
2. Students will abide by the generally accepted rules of the games being played or equipment in use.
3. Students will not have gum or food while on the playground.
4. Students will follow all general school rules while on the playground.

5. Students will be required to wear appropriate “cold weather” attire to participate in recess.

DETENTION:

Detentions will be held after school from 3:15–4:00 p.m., Tuesday, Wednesday and Thursday. Parents will be notified prior to a student serving detention. Parents are responsible for transportation.

DRESS CODE:

DRESS GUIDELINES: All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities so as not to create a distraction in the classroom. The physical presence of a student must neither constitute a threat to health or safety or disrupt the process of education.

1. Any clothing deemed offensive to a staff member or employee will not be allowed. An administrator will have the student change immediately.
2. To avoid injury to feet and the possibility of disease, footwear must be worn in the school building, except in the gym as appropriate. Bedroom slippers are not permitted.
3. Clothing designed to defame the American flag or any foreign flag is not permitted.
4. Hats, bandanas, hoods, sunglasses or any fashion of headgear are not to be worn in the building. (Hats and bandanas will be confiscated.)
5. No student shall wear clothing or jewelry that suggest, advocates or promotes sex, drugs, alcohol, tobacco products or profanity. This also includes items carried by students such as purses, bags, coats, folders, and school supplies. This also includes items stored in school lockers.
6. Students may not wear garments that expose midriff, bareback, bare-chest, bare shoulders or undergarments. Tops should not expose cleavage. Muscle shirts or a shirt without straps are not permitted. Pajama pants are not allowed.
7. Clothing torn, cut or worn through is not permitted. This includes jeans, as well as shirts, blouses and tops.
8. Excessively short skirts and shorts are not permitted.
9. For safety reasons, all clothing must be sized appropriately. Pants must fit appropriately. The waistband of the pants must be near the waist of the student. The waistband of the pants cannot be lower than the hipbone with the crotch of the pants at/near the crotch of the student. Undergarments must not be visible.
10. Please select shoe styles with safety in mind. Gym shoes are the preferred footwear. **Open, backless shoes contribute to injury on the playground. Backless shoes present difficulties on the stairs. We ask that the students do not wear these shoes.**

DUE PROCESS:

All students facing suspension have the right to be informed of the disciplinary charges brought against them. This right is guaranteed in the Ohio Revised Code 3316.66. They have the right to meet with a school official and present their side of what occurred. If a student on suspension wishes to appeal the suspension, they and/or their parent may appeal to the principal or the principal’s designee. If unresolved at the building level, the complaint or grievance may be appealed to the level of the Board of Education’s designee. The student may be accompanied by parent and/or attorney at any level of the appeal.

EMERGENCY REMOVAL FROM SCHOOL:

If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent, principal, or assistant principal may remove the student from curricular or co-curricular activities as well as from school premises. A teacher may initiate an emergency removal of a student from curricular or co-curricular activities by sending a student to the principal’s office. (The teacher may not remove the student from the school premises.) The teacher shall submit in writing to the principal the reasons for such action in a timely manner. A report will be filed with the police if deemed necessary.

ALCOHOL USE BY STUDENT/STUDENT DRUG ABUSE:

The Board recognizes its share of the responsibility for the health, welfare and safety of the students who attend the district's schools. The Board is concerned about the problems of alcohol and drug abuse. It recognizes that illegal and inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful. Such use constitutes a hazard to the positive development of all students.

The Board does not permit any student to possess, transmit, conceal, offer for sale, consume, or show evidence of having consumed any alcoholic beverages, illegal drugs, un-prescribed drugs, look-alike drugs or any mind-altering substance while on school grounds or facilities at school sponsored events. This rule is also in effect during any situations under the authority of the district or in school-owned or school-approved vehicles. Any items represented as controlled substances, non-alcoholic beers, steroids and drug paraphernalia are also prohibited.

Possession and Use:

The student will be suspended for 10 days with recommendation for expulsion made by the principal to the superintendent in compliance with student due process procedures. If possession of drugs, drug paraphernalia or drug-like substances are involved, the incident will be reported to the police and all items turned over to the police. The student will be referred to the building Intervention Team.

Selling, Offering to Sell or Dealing of Chemicals (Drugs, Alcohol, etc.)

Supplying, offering to sell, dealing or selling of chemicals will result in a 10 day suspension with recommendation for expulsion made by the principal to the superintendent in compliance with student due process procedures. The principal will refer the case to the Deer Park Police Department for possible prosecution. **In all cases of expulsion, the Superintendent will consider the following in making the decision on the length of the expulsion:**

- the age and grade level of the student.
- the data collected by the school, the past record of the student and other pertinent data.
- the degree of involvement.
- the cooperation of the student and the family with the school and the Deer Park Police Department.
- the family's willingness to seek a professional evaluation from a trained Chemical Dependency assessor and to follow the recommended treatment program.

BULLYING/ HARASSMENT:

Any incidents of inappropriate touch (male/male, male/female, female/female) or inappropriate sexual language, or bullying will be treated seriously.

While primary students may not entirely comprehend the words used, the intent to hurt the dignity of another student is totally unacceptable and carries serious consequences.

Incidents involving gestures, written or verbal comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to staff or student will be handled within the district guidelines and in accordance with the code of conduct.

It is a violation of law and of school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on district property or at any school-related event on or off district property.

GENDER/ ETHNIC/ RELIGIOUS/ DISABILITY/ HEIGHT OR WEIGHT HARASSMENT:

- A. Verbal:
1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- B. Non-Verbal:
1. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- C. Physical:
- Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that she/he is the victim of any of the above actions, or has observed such actions taken by another student, staff member, or other person associated with the district, should promptly take the following steps:

1. The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible.
2. The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s).
3. The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.
4. If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken to prevent the continuance of the harassment or its recurrence.
5. All students and staff are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district. Any false allegations will be handled through the discipline code.
6. Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse which will require that a report be made to proper authorities in compliance with state law.
 - A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible after the incident, contact an administrator, counselor or nurse.
 - B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

SEARCH AND SEIZURE:

If a principal or his/her designee has a reasonable suspicion that a student possesses a dangerous, illegal or stolen item or anything else deemed improper, the principal or his/her designee may search the student of his/her personal property and may remove the item. This includes items in cars and lockers.

EXPULSION OF A NON-DISABLED STUDENT:

As authorized by law, the Board of Education may permanently exclude any student up to 180 days (Policy 5610.01) who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while

on school grounds and which are considered to be crimes when committed by an adult:

1. Possession or involvement with a deadly weapon.
2. Trafficking in drugs.
3. Murder, involuntary manslaughter, assault or aggravated assault.
4. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the district.
5. Complicity, regardless of where complicity occurs, of any of the above Crimes.

COMPLICITY/COMPLIANCE:

A student who is in compliance with another student committing an offense listed in the code of conduct will be subject to punishment one category less than the offender (e.g. passing on threats or explicit sexual notes from one student to another). Students observing any infraction of the code of conduct must report it to a teacher or administrator or they could be held in compliance.

XII. STUDENT CODE OF CONDUCT

The rules of conduct in this handbook are outlined to establish an environment conducive to learning as well as to provide students with the main expectations of our staff. Also included are the possible consequences for students who **choose** to disregard the rules established for the Deer Park City Community School District. These rules are in effect at the following times:

1. On school grounds before, during, and after school hours
2. Off school grounds at a school-related function or activity
3. On school buses when students are being transported

RULE 1 - TRUANCY:

Unexcused absence from school or class (which includes but is not limited to tardiness, leaving school grounds, etc.) may result in charges being filed with the court system, suspension or expulsion.

RULE 2 - DISOBEDIENT/DISRUPTIVE BEHAVIOR:

Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior which substantially disrupts the orderly learning environment (i.e., dress code violations, inappropriate language, cursing, inappropriate gestures, etc.).

No student shall by use of violence, force, noise, coercion, threat, extortion, intimidation, fear, passive resistance or by any other conduct, cause or incite any significant disruption or obstruction of any mission, process or function of the school.

No student shall fail to comply with directions of teachers, student teachers, substitute teachers, teacher's aides, principals or other authorized school personnel during any period of time when subject to the authority of school personnel.

No student shall use profane, vulgar, coarse, abusive or other improper language or gestures.

No student shall fail to abide by the guidelines, rules and regulations set forth in the Board-adopted Student and Parent Handbook.

Board of Education policies, including but not limited to:

Circulation of Literature: Circulation by or to students of any type of literature for or against any candidate, cause, etc.,

is prohibited in the school or on school premises.

Fund Drives: There shall be no fund-raising drives for students other than those which have been approved by the principal/school administration.

Secret Societies/Clubs/Groups/etc.: Only clubs, groups & organizations sponsored by the district are permitted.

Anti-hazing: No student shall commit any act or coerce another, including the victim, to do any act that causes or creates a substantial risk of causing mental or physical harm to any person.

Technology Acceptable Use Policy: No student shall abuse the computer equipment, programs, services or conditions of use as outlined in the Acceptable Use Policy of the Deer Park School District.

Inappropriate use of computers and other technologies includes: vandalism, theft, or misuse of the hardware, plagiarism, unauthorized access to files not belonging to the student, tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision, installation of software on a computer or network, or unauthorized use, copying, or downloading of programs, files and/or pictures. Violations may result in revocation of access privileges, suspension, expulsion, other school disciplinary actions and/or appropriate legal action.

RULE 3 - FIGHTING/VIOLENCE:

No student shall cause or attempt to cause physical harm to another or behave in such a manner that their conduct is likely to result in physical harm to themselves or another.

RULE 4 - VANDALISM:

No student shall cause or attempt to cause damage to or defacement of school or private property.

RULE 5 - THEFT:

No student shall cause or attempt to cause theft or unlawful taking of school or private property, or receive, retain, or dispose of property of another knowing or having reasonable cause to believe that the property has been obtained through the commission of a theft offense.

RULE 6 - USE/POSSESSION/SALE OR DISTRIBUTION OF A FIREARM:

No student shall possess nor shall purport to use, threaten the use of or exhibit a firearm. A "firearm" includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer or any machine gun. This includes zip guns, starter guns, flare guns, etc.

RULE 7 - USE/POSSESSION/SALE OR DISTRIBUTION OF A WEAPON OTHER THAN A FIREARM OR EXPLOSIVE, INCENDIARY OR POISON GAS:

No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered a dangerous weapon. A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury. (18 U.S.C section 930).

RULE 8 - USE/POSSESSION/SALE OR DISTRIBUTION OF ANY EXPLOSIVE, INCENDIARY OR POISON GAS:

No student shall possess, use, threaten the use of or exhibit any object that can reasonably be considered but not limited to any destructive device, which would include a bomb, a grenade, a rocket, a missile having an explosive or incendiary charge of more than one-quarter ounce and mine or similar device. This definition would also include any

weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter.

RULE 9 - USE/POSSESSION/SALE OR DISTRIBUTION OF TOBACCO PRODUCTS:

No student shall use or possess tobacco, tobacco paraphernalia or smokeless tobacco in any form, including but not limited to: cigarettes, cigars, chewing tobacco, snuff and any other tobacco products or any type of electronic smoking device in or about a school building, on school grounds or school buses, or at any activity supervised by the school district.

RULE 10 - USE/POSSESSION/SALE OR DISTRIBUTION OF ALCOHOLIC BEVERAGES:

No student shall possess, use, transmit, have the distinct odor of, or be under the influence of any intoxicating alcoholic beverage.

RULE 11 - USE/POSSESSION/SALE OR DISTRIBUTION OF DRUGS OTHER THAN TOBACCO OR ALCOHOL:

No student shall possess, (including, but not limited to possession in purse, wallets, lockers, desks, automobiles on school property, etc) use, possess, sell, distribute, transmit, or be under the influence of any narcotic, drug, controlled substance, hallucinogenic substance believed to be a controlled substance. (Use of a drug authorized by a medical prescription from a registered physician for that student shall not be considered a violation of this rule if the Procedure for Taking Medication in School form is properly followed.) No student shall use, possess or transport paraphernalia that is commonly associated with or construed to be used for any of the above-mentioned chemical substances. No student shall make, sell or possess counterfeit drugs or related tools as regulated by Sec. 2925.37 O.R.C.

RULE 12 - HARASSMENT/INTIMIDATION:

No student shall repeatedly, in an ongoing, persistent manner, annoy or attack using physical, verbal, written, or electronic action which creates fear of harm, an intimidating or hostile education or work environment, without displaying a weapon and without subjecting the victim to actual physical attack (i.e., bullying, hazing, and threat of harm). Use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting, intimidating or stigmatizing an individual or group of individuals.

RULE 13 - UNWELCOME SEXUAL CONDUCT (INCLUDING SEXUAL HARASSMENT):

No student shall initiate unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive educational or work environment (i.e., pinching, grabbing, suggestive comments, gestures, jokes or pressure to engage in sexual activity.)

RULE 14 - FALSE ALARM/BOMB THREATS:

No student shall cause or attempt any disruption or obstruction to any mission, process or function of the school by means of false alarms or bomb threats and will not be tolerated. Any threat (verbal, written or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.

RULE 15 - FIREARM LOOK-A-LIKES:

No student shall possess any items that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns).

XIII. MONEY/ FEES/ FINES

STUDENT FEES AND FINES:

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with state law, Deer Park charges specific fees for particular activities and materials used in the course of instruction. Partial payment can be made throughout the school year. Fees may be paid in the form of cash, check, money order, or credit card through our online payment system. Payment plans can be set up through the building principal.

Students who damage or lose textbooks or library materials, or damage other school property, will be assessed a fine and expected to reimburse the district for the replacement of the item via payment of a fine.

Current year class fees may be waived in situations where there is a financial hardship. Fee waiver forms can be picked up in the main office. Fines and athletic fees are not able to be waived. Payment plan options can be set up through the building principal.

INSUFFICIENT FUND FEE:

Student fees may be paid by check. When you provide a check as payment, you authorize us to use information from the check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a \$30.00 fee (plus a bank fee charged to the merchant if allowed by state law) through electronic fund transfer from your account if your check is returned unpaid. The district has contracted with Infinity Group Inc. for the collection of insufficient funds.

PAY SCHOOL FEES ONLINE WITH A CREDIT CARD:

It is now easier than ever to pay your school fees by credit or debit card online. Simply go to: <https://www.spsezpay.com/deerpark/ezpay/Login.aspx>. You will need to know your child's ID number. The ID number can be found by looking on the bill you receive or by calling the school office. Once you are logged in, simply follow the user-friendly instructions. The system will allow you to pay your child's fees in installments. Once the fees have been paid, you are able to print out a confirmation.

AMITY CLASSROOM FEES :

Classroom fees may be assessed to help cover educational costs.
Note: Waivers are available when special financial circumstances exist.

STUDENT FUNDRAISING:

All fundraising activities begin with the approval of the principal. The primary function should be to support our children's educational opportunities and programs. Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. These guidelines are as follows:

- A. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- B. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

Sales of any item or service in school without the prior approval of the principal may lead to disciplinary action.

XIV. REQUIREMENTS / POLICIES

ADVERTISING OUTSIDE ACTIVITIES:

Students may not post announcements or advertisements for outside activities without receiving prior approval from the central office. The school will have either a central bulletin board located in the cafeteria or other properly designated areas for posting. Notices must receive approval from the central office before being posted.

STUDENT RIGHTS AND RESPONSIBILITIES:

All students have the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions. They are to know the disciplinary measures to be taken when they fail to show this personal responsibility.

All students between the ages of six and twenty-one have the right and the responsibility to attend school until such time that they graduate from high school, legally withdraw from school under guidelines of the state attendance codes, or are declared incapable of profiting from further school attendance. In addition, all students are given all rights guaranteed in the Constitution of the United States, as long as these rights do not violate the rights of another individual or do not disrupt the educational process.

Any legal requirement or Board policy mandating parental/legal custodian contact by the school or school contact by the parent/legal custodian will apply to all students registered in the Deer Park City Schools, except if a student has been declared by a court legally emancipated, or if a student can demonstrate that he/she is not a dependent as defined by Section 152 of the Internal Revenue Code of 1954.

STUDENT WELL BEING:

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situations or accident, she/he must notify a staff person immediately.

State law requires that all students have an Emergency Medical Authorization Form completed and signed by a parent or guardian on file in the school office. Students with specific health care needs should deliver written notice about such needs along with physician documentation to the school office.

SCHOOL IMPROVEMENT STATUS:

Parents will be notified annually if the building where their child attends is in "School Improvement Status." The principal will provide written notice that explains the designation and how the school compares in terms of academic achievement to other schools in the district and the state. Parents are always encouraged to be involved in their child's academic achievement and participate in organizations and boosters that are described in the student handbook. Parents are also invited to volunteer in the schools and serve on academic committees to address issues that caused the school to be identified for improvement.

INDIVIDUALS WITH DISABILITIES:

The Board of Education is committed to the provision of a free, appropriate, public education for children with disabilities identified in accordance with applicable state and federal laws, rules, and regulations.

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the district's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact your child's guidance counselor to inquire about evaluation procedures and programs.

STUDENTS RECEIVING SPECIAL SERVICES:

Handicapped students as defined by Federal Law 94-142 will be disciplined according to school rules, his/her individualized education program (IEP), and discussion with his/her intervention specialist.

STUDENT RECORDS:

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. The Board recognizes the significant need to safeguard student privacy and restrict access to student information.

Each year the Superintendent shall provide public notice to students and their parents that the district will only make "directory information" available upon written consent from the student's parent or written consent from the eligible student. The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned email accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information shall not be provided to any organization for profit-making purposes.

Access to all other student records is protected by (FERPA) and Ohio law. Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records with the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

Deer Park Schools periodically publish newsletters, press releases, and web-site information, which may include photographs of the students. Names of students often accompany photographs used in district newsletters and press releases. Names typically are not used for photographs published on the web-site. With the special permission of a parent, the first name may be used. Complete names without photograph and identity will be presumed acceptable unless the parent otherwise advises Deer Park City Community Schools in writing.

PARENTS: DISCLOSURE, INSPECTION, REVIEW OF RECORDS:

The Custodian of Records (COR) shall permit parents/eligible student upon request to retrieve information from and to inspect and review, records relating to the student's education and maintained by the district. The following conditions shall apply:

- A. At times, agencies or individuals outside the district provide the district with information necessary and relevant to the student's education. Confidential information that is in a student's record from an outside professional or agency may be released to or accessed by the parent through the originator. Such information may be provided to

the district only with the written consent of the parent. Upon parental request the Board will notify the parent with the date and source of any record generated outside the district so that parents may access these records through the originator.

- B. If any educational record includes information on more than one (1) student, the parents/eligible students shall have the right to review and inspect only the records relating to the student, or to be informed of that specific information.
- C. The request for a review must be honored without unnecessary delay and before any meeting regarding an individualized education program (IEP) or hearing relating to the identification, evaluation, or placement of the student and in no case later than forty-five (45) days from receipt of the request.
- D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent which:
 - 1. specifies the records which may be disclosed;
 - 2. states the purpose of disclosure;
 - 3. identifies the party or class of parties to whom the disclosure may be made.
- E. The Board shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law. If the parents/eligible student request an opportunity to inspect and review records, a written request is necessary.
- F. The parents/eligible student are to complete the Board's Request for Information (Form 8330 F5) prior to receiving copies of any record. The COR shall arrange a mutually-agreeable time for the review with the parents/eligible student.
- G. Subject to the limitations within the law, policy, and/or guidelines, the COR shall provide parents/eligible student with copies of any information in the student's educational records and shall respond to reasonable requests for explanation and interpretation of the records. Copies of the records shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible student from exercising the right to inspect and review the records.
- H. If the parents/eligible students request disclosure of specific information by telephone, the COR shall not disclose requested information.

EQUAL EDUCATION OPPORTUNITY:

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. Furthermore, it is the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, ancestry, age, national origin, place of residence within the boundaries of the district, or social or economic background to learn through the curriculum offered in this District.

For resolution of complaints/disputes alleging discrimination, the following steps need to occur:

- A. A student or parent on behalf of the student, who has a complaint and is unable to solve the issue, is to submit the complaint in writing to the appropriate compliance officer:
 - (Title VI, Title III B, Title VII B—Director of Student Services)
 - (Title IX—Superintendent)
 - (Section 504 Coordinator—Director of Student Services).

- B. The written complaint is to be specific. It must clearly identify the alleged discrimination and be signed and dated by the complainant.
- C. The compliance officer's responsibility is to:
 - 1. Investigate (within one week) the circumstances of the complaint.
 - 2. Render a decision within two weeks after receipt of the complaint and notify the complainant of that decision in writing, and
 - 3. Provide the complainant one week to react to the decision before it becomes final.
- D. The complainant's responsibilities are to:
 - 1. Accept the decision in writing, addressed to the compliance officer, within one week of receiving the written decision, or
 - 2. Disagree with decision in writing, addressed to the compliance officer, within one week of receiving the written decision. In this case, the Level Two procedure will be initiated.

LEVEL TWO: The compliance officer requests the superintendent to review the complaint. A meeting will be scheduled within one week of the receipt of request for review. The participants shall be the complainant, the compliance officer, and the superintendent. The superintendent will make a decision within one week which shall be final. The complainant and the compliance officer will receive copies of the decision.

HANDICAPPED ACCOMMODATION NOTICE:

Upon request to the Superintendent, the District shall make reasonable accommodations for a disabled person to be able to participate in any activity.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS:

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational rather than punitive means. For the purpose of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Ohio law;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
- E. Anabolic Steroids;
- F. Any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug on school grounds, on school vehicles, and at any school-sponsored event. It further establishes a drug –free zone within 1000 feet of any facility by the district for educational purposes.

SAFE SCHOOL HELPLINE:

Stay Safe, Speak UP! (You may remain anonymous.) Call or go online to report harassment, threats, suspicious behavior or other concerns which may jeopardize the safety of students, employees, or school facilities. Your message is very important in helping maintain a safe school environment. Via the internet go to www.deerparkcityschools.org and follow the link for Stay Safe Speak UP! Student helpline. Via telephone: 1-866-listen2me (1-866-547-8362). Press 1 to record a message. Press 2 to speak to someone.

PARENT INVOLVEMENT:

Deer Park offers a variety of parent organizations that support our youth. They include, but are not limited to: Athletic Boosters, Band Boosters, and the PTO. Parents may also volunteer in the schools from time to time. Parents who work under the direct supervision of a teacher will need to have a background check through Hamilton County, which can be done at the building level. Parents who volunteer to help without direct supervision of a teacher will need to have a BCI/FBI background check, which can be conducted at the board office.

DEER PARK STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY:

Use of the internet is a privilege, not a right. The Board's internet connection is provided for educational purposes only. Unauthorized and inappropriate use may result in disciplinary action and a cancellation of this privilege. To Access email and/or the internet at school, students under the age of eighteen (18) must obtain parent permission by returning the form sent home at the beginning of the year. Students eighteen (18) or over may sign their own forms.

- Users may **not** damage, destroy or deface computers or other technology tools.
- Users may **not** share usernames or passwords or attempt to impersonate another user.
- Users may **not** use threats, coercion or intimidation via electronic messaging.
- Users may **not** use profanity, vulgarity, racial slurs or any other inappropriate language.
- Users may **not** download or install software of any kind, including freeware or shareware without prior consent of the technical staff.
- Users may **not** use personal devices at school without prior consent of the administration.

INAPPROPRIATE USE INCLUDES, BUT IS NOT LIMITED TO:

- Purposeful disruption or attempt to disrupt the network functionality to any degree
- Access of any internet site which has been deemed inappropriate by the system administrator including pornographic material via email, website, or any other source
- Any attempt to alter, harm or destroy data belonging to another user or agency, internal or external
- Violation of US or state regulations, including plagiarism, copyright and trade secret laws
- Violation of rules governing other networks to which you may be connected
- Creation, uploading, or downloading of computer viruses or spyware or any agent that would degrade or destroy electronic resources
- Product advertising
- Political lobbying
- Online gambling
- Chain letters
- Commercial, for-profit activities
- Purchase of goods or services
- School technologies for the purpose of recreation or entertainment; for example, streaming music or video or playing games without express permission of a staff member
- Instant messaging
- Social networking sites such as myspace.com and facebook.com

7540.03-STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY:

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and

professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The Board regulates the use of District Technology Resources by principles consistent with applicable local, state, and Federal Laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of District Technology Resources and the students' personal communication devices when they are connected to the District computer network, Internet Connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers. Users have no right or expectation to privacy when using the District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection). First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages. Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or Principal may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Pursuant to Federal law, students shall receive education about the following:

A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic

communications;

B. the dangers inherent with the online disclosure of personally identifiable information;

C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and

D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors. Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines. Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes. Students are responsible for good behavior when using District Technology Resources- i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of the District Technology Resources that are not authorized by this Board policy and its accompanying guidelines. The Board designates the Superintendent and Principal as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the District's Education Technology.

Revised 11/8/17

FERPA –NOTIFICATION OF RIGHTS – THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:

In compliance with Federal regulations, the Deer Park City School District has recently updated its policy and established the following guidelines concerning student records:

- A. The Treasurer is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. Her office is located at 4131 Matson Ave, Cincinnati, Ohio 45236 or can be reached by calling 891-1881.
- B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review only by the parents or legal guardian of a student, and adult student (18 years of age or older), and those designated by Federal Law or District regulation.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint

with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Family Educational Rights and Privacy Act.

- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within ten (10) days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name, address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports' height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful as an invasion of privacy, if disclosed.

- E. A copy of the Board of Education's policy and the accompanying district regulations are available in the designee's office. There will also be a person available to answer any questions concerning the policy or regulations. Revised 3/15/06

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS:

Parent/Guardians have to complete and return to the district Form 8330 F4's in order to authorize the staff to communicate with the parent/Guardian via facsimile and/or electronic mail (e-mail). Parents who elect to communicate with a staff member via e-mail are required to keep district informed of any changes to their email address.