



**STUDENT HANDBOOK
2017-2018**

DEER PARK JR./SR. HIGH SCHOOL
8351 Plainfield Road
Cincinnati, OH 45236
(513)891-0010
www.deerparkcityschools.org

DEER PARK JR./SR. HIGH SCHOOL MISSION AND VISION

The mission of Deer Park Jr./Sr. High 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.*

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I. DEER PARK SCHOOL DISTRICT MISSION AND VISION

MISSION: To provide ALL students with every opportunity to achieve their future goals.

VISION: 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.*

II. PERSONNEL

Board Members

President

Mrs. Peggy Bosse

Vice-President

Mrs. Karen Kellums

Member

Mr. Paul Godwin

Member

Mrs. Chris Huster

Member

Mr. Andy Rainey

District Office Personnel:

Superintendent

Mr. Jay Phillips

Assistant to the Superintendent

Ms. Jennie Cunningham

Director of Business Operations

Mr. Jim Stoll

Administrative Assistant

Betty Hollander

Director of Food Services

Ms. MaryLynn Bierman

Director of Communications

Mr. Jake Snyder

Treasurer

Ms. Melissa Pennell

Director of Curriculum and Instruction

Mr. Dave Bergan

Assistant to the Treasurer

Mrs. Colette Lewis

Payroll Officer

Mr. Joe Campolongo

Ex. Director of Student Services

Mrs. Patricia Hadden

Holmes Elementary Principal

Mr. Sonny Tudor

Amity Elementary Principal

Mr. Mark Smiley

School Psychologist

Ms. Phyllis Davis

Deer Park Jr/Sr High School Personnel:

Administrators:

Principal

Dr. Stace Orso

Assistant Principal

Mr. Shane Hartley

Athletic Director

Mr. Greg Huster

Administrative Assistant (Counseling Dept.)

Mrs. Melissa Vickrey

Administrative Assistant

Mrs. Tasha Burbridge

Administrative Assistant

Mrs. Kristen Schlie

College & Career Counselors:

Students in grades 7 - 9

Mr. Jason Spelic

Students in grades 10 – 12

Mrs. Corrie Madden

Instructional Staff

Susan Beck- English

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Chris Beerman-Int. Sp.

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Jeff Benjamin-Math

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Scott Calcaterra - Business

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Shannon Davison-Science

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Mark Devine-S.S.

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Bob Fite-Science

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Kelsey Folkert-Math

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Jeoff Gabbard-Math

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Adam Gergen-Career Academies

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Sara Godwin - English

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Rachel Hackney – English

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Lia Heile-Math

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Kelly Hibbett-English

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Evan Hills-Science

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Tim Hubbard-English

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Lisa Jacob – Math

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Rob Johnston-Science

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Marti Kitsini-French
 Larry Kozlowski-PE
 Sean Maher-S.S.
 Garth Michelsen-Project Lead the Way
 Alex Moore-S.S.
 Kevin Moulton-S.S.
 Janet Osmond-Art
 Matt Reis-Choir
 Tracy Smith-Int. Sp.
 Jason Sparks-Int. Sp.
 Mandy Stevens-Int. Sp.
 Matt Suddendorf-Inst. Music
 Carolynn Sullivan-S.S.
 Greg Tabar-HS Specialized
 Jen Taylor-Spanish
 Chris Temar – Math
 Tom Toman-Science
 Joe Vetter-Inst. Music
 Nicole Weber-HS Specialized
 Craig West – English
 Shannon Wilkerson-S.S.

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 wilkerson.s@dpccsd.org

Educational Aides:

Jennifer Coates-Library	Jaclanetta Caldwell	Steve Gentry
Heather Gill	Calvin Johnson	Susan Phillips

Highly Qualified Staff

We continually strive to assure that all staff in our building are licensed and highly qualified to teach the subjects they are teaching, and you have the right to see evidence of their qualifications by contacting the 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 one hour delay indicates the students are to report to school one hour 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 T.V. and/or radio station for school closings and delays. You may also sign up for text messages by sending the text: @dpwildcats to 81010.

FINAL FORMS WEBSITE

Deer Park Community City Schools uses the Final Forms online database to manage student information. This site can be accessed through the Deer Park website (www.deerparkcityschools.org) by clicking the link to “Parents” and then “Forms.” Parents/guardians should create their own account, and the online information must be completed by parents and students by the end of the first week of school.

DISMISSING STUDENT EARLY FROM SCHOOL

For your child’s protection and safety, a note from home is required for picking him/her up during the school day. In some circumstances, parents may receive a phone call to verify the note. Students will only be released from the office after proper sign out procedures have been completed, and parents will also need to enter the building to pick up their child. Your child’s safety is always foremost, so the adult picking up the child may be asked for identification. 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 a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian. Verbal permission may be given by the parent over the phone to release a student to a non-parent/guardian, but only if this person is listed as a contact on the student’s Final Forms contacts. When students leave school early due to illness, doctor’s appointments, or any other approved reason (see note on page 10), that time out of school shall be considered a half-day absence if the student is out of school for 2-4 periods. 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 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 prior permission from the 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, \$20. cost at the Board office for the BCII. 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 and 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 offices 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, they are made by a licensed applicator or trained service personnel.
2. Districts have a pre-notification policy for parents, staff, students and parents to receive advance notice of pesticide applications made in school classrooms. Notification is made by email, letter or phone call. If you would like to be pre-notified of a pesticide application made while school is in session, please complete the paper application request supplied with the required documentation, sent home at the beginning of the school year. Each school will keep this request on file for one school year.
3. Districts are required to have a contact person that is responsible for maintaining pesticide application records as well as documentation that the pre-notifications 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 maintains all pre-notification 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

Parents will need to annually check emergency medical authorization on Final Forms and confirm the information. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the student's Final Forms information. State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

SPECIAL MEDICAL NEEDS

It is important that you make us aware of any special physical problems your child may have. Please notify us in case of a reaction to insect bites or stings, asthma, diabetes, etc., so we can be aware of the steps to be taken in case a problem develops. Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office. This information can also be listed on Final Forms.

USE OF MEDICATIONS

Students who must take medication during the school day must comply with the following guidelines: (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).

Parents should, with the help of their provider, determine if the medication schedule can be adjusted to avoid giving the medication during school hours. The Authorization to administer medication form must be completed by the parent 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.

1. 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 (adult to adult transfer of medications).
2. All medications must be in the original container in which they were purchased or dispensed by the pharmacy. Students **may not** bring their own medications to school.
3. Medication that is brought to the office will be properly secured.
4. Students may carry emergency allergy medications (epinephrine pens) and asthma inhalers only after the proper self medication forms are on file with the nurse.
5. Students are strictly prohibited from transferring medication or inhalers to any other student for their use or possession. (NO SHARING MEDICATIONS or allowing other student to carry inhaler or emergency medication for them).

Students who do not adhere to these requirements are subject to disciplinary action, including possible suspension from school.

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

What are head lice? Head lice are tiny insects that make their home in your hair. They lay little round eggs called NITS, which are attached to the base of the hair.

How do they spread?

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

It Can Happen to Anyone, Anywhere.

It is NOT a sign of being dirty. Lice aren't choosy about which head will be their home. As long as you have hair, your head may be their next forwarding address. Lice should be treated quickly, since it spreads through the hair quickly. It is difficult to see head lice, but learn to recognize 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.

Especially 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. Wash bed linens, hats, and coats (or dry clean), towels, and personal clothing in hot water (130 degrees) and dry in dryer.
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.
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.

Readmission to school policy:

Deer Park Schools have a NIT-FREE policy. Your cooperation in observing your family is essential and will help us to maintain control of the situation. 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 spread of it. 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.

BED BUGS

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

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. 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 and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation 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 and may take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne 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

School 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 high 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.

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 your children qualify.

VI. FOOD SERVICE

BREAKFAST AND LUNCH PROGRAM

The school participates in the National School Breakfast/Lunch Program and makes meals available to students for a fee of \$2.60 - \$3.10. Breakfast will be available at a cost of \$1.60. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. If a student forgets their lunch money, they will be given a sandwich and a milk upon request. 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, 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, if students who previously received benefits have not applied for the current year, their benefits will be terminated. Notices will be sent home. Junior High Students will have assigned seats. High School Students are free to sit wherever they would like in the cafeteria. 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. Outdoor tables are for seniors only. Money may be put on account for meals in the cafeteria by using the EZPay system, or by sending cash or check (payable to Deer Park Schools) to school with your student. Deer Park Jr./Sr. High School is committed to ensuring that all aspects of food and nutrition within the District promote the health and well-being of pupils, staff and visitors. As part of our commitment, it is our responsibility to help students develop skills to encourage healthful eating habits. Deer Park Community City School District does not regulate what you as a parent or guardian pack for your own student for his/her lunch. If you do bring in outside food from a restaurant, you may only bring enough for your child. We cannot allow you to bring in food or beverages for other students. If this is something you plan to do, we will ask that you arrange this with the office in advance so we can ensure you have a space to eat with your child. Thank you in advance for respecting this procedure.

FOOD ALLERGIES

If a child has a peanut allergy he or she will be given a cheese sandwich and milk. Medically documented life-threatening milk allergy will be accommodated when documentation is presented and reviewed with the nursing staff. If your child has a food, milk and/or any other allergy and requires a substitution of a lunch item, we must have a Dr.'s note on file stating the mandated substitution. **Due to the possible allergies parents may only provide food for their own child during meal service times.** Please call the Food Service Director, at 513-936-7816 with any questions. In order to keep students with food allergies safe while at school, Deer Park City Schools is enacting policies in accordance to House Bill 1 that will protect students with life threatening food allergies. As stated in House Bill 1, this bill requires schools to implement safety measures to help these students avoid foods in 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 cafeterias. Also be aware when sending items in for parties or birthdays that there could be a student in your child's classroom that is allergic to certain foods. 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 and the necessity of having such a table. Keeping all students safe at school is our goal. If you have any questions, please do not hesitate to contact the nurse at the school.

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 8:15 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 8:10 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, TARDIES, AND TRUANCY

Starting the 2017-2018 school year, truancy laws will change as a result of Ohio HB 410. The definition of “habitual truancy” moves from defining truancy in terms of days missed to hours missed, meaning 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.

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. There is a vacation form that must be completed by the student and signed off on by the students’ teachers and administrator prior to vacation being approved.

VIII. REGISTRATION / WITHDRAWAL

ENROLLING

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 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 may enroll if the 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. The grandparent must provide the district with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit. A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in other states and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District that the student committed the offense while enrolled in the District. Prior to denying admission, however, that Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant. If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to that Superintendent, have been received:

- an updated copy of the student's transcript;
- a report of the student's behavior while in DYS custody;
- the student's current IEP, if one has been developed for the child; 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 your child'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 are to make personal contact with the guidance department to initiate withdrawal procedures. Withdrawal forms must be obtained from the guidance office for any student that is withdrawing from school or transferring to another school. 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 which 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

Students or their parents should inform the Main Office immediately regarding all changes of address or telephone number.

IX. ACADEMIC PROGRAMS AND PROCEDURES

GIFTED SERVICES

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.

PARENT TEACHER CONFERENCES

Parent/teacher conferences will be scheduled twice each year as scheduled on the district calendar. Parent/teacher conferences may be scheduled at other times by contacting the teacher or the school office. Please feel free to contact your child's teacher at **any** time, should you feel the need for a conference. We believe that parent/teacher communication is vital to success in the classroom. Consult the school calendar for specific date.

SCHEDULING OF CLASSES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through his/her Guidance Counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students may request schedule changes only during the first two weeks of the semester. Teachers may request schedule changes at any time. Students are expected to follow their schedules at all times.

HOMEBOUND INSTRUCTION

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

INTERIM REPORTS

All grades will be kept up to date on Schoology. Parents are encouraged to check Schoology on a weekly basis. All teachers will contact parents of students who are struggling academically, socially or emotionally at any time.

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. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. All grades will be reported as percentage (number) grades. 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)

FIELD TRIPS

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the school. Properly planned and executed field trips should:

- A. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools
- B. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, and educational - within the student's learning experience.

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 at least one day in advance to allow an exception, and this exception will only be made for a student's own parent. 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 are planned to keep students out of the District overnight or longer or out of the State. 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 with other children may not bring those children on field trips.

HOMEWORK

Homework is an important part of the learning process. A good student understands that the more practice time one spends on something, the better one becomes at it. This is true for athletics, music and dramatics, and it is certainly true for school work. Students who do all their homework on a regular basis and who study even when there is no written homework learn more and have better grades.

Expectations regarding homework at Deer Park Junior/Senior High School:

1. Students are expected to complete homework assignments on time.
2. Students are expected to 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 are expected to find out what work they missed while absent.
7. Make-up work will be completed within a period of time specified by the teacher.

In our continuing effort to improve the quality of education at Deer Park, we recognize the importance of promoting academic excellence. Parents play a critical role in the educational team. Homework is an important part of the learning process. It helps children gain mastery of skills and concepts as well as develops independent study habits. Parents set the tone for homework.

Making homework a family commitment can help your child develop lifelong study skills, self-discipline and independence. Your support and co-operation is encouraged. Only by a unified effort will we maximize student potential. Homework is an important part of your child's education. It reinforces skills and concepts taught in the classroom and provides important practice in reading and other subject areas. Some classes may receive challenge activities or projects as homework. Completion of homework assignments is an important part in your child's learning and in the development of responsibility. Your child's teacher will be happy to discuss homework difficulties with you. Study surroundings are often the cause of homework difficulties.

GRADING PERIODS

Students will receive a report card at the end of each nine-week quarter indicating their grades for each course of study for that portion of the academic term. The report cards will be mailed 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.

SEMESTER GRADES

Semester grades are recorded on each student's permanent record or transcript in the Guidance Office and are the ones used to determine grade point average (GPA) and class rank. For students in grades 7 and 8, semester grades will be the arithmetic average of the two quarter grades. For students in grades 9 - 12, quarter grades and semester exam grades will be averaged to determine semester grades, with the semester exam grade counting as 20% of the semester grade and the two quarter grades each counting as 40% of the semester grade.

EXAMS

Students in all grades must be present for exams. Any student absent for an exam will automatically receive an exam grade of "0" unless:

1. The student presents a medical excuse from a physician.
2. The student presents documentation of a court appearance.
3. The student presents documentation of attendance at a funeral.

Requests for excused absences during exams will not be granted for vacations.

Grades 7 and 8:

A "cumulative test" will be given to students at the end of each semester. The teacher may have the exam count for any part of the quarter grade, up to 20%, depending upon his/her perception of the level of student readiness. The cumulative test grades will not be shown on report cards. Students in grades 7-8 that are taking high school-level courses (for example, Spanish 1) will be subject to the exam requirements for grades 9-12.

Grades 9 - 12:

Students in grades 9 - 12 will take major exams at the end of each semester. Exams will cover the work done during the entire semester. Exam grades **will be shown** on report cards, and the computer will automatically make exam grades count as 20% of the semester grade. Teachers **will not** count semester exams in determining quarter grades. All exams will be administered during extended exam periods according to a special schedule. Exams will be administered by period of the school day, not by subject area.

EXAM EXEMPTIONS

Students in grades 9 - 12 who maintain an "A" average for each quarter of a yearlong course and who have an "A" average for fourth quarter up to the last week of school will be excused from the final exam for that course. This exemption applies only to year-long courses.

Students in grade 12 ONLY who do not meet the above criteria will be exempt from 2nd semester exams in any course if the student meets the following criteria:

1. 87% average second semester
2. No referrals (second semester)
3. Maximum of 5 excused absences in second semester
4. No suspensions (all year)
5. No unexcused absences (second semester)

HIGH SCHOOL STUDENT PROMOTION

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

A student's status as a sophomore, junior, or senior depends upon the number of credits accumulated. Physical education is not counted when adding credits to determine grade placement. The high school promotion requirements are as follows:

Promotion to 10th grade - 4 ½ credits

Promotion to 11th grade - 9 credits

Promotion to 12th grade - be enrolled in sufficient work to meet graduation requirements.

RETENTION POLICY

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

Junior High (7/8)

If a 7th or 8th grade student fails two (2) or more of their classes, that student may be retained at that grade level.

Note 1: Although a student could be assigned to the next grade and travel on with his/her class, summer school is strongly suggested because the student needs to build his/her skills and knowledge in order to pass the Next Generation Assessments and to pass high school classes for graduation credit.

Note 2: Student could be assigned to the next grade at the discretion of the grade level team and/or the principal.

GRADUATION REQUIREMENTS

STANDARD DIPLOMA REQUIREMENTS

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by his/her IEP team. It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met. No student will take part in graduation exercises unless all requirements for graduation are met.

The graduation requirements for all students, whether or not they attend vocational school, shall be as follows:

Class of 2014 and beyond (21.5 total credits):

- | | |
|---|--------------------------------|
| A. English | 4 credits |
| B. Math | 4 credits including Algebra II |
| C. Science | 3 credits |
| D. Social Studies | 4 credits |
| E. PE | .5 credit (2 semesters) |
| F. Health | .5 credits (1 semester) |
| G. Fine Arts/Foreign Language/Business/Technology | 1 credit |
| Electives | 4.5 credits |

HONORS DIPLOMA REQUIREMENTS: Class of 2011 and Beyond (must meet 7 of the 8 criteria)

- 4 credits of English
- 4 credits of Math (including Alg I, Geo, and Alg II)
- 4 credits of science (including Physics and Chemistry)
- 4 credits of Social Studies
- 1 Fine Arts credit
- 3 credits in a foreign language (2 of which must be within the same language)
- Maintain an overall HS GPA of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- Obtain a composite score of at least twenty-seven (27) on the ACT tests or an equivalent composite score of 1210 on the SAT, without regard to its new writing portion

These standards have been set by the Ohio Legislature and cannot be modified by anyone at Deer Park High School or in the Deer Park School district

RANKING

All ranking of senior students will be done after the 1st semester of their senior year. At this point, valedictorian and salutatorian will be determined.

CREDIT FLEXIBILITY

Credit flexibility refers to credit earned in grades nine through twelve based on demonstration of competency instead of or in combination with classroom instruction hours. Flexible credit may be earned by demonstrating competency in a particular subject by testing out of the subject with a specified % level of mastery, or through a non-traditional educational option. These options include but are not limited to the following: distance learning, independent study, educational travel, internships, after school programs, or community service. All students are eligible to participate in credit flexibility programs. Learning outcomes are predetermined by the teacher of record, the student, and the parent together. Progress will be assessed at pre-designated benchmark periods. The credit earned through a flexible option will be reflected on the transcript with no special comment regarding the way it was earned, and will be calculated into the GPA of the student. If credit is denied, a letter of appeal may be filed with the Office of the Superintendent within ten days of the credit denial notification. The appeal will be heard by the Superintendent or designee.

COLLEGE CREDIT PLUS (CCP)

Formally known as Post-Secondary Education Options (PSEO) and Dual Enrollment, the College Credit Plus law went into effect February of 2015. Below is information provided by the Ohio Department of Education that describes the changes.

College Credit Plus is now Ohio's dual enrollment program.

Eligible students can take a course and earn high school and college credit that appears on both their high school and college transcripts. Teachers who teach a College Credit Plus course in a high school must receive professional development and be an adjunct professor at a college or university. All courses offered through College Credit Plus—even courses offered in the high school—must be the same course that the college offers. The course must apply to a degree or professional certificate. College Credit Plus replaces the Post-Secondary Education Option, also known as PSEO, and redefines “alternative dual enrollment” programs as advanced standing programs.

Why? Ohio needs more students who graduate college- and career- ready. College Credit Plus increases access for students who have not taken full advantage of the opportunity to earn college credits while in high school.

Where? The student is enrolled in both high school and college and can attend the class in any setting arranged by the college.

Who? Ohio public school districts and Ohio public colleges and universities must participate in College Credit Plus. Nonpublic high schools and colleges or universities may choose to participate. To be eligible, students must meet the admission standards of the participating college or university to which they apply for enrollment.

When? College Credit Plus began during the 2015-2016 school year.

How does a student get started? All participating public and private high schools, colleges and universities must promote College Credit Plus opportunities on their websites. Additionally, they will hold an annual informational event for students and parents. **Students must declare their intent to participate in CCP by March 31st of each school year.**

Cost: There is no cost for the student to participate in College Credit Plus when the student is enrolled in a public college or university. The high school and college or university share the cost for the course. Students choosing to enroll in a participating private college or university might incur costs.

VOCATIONAL EDUCATION

Deer Park High School students are eligible to attend classes at one of the four career development campuses of the Great Oaks Joint Vocational School District. These campuses provide an extension of the curriculum of our school. Students who attend will graduate from Deer Park High School and will also be eligible for athletics and other extracurricular activities upon return to school each day. Deer Park students will generally attend the Scarlet Oaks Campus in Sharonville during their junior and senior years for vocational studies. Students will be transported by bus from Deer Park to the Scarlet Oaks campus only. A half-day program is now available to both juniors and seniors. A few programs are offered for one year only to seniors. Attending a vocational school does not disqualify students from further education. It is possible to accumulate minimum requirements for admission at a two or four year college or technical school.

TRANSCRIPTS

Transcripts needed for transfer, scholarship consideration, college applications or prospective employer information may be requested online. A student may request copies of transcripts at no charge. Seniors who have applied to one or more colleges should request their supplementary transcript of final grades be sent to the college where they plan to enroll. Other colleges that have accepted them should be notified of the student’s final decision.

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, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Guidance Counselors and Administrators.

HONOR ROLL

Deer Park Jr/Sr High School students may earn a place on the Honor Roll for excellent classroom achievement at one of these three levels:

4.0	Highest Honors
3.5 - 3.99	High Honors
3.0 - 3.49	Honors

STUDENT RECOGNITION

- A. Perfect Attendance: Students with perfect attendance will be recognized at the awards program in the Spring. Perfect attendance is defined as no absences, tardies, late arrivals, or early dismissals. If a student must leave the building for a medical/dental appointment during the school day and returns within 1 (one) hour with proper documentation from medical/dental personnel, this situation will not count against perfect attendance and will be permitted up to 3 (three) times during the school year.
- B. Academic Certificate: Academic letters will be awarded to all students who maintain a grade point average of 3.5 or higher for two quarters. These letters will be presented at the awards program in the Spring.
- C. Athletic Awards: Programs for athletes and their parents are held at the end of each season.
- D. Senior Athletic Banquet: The Athletic Boosters host a banquet in the Spring for all seniors, and their parents, who participated in any sport during their senior year. After dinner, the coaches recognize the senior athletes.
- E. Underclass Awards Presentation: In the spring, awards presentations are made for students in grades 9 - 11. During this program students are recognized for many school honors as well as subject specific achievements.
- F. Junior High Awards Presentation: In the spring, awards presentations are made for junior high students. During this

program students are recognized for many school honors as well as subject specific achievements.

- G. Senior Awards: The Senior Awards Ceremony, which is held near the end of the school year, counselors, activity sponsors and department heads present awards to seniors. All seniors, parents and guests are welcome to attend this program.
- H. Band Awards: The Band Sponsors hold a program in the spring for all students who performed with the high school bands or the color guard. The band director and color guard advisors give awards for performance with the band and for participation in band contests. Parents are invited to this awards presentation.

HIGH SCHOOL GRADUATION ASSESSMENTS

Along with meeting the minimum requirements for high school coursework and credits, the assessment component of Ohio's new graduation requirements (for the class of 2018 and beyond) provides students with three ways to be eligible for a high school diploma. He or she must minimally meet one of the three options to earn an Ohio diploma:

1. Earn a cumulative score of 18 points, using seven end-of-course state tests over four years of high school, or
2. Earn 12 points by attaining an industry-recognized credential or group of credentials in a single career field and a workforce readiness score on WorkKeys, a nationally recognized job skills assessment, or
3. Earn scores in English language arts and mathematics on a national college admissions test or tests that indicate the student can do college-level work without needing to take remedial classes (such as the ACT).

Please note that and the State of Ohio Board of Education occasionally revisits and restructures these requirements. Please contact the school with any questions. Students graduating in 2018 and beyond will be assessed in English 9, Algebra I, Geometry, English 10, Physical Science (class of 2018 only), Biology (class of 2019 and beyond), American History and American Government. For each of the seven end-of-course state tests, a student earns one to five graduation points. Students have the potential to earn a total of 35 points. To meet this graduation option, a student must earn a minimum number of 18 points from all tests. This graduation option gives a student flexibility in accumulating the 18 points. A high score on one test can balance a low score on another test. A student must earn a total of at least four points on English tests, four points on math tests and six points on science and social studies tests combined. The chart below matches the points with the Performance Level the students can earn on the assessments.

PERFORMANCE LEVEL

GRADUATION POINTS

Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

For those students and families seeking to graduate using options #2 or #3 listed above, it is extremely important that you begin working with your student's school counselor and administration early in a student's high school years.

CAREER PLANNING DAYS

Every 11th grade student will be permitted two (2) days per year, every 12th grade student will be permitted three (3) days per year for the purpose of researching post-graduation educational opportunities. This includes college visits, armed services physicals and career counseling. Career planning days will be counted as excused absences if students comply with these two requirements:

1. Prior to any career planning day, the attendance secretary receives a request for this day of absence, and;
2. Upon return to school, the student gives the attendance secretary written verification of the visit on the stationery of the institution visited.

Failure to meet these two requirements will result in the absence being counted as unexcused. NOTE: Career planning days will be counted as absences for report card purposes. Career planning days may not be taken during exam weeks or the day preceding Thanksgiving, Winter, or Spring breaks. A maximum of eight (8) juniors or eight (8) seniors will be excused on any school day.

INSERVICE DAYS

In order to maintain high levels and constantly improve instructional techniques, time is set aside for professional in-serviceing. In-service days are noted on the school calendar.

X. STUDENT ACTIVITIES

PARTICIPATION AND ATTENDANCE AT A SCHOOL FUNCTION

A student must be in school by 11:00 am and remain in school for the rest of the day before he/she may attend or participate in an after-school or evening activity (or Saturday, if late arrival occurred on Friday). Third party documentation may be accepted to arrive later and still participate. Students who leave school without meeting one of the requirements listed above (page 10) will not be permitted to participate or attend school functions that day (or on Saturday, if unexcused absence occurs on a Friday). Exceptions may be made on an extremely limited basis (for example, attendance at a funeral), and must be approved by a building administrator.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those 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 not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Event staff may ask students to leave the event, without refund, if a student's behavior is deemed to be disruptive.

CLUBS AND ACTIVITIES

The clubs and other student activities at Deer Park Jr/Sr High School provide students with diverse opportunities for participation in positive school experiences. Participation in these extra-curricular activities creates an atmosphere that fosters positive social attitudes and allows students to develop self-discipline and new interests. Also, these clubs and activities improve school spirit, partly because teachers and students come together in a setting less formal than a classroom. All students are encouraged to participate in some extracurricular activities. All clubs expect full participation and members are dropped if they do not cooperate in this respect. Students will be required to pay a participation fee for all extra-curricular activities. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right. 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.

ATHLETICS

Deer Park Jr/Sr High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right. 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. For further information, contact the school Athletic Director, at 891-0010.

PARTICIPATION FEES

1 Athletic Activity	\$70.00
1 Non-Athletic Activity	\$40.00
Non-Athletic Activities Only: Maximum	\$80.00
1 Athletic Activity and 1 Non-Athletic Activity	\$110.00
Total Maximum Activity Fees Per Student	\$140.00
Total Maximum Activity Fees Per Family (Family is defined as children with the same legal guardian residing at the same address)	\$280.00

EXTRACURRICULAR ELIGIBILITY

Quarter Eligibility: To be eligible to participate in athletics governed by OHSAA, a student in grades 9 - 12 must pass at least 5 classes (not including physical education) in the quarter prior to the one when they will be participating in an activity as defined by the Ohio High School Athletic Association (OHSAA). Junior high students must pass 75% of classes taken in the quarter prior to the one when they will be participating in an activity. **In addition to the above state standards, all students participating in any extra-curricular activity must earn a specified grade point average (GPA) in the quarter prior to the one when they will be participating in an activity.** The GPA Standards are as follows:

Grades 7-8: 1.00 GPA

Grades 9-12: 1.30 GPA

Any student who is promoted from the 6th grade to the 7th grade will be eligible the 1st quarter of his/her 7th grade year. Completion of Summer School Classes will have no effect on a student's eligibility. Eligibility is strictly determined in the quarter prior to the one when the student hopes to be participating in an activity. Students not meeting the above criteria will be ineligible to compete for the entire grading period following the grading period in which they are academically deficient. Eligibility begins or ends on the fifth school day of a new grading period except for the first quarter of each year.

For eligibility purposes, failing grades for classes may not be changed to passing, nor can grades be changed to improve the grade point average (GPA) unless:

1. Students have make-up work due that they were unable to complete by the end of a quarter because of illness or an accident that prevented them from completing the work on time.
2. The grade was calculated incorrectly and should have originally been a passing grade.

ACADEMIC WATCH

Students actively involved in an extra-curricular/athletic activity will have their grades monitored on a bi-weekly basis. Students with at least 2 Ds and/or Fs will be placed on academic watch and will be required to attend study tables. Students will need to attend 2 study table sessions per week in order to remain eligible to compete in the following week.

STUDENT EMPLOYMENT/WORK CERTIFICATES (WORK PERMITS)

The School does not encourage students to take jobs outside of the school that could interfere with success in school. All students under age eighteen (18) holding jobs must secure a work certificate. This law has certain requirements concerning the type of work students may do, as well as the hours and the conditions under which the student may work. Further information and work certificate applications are available in the kiosk in the main lobby.

XI. STUDENT RULES AND PROCEDURES

Any violation of the following rules could result in student discipline, up to and including, suspension and expulsion, and/or criminal charges.

STUDENT DROP OFF/PICK UP AREA

Parents are reminded that the drop-off/pick-up area for students who are brought to and from school is in the back parking lot behind the building. Staff members are posted around the building to supervise students 10 minutes prior to and at the end of each day.

ENTERING AND EXITING THE BUILDING

Parents transporting students to and from school should arrange to drop-off and pick-up students in the back parking lot of the school. Junior High students will enter from the door on the south end of the back parking lot near the band room. High School students will enter the school from the main entrance at the front of the school or the cafeteria entrance in the back of the school. Any student who enters the building prior to 7:35 a.m. without the permission of a teacher or administrator must report to the cafeteria immediately without going to their locker first. Please plan accordingly for inclement weather.

SCHOOL HOURS

Our building is open from 7:00 a.m. to 3:15 p.m. for supervised students. Our school day begins at 8:10 a.m. and ends at 3:00 p.m. Students who arrive in class after 8:10 will be counted tardy.

1 st Bell	8:10 – 8:56	46 minutes
2 nd Bell	8:59 – 9:45	46 minutes
3 rd Bell	9:48 – 10:34	46 minutes
XTXH/CCR	10:37 – 11:07	30 minutes
4 th Bell	11:10 – 12:34	54/30 minutes
A Lunch	11:10 – 11:40	30 minutes
B Lunch	11:37 – 12:07	30 minutes
C Lunch	12:04 – 12:34	30 minutes
5 th Bell	12:37 – 1:23	46 minutes
6 th Bell	1:26 – 2:12	46 minutes
7 th Bell	2:15 – 3:00	45 minutes

COATS AND BOOKBAGS

Jackets and coats may not be worn during the school day. These garments are to be stored in lockers. Single-layered nylon-type wind-breakers, parkas, sweatshirts, sport coats, and blazers may be worn. Book bags, duffel bags, or gym bags may be brought to school but must remain in students' lockers 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.

HALL PASSES

Any time within the school day students must have a written pass (or their plan book) from the teacher when the student is in the hallway or anywhere outside of the class. The pass must have the student's name or initials, the time leaving the room, destination, and the issuing teacher's signature or initials. This includes X bell, going to lockers, to the office or the restroom.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students shall be permitted to make up work or receive credit for work missed 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 school work missed due to suspension and it is the student's responsibility to do so. Make up of missed tests may be scheduled when the student returns to school. The student must complete missed assignments during the suspension and turn them into the teacher by the time the student returns 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

Office telephones are not to be used for personal calls. Except in an emergency, 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 upon receiving a pass from their teacher. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF CELL TELEPHONES

While students may possess cellular phones on school property, students are prohibited from using their phones in class during the school day, unless permitted by the teacher for instructional purposes. Any time a staff member, teacher, or administrator tells a student to put a phone away, they must do so immediately. Students who do not abide by these guidelines will have their cell phones removed and are subject to disciplinary consequences. Students may pick up the phone at the end of the day. Additional offenses will be addressed accordingly.

USE OF THE LIBRARY/MEDIA CENTER

The library is available to students throughout the school day. Passes must be obtained from a student's teacher. Students must sign in and out of the library. Books may be checked out for a period of ten (10) school days. In addition, books can be renewed for up to four (4) cycles. To check out any other materials, contact the librarian. Late fees will be assessed for books not returned by the due date. Students will be charged the replacement cost for books and/or other materials not returned. **Electronic Resources** and access to the Library Media Center's **Online Card Catalog** are available at: www.infohio.org username: **dpschools** password: **wildcats**

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, 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.

The passing period is not sufficiently long enough for all students to use lockers before each class. A student who travels some distance between classes must plan accordingly. **School locks only 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 conference room. 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.

COURTESY

Courtesy to teachers, school employees, other students and visitors is a tradition at our school. Students should strive to be considerate of others, despite racial, religious, or economic background. Students must respect and obey the judgment of teachers and treat all other adult employees of the school with courtesy and follow any request or directives given by them. These include custodians, cafeteria workers and office personnel.

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 not 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, bandannas, hoods, sunglasses or any fashion of headgear are not to be worn in the building. (Hats and bandannas will be confiscated.)
5. No student shall wear clothing or jewelry that suggests, 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. Excessively torn clothing, 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.

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 of the levels of appeal.

EMERGENCY REMOVAL FROM SCHOOL

If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, the superintendent, principal, or assistant principal may remove the student from curricular or co-curricular activities or 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.) As soon as practical after making such removal, the teacher shall submit in writing to the principal the reasons for such action. In the case of an unruly child, a report will be filed with the police.

ACADEMIC DISHONESTY/PLAGIARISM

Deer Park Jr. / Sr. High School Academic Dishonesty and Plagiarism rules;

Academic dishonesty violations may include but are not limited to the following:

1. Taking credit for oneself for written or oral expression created, authored, or prepared by another; not giving credit for the source of the material.
2. Cheating on a homework assignment or on any examination, test, quiz or project.

Offenses of this nature could result in any combination of the following administrative actions being taken:

- Collection of unauthorized material
- Official warning to student; conference with student and teacher
- Student will receive no credit for that assignment, and a parent contact will be made
- One to five days after school detention
- Two to five days out of school or in-school suspension
- Student will be on probationary status or removed from class
- If student is removed from the class, a grade of 'F' will be recorded on his/her transcript

Multiple infractions by a student will increase the severity of the action.

Two different degrees of plagiarism are defined as follows:

1) Intentional Plagiarism is defined as, but not limited to:

- Obvious, substantial, verbatim reproduction of information
- Fabrication of sources, falsification of page numbers, or other deliberate misdocumentation
- Submission of others' work as the student's own. This applies to uncited paraphrasing of another's ideas as well as verbatim use of others' words. (*Others'* may refer to either scholarly sources, online "cribbed" essays, or the work of other students).

2) Technical Plagiarism is defined as, but limited to:

- Poor paraphrasing, amounting to "pearling" of "translating" another's work
- Improper citation or documentation that misrepresents a source
- Insufficient citation of factual information not held to be common knowledge (*common knowledge* is defined as facts readily available from a variety of sources)
- Poor integration of direct quotations with the student's own writing

Determination of Plagiarism/Cheating

Parents must be informed immediately when a student is suspected of plagiarism or cheating. Through the use of turnitin.com and other search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism. A committee of teachers shall be established to review, as needed, cases of plagiarism. The purpose of the committee will be to determine that evidence of plagiarism exists and which definition applies, not to apply penalties. Those are prescribed below. An act of deliberate plagiarism by a student could result in any combination of the following administrative actions being taken: (Parental contact must be made by the teacher.)

- Collection of unauthorized material
- Official warning to student
- Conference with student and teacher
- Student will receive no credit for that assignment and a parent contact will be made.
- Collection of unauthorized material, conference with student and teacher, student will receive no credit for that assignment, and a parent contact will be made
- One to five days in-school suspension at administrative discretion.
- Administrative discretion as to whether student will be on probationary status or will be removed from class
- If student is removed from the class, a grade of 'E' will be recorded on his/her transcript.
- In addition, our National Honor Society advisor should be informed of the verified plagiarism/cheating. Students who later apply for membership in NHS must disclose past offenses. Multiple infractions by a student will increase the severity of the action.

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 and recognizes that illegal and inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful and 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, show evidence of having consumed or used any alcoholic beverages, illegal drugs, non prescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities at school sponsored events, in other situations under the authority of the District or in school-owned or school approved vehicles. Included in this prohibition are any substances represented as controlled substance, nonalcoholic beers, steroids and drug paraphernalia.

HARASSMENT/BULLYING

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.

SEXTING

Sexting is prohibited at any time on school property or school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the message and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the communication device.

SEXUAL HARASSMENT

Verbal: written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

Non-Verbal: placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like.

Physical Contact: threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

GENDER/ETHNIC/ RELIGIOUS/ DISABILITY/ HEIGHT/ WEIGHT/SEXUAL ORIENTATION/ GENDER IDENTIFICATION 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, 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:

- 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).
- 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.

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. 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. 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, backpacks, jackets, and cell phones.

PERMANENT EXCLUSION (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.

DRIVING/PARKING CODE

1. Student drivers are to drive directly to a designated parking space, lock their car, and enter the building.
2. Student drivers may only park in their designated parking space.
3. Student drivers are not to allow students in their automobile unless they have permission to transport them.
4. Student drivers are not permitted to go to their cars during the school day.
5. Student drivers who lose their permit must inform the office immediately. A \$5.00 replacement fee will be charged.
6. Students driving to school and parking on school property without a pass are subject to disciplinary action.
7. Parking passes cost \$15 and can be purchased in the Guidance Office.

TERMINATION OF PARKING PRIVILEGES

Student parking privileges may be revoked for a period of 15 school days or the start of the next grading period, whichever comes later. Reasons for termination of parking privileges include:

1. Students who fail to follow the procedures outlined in the above driving code.
2. Students who engage in reckless operation of their vehicle on school grounds, at a school related function, or near a school vehicle.
3. Students who are found to be in violation of the tobacco policy by possessing or using tobacco products while on school property or during a school event.

Student parking privileges may be reinstated through compliance with the following conditions:

1. A \$5.00 reinstatement fee must be paid.
2. Students who lose their pass due to attendance/tardies must have perfect attendance during the revocation period.
3. Students who lose their pass due to detention/suspension must receive no disciplinary referrals/consequences during the revocation period.

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 School District. Any violation of the following rules could result in student discipline, up to and including, suspension and expulsion, and/or criminal charges. 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
4. While traveling to or from school

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.

--Lunch Period: School lunch periods are closed.

--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.

--Students may not use any type of recording devices, including cell phones or body cameras, unless given express permission by a staff member for educational purposes only.

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 having a propellant charge of more than four ounces, 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/Nicotine 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, nicotine paraphernalia and any other tobacco products 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. 2925.37ORC.

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 education 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 gun

Rule 16 Out of Correct Location

Students are expected to be in their assigned locations (classrooms, cafeteria) throughout the school day, unless they are given a hall pass by a staff member. Staff will enforce this policy for the safety of the students and for the maintaining of an effective educational environment.

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 the following 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, credit card or through our on-line 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 expected to reimburse the district for the replacement of the item. 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.

RETURNED CHECK FINE

Student fees may be paid by check payable to Deer Park Schools. A \$30.00 fine will be accessed to the student's account for any returned checks.

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: www.spsezpaydeerpark.com. You will need to know your student's ID number. The ID number can be found by looking on the paper bill you receive or by calling the school office. Once you are logged in, follow the easy instructions. The system will allow you to pay your student's fees in installments. Once the fees have been paid you will receive a printed confirmation to print out. It's that easy!

-Students who do not have their fees paid will not be permitted to purchase tickets for any school dances, including Homecoming and Jr./Sr. Prom.

STUDENT FUND RAISING

All fund raising 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. The following general rules apply to all fund-raisers:

- 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.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action

COURSE FEES

Advanced Placement (A.P.) courses carry a fee for the examination. That cost is determined each year by the College Board.

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 has a central bulletin board located in the cafeteria which may be used for posting notices after receiving permission from the central office.

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 and 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 Community Schools, except if a student has been declared by a court legally emancipated, or if 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 attacks, 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 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 in is "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 American's 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 (IDEIA) and State law. Contact your child's Guidance Counselor to inquire about evaluation procedures and programs.

STUDENTS RECEIVING SPECIAL SERVICES

Handicapped students as defined as 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. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Directory information includes: 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; awards received; honor rolls; scholarships; or telephone numbers only for inclusion in school or PTO directories. Parents and eligible students may refuse to allow the Board to disclose any or all such "directory information" upon written notification to the Board within ten (10) days after receipt of this handbook. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. Other than directory information, 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 unless the parent otherwise advises Deer Park City 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 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, sexual orientation, sexual preference, disability or age in its programs, activities or employment. Further, 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 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)

The written complaint is to be specific. It must clearly identify the alleged discrimination and be signed and dated by the complainant.

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.

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.

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! (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 BCII/FBI background check, which can be conducted at the board office.

RESOURCES FOR PARENTS

The school can provide direction to many resources to students/families in need. Please contact your child’s counselor for more information.

Ohio Parental Information and Resource Center (Ohio PIRC)
 United Way of Greater Cincinnati
 2400 Reading Road
 Cincinnati, Ohio 45202
 513-762-7100
www.uwgc.org

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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:

- Identification of asbestos-containing materials in all school buildings.
- Development and implementation of asbestos management plans for each school.
- Regular surveillance and re-inspections of the condition of asbestos in the buildings.
- 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 offices during normal business hours.

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 that was 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, vulgarities, 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:

1. Purposeful disruption or attempt to disrupt the network functionality to any degree
2. Access of any Internet site which has been deemed inappropriate by the system administrator including pornographic

- material via email, website, or any other source
3. Any attempt to alter, harm or destroy data belonging to another user or agency, internal or external
 4. Violation of US or state regulations, including plagiarism, copyright and trade secret laws
 5. Violation of rules governing other networks to which you may be connected
 6. Creation, uploading, or downloading of computer viruses or spyware or any agent that would degrade or destroy electronic resources
 7. Product advertising
 8. Political lobbying
 9. Online gambling
 10. Chain letters
 11. Commercial, for-profit activities
 12. Purchase of goods or services
 13. 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
 14. Instant messaging
 15. Social networking sites such as myspace.com and facebook.com

7540.03-STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network). The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials. The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities. First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, 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, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. Pursuant to Federal law, the Board has implemented technology protection measures, which 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 Network, 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 designee may temporarily or permanently unblock access to sites 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 assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to 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") cyberbullying and other unlawful or inappropriate activities by students online, and
 - D. unauthorized disclosure, use, and dissemination of personal 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 the Internet. 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 Internet users (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 and staff members are responsible for good behavior on the Board's computers/network and the Internet just as 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 sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use 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 granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines. The Board designates the Superintendent and principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
 47 U.S.C. 254(h),(l), Communications Act of 1934, as amended
 20 U.S. C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
 Revised 3/15/06

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. The office is located at 4131 Matson Avenue, Cincinnati, Ohio 45236 or can be reached by calling 513-891-1881.
- 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 of 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 Superintendent's office. There will also be a person available to answer any questions concerning the policy or regulations.

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 the District informed of any changes to their e-mail address.