



**STUDENT HANDBOOK**

**2025-2026**

DEER PARK JR./SR. HIGH SCHOOL

8351 Plainfield Road

Cincinnati, OH 45236

(513)891-0010

[www.deerparkcityschools.org](http://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	Mr. Paul Godwin
Member	Mrs. Karen Kellums
Member	Mrs. Chris Huster
Member	Mrs. Lisa Kloesz

**District Office Personnel:**

Superintendent	Mr. Jim Stoll
Assistant Superintendent	Mrs. Mindy Robertson
Director of Human Resources	Mr. Brandon Grubenhoff
Assistant to the Superintendent	Ms. Jennie Cunningham
Administrative Assistant	Ms. Betty Hollander
Director of Communications	Mr. Jake Snyder
Treasurer	Mr. Jeff Lewis
Assistant to the Treasurer	Ms. Tami Jerdon
Payroll Officer	Ms. Missy Hughes
Director of Student Services	Mrs. Patricia Hadden
Amity Elementary Principal	Ms. Laura Warman
Amity Elementary Asst. Principal	Ms. Kristen King
School Psychologist	Ms. Carrie Smith

**Deer Park Jr/Sr High School Personnel:**

**Administrators:**

Principal	Mr. John Vander Meer
Assistant Principal	Mrs. Jonaya Brown
Athletic Director	Mr. Greg Huster
Administrative Assistant (Counseling Dept.)	Mrs. Melissa Vickrey
Administrative Assistant	Mrs. Tasha Burbridge
Administrative Assistant	Mrs. Casey Gausmann
Nurse	Ms. Christie Scholl
School Security Officer	Officer Jim Wergers

**College & Career Counselors:**

Students in grades 7 - 9	Mr. Jason Spelic
Students in grades 10 – 12	Ms. Corrie Madden

**Instructional Staff**

Jami Baker - Intervention Specialist	baker.j@dpcsd.org
Patrick Bauer - Inst. Music	bauer.p@dpcsd.org
Susan Beck - English	beck.s@dpcsd.org
Chris Beerman - Intervention Specialist.	beerman.c@dpcsd.org

Jeff Benjamin - Math	benjamin.j@dpccsd.org
Tucker Berger - Physical Education	berger.t@dpccsd.org
Claire Boston - Math	<a href="mailto:daly.c@dpccsd.org">daly.c@dpccsd.org</a>
Scott Calcaterra - Business	calcaterra.s@dpccsd.org
Alex Camper - Career Academies	camper.a@dpccsd.org
Lauren Clark - English	troxell.la@dpccsd.org
Brian Davison - Intervention Specialist	davison.b@dpccsd.org
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Courtney Deller - Math	deller.c@dpccsd.org
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Jeoff Gabbard - Math	gabbard.j@dpccsd.org
Adam Gergen - Career Academies	gergen.a@dpccsd.org
Sara Godwin - English	godwin.s@dpccsd.org
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Rob Johnston - Science	johnston.r@dpccsd.org
Amber Landers - Art	landers.a@dpccsd.org
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Mandy Stevens - Intervention Specialist	stevens.m@dpccsd.org
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Matt Suddendorf - Choir	suddendorf.m@dpccsd.org
Carolynn Sullivan - Social Studies	sullivan.c@dpccsd.org
Jen Taylor - Spanish	taylor.j@dpccsd.org
Tom Toman - Science	toman.t@dpccsd.org
Joe Vetter - Inst. Music	vetter.j@dpccsd.org
Jamie Wagner- English	wagner.j@dpccsd.org
Kellie Wallace- Intervention Specialist	wallace.k@dpccsd.org
Shannon Wilkerson - Social Studies	wilkerson.s@dpccsd.org

### **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](http://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 (all delays will affect start time, and end time will remain the same as normal). 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.

#### **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](http://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. If at any time that information changes parents are asked to make those changes in Final Forms

#### **DISMISSING STUDENTS EARLY FROM SCHOOL**

Students will only be released after proper sign out procedures have been completed. Your child’s safety is always foremost, so the identification of any adult signing your child out will be confirmed. Requests for early dismissal shall be made in writing or via email from a parent/guardian and submitted to the attendance secretary; this is the preferred method. Telephone or in-person requests by a parent/guardian are also permitted, but may be delayed as we prepare the student for dismissal. 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, the time out of school will be counted towards missed hours of instruction unless a medical excuse is provided.

Dismissing a student to a non-parent/guardian (not listed in Final Forms)

Students are able to be released from school with a non- parent/guardian, who is not listed in final forms, ONLY IF:  
Written permission is received from the parent/guardian that includes the name of the person picking up the student and identification will be required upon arrival and dismissal of the student.

#### **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 with a driver’s license. A visitor found in the building without signing in and a visitor’s badge will be escorted back to the main office. If a person wishes to confer with a member of the staff, that person 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

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 BCI to be completed, at the board office. Please call the board office at 513-891-0222 to schedule your appointment.

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, lockdowns and Lockdown drills 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 and 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 any of these emergencies and will oversee the safe, prompt, and orderly execution of these drills.

##### **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 maintain all pre-notification documentation as required by law.

#### **V. HEALTH**

##### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office and the clinic. 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, teachers or nurse 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 clinic. The school nurse or an appropriate adult in the office will determine whether or not the student should remain in school or go

home. The student should not go to the restroom and text a parent. 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 Nurse. 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).

### **(ADMINISTRATION OF PRESCRIBED MEDICATIONS)**

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 for the Administer Medication by School Personnel 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 and submitted to the school clinic for review 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 students to carry inhalers or emergency medication for them).
6. ***Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian ([Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications](#)). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.***

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

### **ADMINISTRATION OF NON-PRESCRIBED OR OVER THE COUNTER MEDICATIONS**

**The Authorization for Non- Prescribed Medications Form (Form 5330 F1b)** must be completed by the parent or guardian. The nurse will review and approve the forms before the student will be allowed to take any medication.

1. The parent or guardian will assume responsibility for safe delivery of the medication to school. All medications will be kept in the clinic.

- a. The parent/guardian is responsible for providing the school with the medication unless it is one of the following medications routinely stocked in the school clinic for student use, which are Acetaminophen 325 mg tablets and Ibuprofen 200 mg tablets
2. All medications must be administered by an authorized staff member.
3. The parent or guardian will notify the school immediately if there is any change in the use of the medication of the prescribed treatment.
4. The parent or guardian releases and agrees to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.
5. The Authorization for Non-prescribed medication form is only valid for the current school year.)

### **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 their 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 the 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 the 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 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 practices a policy of "no live lice". 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**

The state of Ohio provides low cost or no cost medical assistance that can be accessed through the Ohio Benefits website found at [benefits.ohio.gov](http://benefits.ohio.gov). Once there, families should click on explore benefits and then click on Medicaid. This is where all the information can be found. Parents can also call 844-640-6446 for assistance.

## **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 \$3.65 - \$4.15. Breakfast will be available at a cost of \$2.00. 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 areas. 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. Money may be applied to account for meals in the cafeteria by using the Pay Schools Central, 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 their 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.

### **FOOD ALLERGIES**

If a child has a peanut allergy they 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 if needed. 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. 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 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 (513)891-2414 or send an email to [DPHSAttendance@dpcbsd.org](mailto:DPHSAttendance@dpcbsd.org) email address before 8:05 a.m. In the event that a parent does not contact the school by the required time, a call will be made to the student's home or parents to notify them of their child's absence. All absences will be recorded as unexcused, if the office does not receive a note and/or phone call prior to the beginning of the school day that the student returns. Students not in their first bell by 8:10 will be considered tardy to school. 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

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). 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 referred to the Hamilton County Juvenile Court System. We anticipate and appreciate your support in helping your children develop good attendance patterns.

### **Early Dismissal and Late Arrivals**

We understand that situations can arise that will cause your child to be late or picked up early.

- In the case of late arrivals please leave a message on the attendance line.

- If your student needs to leave early for the day please Email [DPHSattendance@dpcsd.org](mailto:DPHSattendance@dpcsd.org) .
  - Please send the morning of the early release.
  - We will send your student a pass to leave class early and ideally be waiting for you upon arrival.
  - If a student needs to be dismissed quickly for an unexpected reason, please call the front office or email and we will call your child down to meet you.
  
- If an email or handwritten note is received we will NOT require you to sign out your child. We will keep the note on file as your permission for the student to leave the premises. The student will sign out on their own with our SafeID kiosk located in the front lobby.
  - Please use the email address we have on file for all communications as we will verify these emails are coming for a credible source.
  
- If we do not receive written permission for your child to be dismissed we will require you to come into the building and physically sign your student out on our SafeID system.

**EXCESSIVE ABSENCES, TARDIES, AND TRUANCY**

Starting the 2017-2018 school year, truancy laws changed as a result of Ohio HB 410. The definition of “habitual truancy” moved from defining truancy in terms of days missed to hours missed, 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,” they will be assigned to an absence intervention team composed 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.

If a student accumulates 42 hours of unexcused absences, a meeting with a parent, student and administration may be scheduled. This meeting will be an attempt to correct any attendance issues or concerns before possible consequences could be applied.

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.

**RELIGIOUS EXPRESSION DAYS**

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

**RELEASED TIME FOR RELIGIOUS INSTRUCTION**

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

### **VACATION REQUEST DURING THE SCHOOL YEAR**

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. Please know that those dates still count towards the attendance truancy hours. The responsibility for such absences resides with the parent(s), and they should not expect any instruction missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, it may be possible for the student to receive certain assignments that may be completed during the trip. The only exception would be during exam week. Please see exam information on page 18 for more information.

## **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 parents 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, 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 should enroll their students at their new prospective school. The new school will contact Deer Park Community City Schools requesting records. The guidance office will handle all records requests upon receipt. 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.

### **CHANGE OF ADDRESS**

Parent/Guardian should make all changes to addresses in Final Forms. A final form administrator will approve the change of address request and may request additional verification from the parent/guardian.

## **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 a 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 School 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 week 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 inform the students at the beginning of the course. If a student is not sure how their grade will be determined, they 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 are integral to the curriculum, and 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 school.
- 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. Students will make an honest attempt to complete homework assignments independently, unless the teacher indicates otherwise.
4. Students are expected to find out what work they missed while absent.
5. 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 cooperation 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. 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 Counseling 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:**

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 the school year 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 2<sup>nd</sup> 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)

Senior Exams

- All seniors who have exams must begin on the first day and continue on subsequent days until their exams are complete.
- Exams must be taken in order of importance as it pertains to graduation (meaning, if pass/fail is “hanging in the balance” for courses required to graduate, students must begin with those exams)
- Seniors may be exempt from an exam if they meet one of the bulleted criteria:
  - Enrollment in an AP course and completion of the AP exam in said course.
  - An “A” average for the school year in a class.
  - Second Semester: An 87% average or higher, with no office referrals, fewer than five excused absences, and no unexcused absences or tardies.
- Exams will begin at the start of the school day. All students must start exams at the start of the school
- It is recommended students take 2-3 exams per day. For those taking three, or more, the cafeteria will be open at the normal lunchtime.

### **HIGH SCHOOL STUDENT PROGRESSION**

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 their current grade level when they have, 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 7<sup>th</sup> or 8<sup>th</sup> 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 End of Course Assessments and to pass high school classes for graduation credit.

**Note 2:** Students 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. Students must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal. For the list of seals and requirements see [Policy 5460](#) and [AG 5460 D](#). In addition to the readiness seals, a student must earn the minimum number of course credits for graduation and earn a “competency” score on their Algebra 1 and English 10 state End of Course assessment tests (or equivalent alternative). 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 their IEP team. It is the student’s responsibility to maintain contact with their 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:

(21.5 total credits):

- |                   |  |
|-------------------|--|
| A. English        | 4 credits  |
| B. Math           | 4 credits including 2 Algebra II or equiv. courses |
| C. Science        | 3 credits  |
| D. Social Studies | 4 credits  |
| E. PE             | .5 credit (2 semesters)                            |
| F. Health         | .5 credits (1 semester)                            |

G. Fine Arts	1 credit
H. Personal Finance	.5
H. Electives	4 credits

**HONORS DIPLOMA REQUIREMENTS: (must meet 7 of the 8 criteria)**

- A. 4 credits of English
- B. 4 credits of Math (including Alg I, Geo, and Alg II)
- C. 4 credits of science (including Chemistry AND Anatomy & Physiology, AP Biology or Physics)
- D. 4 credits of Social Studies
- E. 1 Fine Arts credit
- F. 3 credits in a foreign language (2 of which must be within the same language)
- G. Maintain an overall unweighted GPA of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- H. 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

**WEIGHTED CREDITS**

Deer Park High School utilizes a 4.0 grading scale where an A=4.0, B=3.0, C=2.0, D=1.0, and an F=0.0 for the purposes of Grade Point Average (GPA). Any Honors, Advanced Placement (AP) or College Credit Plus (CCP) course where a student receives a D or above will receive a .06 add onto the GPA for that course.

**RANKING**

All ranking of senior students will be done no later than 2 weeks after the start of 2nd 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)**

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 submit a letter of intent by April 1<sup>st</sup> 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. Students who fail a course or withdraw past the eligible date will be required to pay for the course.

**\*\*Note to students enrolled in CCP:** Valedictorian and Salutatorian will be selected no later than 2 weeks after the start of 2nd semester. This means if grades are in the process of being contested, the original grade will be used for rank determination regardless of pending dispute. Please be proactive about your grades prior to the close of 1st semester. **Also, students taking a CCP course in place of a Deer Park class that has a State of Ohio End of Course Exam component will still be expected to take the exam.**

### **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. Students who wish to return to Deer Park HS from the Oaks, may only do so at the semester.

### **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.

### **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

### **CAREER PLANNING DAYS**

Every 11<sup>th</sup> grade student will be permitted two (2) days per year, every 12<sup>th</sup> 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.

### **IN-SERVICE DAYS**

In order to maintain high levels and constantly improve instructional techniques, time is set aside for professional in-servicing. 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 they 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.

Please see pages 14 & 15 of this handbook for additional information regarding participation and attendance requirements for students that have been identified as habitually tardy or absent from school.

### **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. It is required students attending home football games as non-participants be accompanied by a parent or adult chaperone to enter the stadium. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone at any of the other events. 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 students are permitted to participate in the (club) activities of their choosing. 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.

Please see pages 14 & 15 of this handbook for additional information regarding participation and attendance requirements for students that have been identified as habitually tardy or absent from school.

### **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. Please refer to academic and attendance policies to ensure eligibility requirements.

Please see pages 13 & 14 of this handbook for additional information regarding participation and attendance requirements for students that have been identified as habitually tardy or absent from school.

**PARTICIPATION FEES**

1 Athletic Activity	\$70.00
1 Non-Athletic Activity	\$40.00
Non-Athletic Activities Only: Maximum	\$80.00
Athletic Activities Only: Maximum	\$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 (including performing arts programs: Parkers, and drama) 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 their 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 extracurricular/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)**

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.

**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. All students will enter from the door on the south end of the back parking lot near the band room from 7:30-8:10. Students should proceed straight to the cafeteria unless given permission to go to a classroom or the office. If a student is being dropped off after 8:10 they should enter through the main entrance located in the front of the school to check in with the attendance secretary.

**SCHOOL HOURS**

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 to school.

**Junior High Schedule**

1st Bell	8:10 - 8:55	45 minutes
2nd Bell	8:59 - 9:44	45 minutes
3rd Bell	9:48 - 10:33	45 minutes
<b>Junior High Lunch</b>	<b>10:37 - 11:07</b>	<b>30</b>
<i>Junior High XBell</i>	11:11 - 11:41	30
Junior High Class 4	11:45 - 12:33	48
5th Bell	12:37 – 1:22	45 minutes
6th Bell	1:26 – 2:11	45 minutes
7th Bell	2:15 – 3:00	45 minutes

**High School Schedule**

1st Bell	8:10 - 8:55	45 minutes
2nd Bell	8:59 - 9:44	45 minutes
3rd Bell	9:48 - 10:33	45 minutes
<i>High School XBell</i>	10:37 -11:07	30 minutes

<b>High School Lunch A</b>	<b>11:11 - 11:41</b>	<b>30</b>
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High School Class 4A	11:45 -12:33	48
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High School Class 4B	11:11-11:59	48
<b>High School Lunch B</b>	<b>12:03 - 12:33</b>	<b>30</b>

5th Bell	12:37 - 1:22	45 minutes
6th Bell	1:26 – 2:11	45 minutes
7th Bell	2:15 – 3:00	45 minutes

**COATS AND BOOKBAGS**

Students will be allowed to carry backpacks throughout the school day. All students will be issued a locker to place additional belongings, such as coats or after school uniforms/equipment.

**HALL PASSES**

Students are expected to utilize E-Hall (Electronic Hall) pass for hall transitions outside of the normal passing bell schedule. All students will be given access to an E-Hall pass account at the start of the school year.

**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, they should arrange with the teacher when they are able to make up the test within a reasonable amount of time.
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 THE LIBRARY/MEDIA CENTER**

The library is available to students throughout the school day . Passes must be obtained from a student's teacher. Students will be charged the replacement cost for books and/or other materials not returned. **Electronic Research Resources** and access to the Library Media Center's **Online Card Catalog** are available at: [www.infohio.org](http://www.infohio.org) username: **dpschools** password: **wildcats**

### **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. 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.

**School locks only may be used.** Non-school locks will be cut off.

### **LOST AND FOUND**

The lost and found items are located in the cafeteria. Students who find lost articles are asked to take them to the Lost front office. Students who have lost items should check during their lunch period 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 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. To avoid injury to feet and the possibility of disease, footwear must be worn in the school building.
2. Clothing designed to defame the American flag or any foreign flag is not permitted.
3. Any fashion of headgear (including earbuds, AirPods, sunglasses, etc) that is proving to be a distraction to the educational environment 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 excessive midriff, bareback, bare-chest, excessive bare shoulders, or undergarments. If a staff concern is reported the clothing is a distraction to the learning environment, an administrator will have the student change immediately.

### **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 a 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/AI (Also Please See Board Policy po7540.03 for more information)**

**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 including but not limited to another, webservice, etc.; not giving credit for the source of the material.
2. Cheating on a homework assignment or on any examination, test, quiz or project.

Plagiarism could result in failure of the assignment, and as a result, failure of the quarter. Additional disciplinary consequences are at the discretion of the teacher and/or administration

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 mis documentation
- 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)

#### **Determination of Plagiarism/Cheating**

Parents must be informed when a student is suspected of plagiarism or cheating. Through the use of search engines, teachers will, in most cases, be able to provide documented evidence of plagiarism. An act of deliberate plagiarism by a student 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
- Students 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 a student is removed from the class, a grade of 'E' will be recorded on their transcript.
- In addition, our National Honor Society advisor should be informed of the verified plagiarism/cheating. Students who later apply for membership in the 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 substances, 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. [Safer Ohio Tip Line](#)

### **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**

Deer Park Schools will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, ancestry, or genetic information (collectivity, "Protected Clauses") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as Third Parties, who feel aggravated to seek assistance to rectify such problem. Deer park Schools will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the board will take immediate steps to end the harassment, prevent its recurrences, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

*For more information on our anti-harassment policy please see Deer Park Board of Education policy #5517*

### **SEARCH AND SEIZURE**

If a principal or their designee has a reasonable suspicion that a student possesses a dangerous, illegal, or stolen item or anything else deemed improper, the principal may search the student of their personal property and may remove the item. This includes items in cars and lockers, backpacks, jackets, and cell phones. The principal or their designee may utilize a metal detector wand to assist with searches on a person if reasonable suspicion exists. Any searches involving reasonable suspicion for items on a person will involve another adult in a supervisory, assistant, and/or witness role. This includes illegal items and vapes. If a vape device is discovered, testing kits for THC may be utilized.

### **PERMANENT EXCLUSION (EXPULSION) OF A NON-DISABLED STUDENT**

As authorized by law, the Board of Education may permanently exclude any student for up to 180 days (80?) (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 must register their vehicle and receive and display a school parking pass. There is no charge for the parking pass
2. Students driving to school and parking on campus who have not registered their car but park in the school parking lot could have their parking privileges revoked
3. Student drivers are to drive directly to a designated parking space, lock their car, and enter the building.
4. Student drivers may only park in their designated parking space.
5. Student drivers are not to allow students in their automobile unless they have permission to transport them.
6. Student drivers are not permitted to go to their cars during the school day.

#### **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 revocation and/or 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.

#### **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. Any transportation provided by school

##### **Rule 1: Truancy:**

Unexcused absence from school or class (which includes tardiness & leaving school grounds), 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. Students are not allowed to use outside businesses such as DoorDash, UberEats, etc to bring food in during the school day including lunch
  - 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/Assault:**

No student shall cause or attempt to cause physical harm or unauthorized physical contact to another or behave in such a manner that their conduct is likely to result in physical harm to themselves or another. Deer Park Police or Sycamore Township Police may be contacted and charges may be filed

**Rule 4 Vandalism:**

No student shall cause or attempt to cause damage to or defacement of school or private property. Deer Park Police or Sycamore Township Police may be contacted and charges may be filed

**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, vapes, e-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. No student may have the odor of a drug or drug use, including marijuana. (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, including e-cigarettes/vapes, containing CBD oil or drugs. This rule will also apply to the possession of CBD oil or a CBD product. 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 an E-Hallpass by a staff member. Staff will enforce this policy for the safety of the students and for the maintaining of an effective educational environment.

**Rule 17 Personally Owned Devices**

**House Bill 250 requires school districts to develop and implement policies regarding cell phone usage during the school day, effective July 1, 2025.**

*Our Policy is as follows:*

- 1. *All Students must keep any electronic devices (cell phones, air pods, beat headphones etc) silenced in a backpack or locker through the entire school day.*

If a student violates the policy above, the following next steps will occur.

- a. Teacher/Staff members will confiscate any electronic device not secured in a backpack or locker and will bring it to the front office. Students will pick up devices after school.
- b. After the first violation, listed in letter “a”, students will be issued a YONDR Pouch and will be required to report to the office each morning and secure their electronic device for the remainder of the quarter.
- c. Continual breach of violation (not securing electronic devices) may result in further consequences.

**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. 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. STUDENTS WILL NEED TO PAY THEIR FEES BEFORE PURCHASING A TICKET FOR A SCHOOL DANCE.

**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: <https://www.payschoolscentral.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 FUNDRAISING**

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

through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (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, their individualized education program (IEP), and discussion with their 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 requests 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 advised Deer Park City Schools in writing.

### **PARENTS: DISCLOSURE, INSPECTION, REVIEW OF RECORDS**

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

- A. At times, agencies, or individuals outside the District provide the District with information necessary and relevant to the student's education. Confidential information that is in a student's record from an outside professional or agency may be released to or accessed by the parent through the originator. Such information may be provided to the District only with the written consent of the parent. Upon parental request the Board will notify the parent with the date and source of any record generated outside the District so that parents may access these records through the originator.
- B. If any educational record includes information on more than one (1) student, the parents/eligible students shall have the right to review and inspect only the records relating to the student, or to be informed of that specific information.
- C. The request for a review must be honored without unnecessary delay and before any meeting regarding an individualized education program (IEP) or hearing relating to the identification, evaluation, or placement of the student and in no case later than forty-five (45) days from receipt of the request.
- D. The parents/eligible students have a right to have their representative inspect and review the records upon submission of a signed and dated written consent which:
  1. specifies the records which may be disclosed;
  2. states the purpose of disclosure;

3. identifies the party or class of parties to whom the disclosure may be made.

E. The Board shall presume that either parent has the authority to disclose, inspect, and review the student's records unless a court order indicates otherwise or unless otherwise prohibited by law. If the parents/eligible student request an opportunity to inspect and review records, a written request is necessary.

F. The parents/eligible student are to complete the Board's Request for Information (Form 8330 F5) prior to receiving copies of any record. The COR shall arrange a mutually-agreeable time for the review with the parents/eligible student.

G. Subject to the limitations within the law, policy, and/or guidelines, the COR shall provide parents/eligible student with copies of any information in the student's educational records and shall respond to reasonable requests for explanation and interpretation of the records. Copies of the records shall be provided for the current cost of duplication unless that fee effectively prevents the parents/eligible student from exercising the right to inspect and review the records.

H. If the parents/eligible students request disclosure of specific information by telephone, the COR shall not disclose requested information.

### **PROTECTION OF INDIVIDUAL BELIEFS**

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. ([See Policy 2265](#))

### **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
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](http://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 Sponsors, 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](http://www.uwgc.org)

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

**Annual Notice: Asbestos Management 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:

- 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

#### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's personal

communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, and any other web-enabled device), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The Board regulates the use of District Technology Resources by principles consistent with applicable local, state, and Federal Laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of District Technology Resources and the students' personal communication devices when they are connected to the District computer network, Internet Connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity. Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers. Users have no right or expectation to privacy when using the District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection). First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages. Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block)

access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline. The Superintendent or Principal may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors. Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs. Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and

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

**Use of Artificial Intelligence/Natural Language Processing Tools For School Work** Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language. As outlined above, under appropriate circumstances, AI/NLP tools can be effectively used as a supplement to and not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use

AI/NLP tools for a specific class assignment, they should ask their teacher. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Information & Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Principal as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Information & Technology Resources.

Revised 5/16/2023

### **STUDENT ONE TO ONE COMPUTER DEVICES**

Students and families are provided with information as it specifically relates to student one to one computer devices on the Deer Park Jr/Sr High School website. Any student computer devices that are issued by the school are also subject to the Technology Acceptable Use Policy and the Care of School Property Policy. Students are charged a \$30 fee to cover the cost of repairs, in the case that there is accidental damage. This fee will only cover accidental damage. If the damage is malicious or intentional, the student will be responsible for the full cost of the repair. This decision is based on administrator discretion. This fee also does not cover the cost of a lost device or charger.

### **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 8688 Donna Ln, 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 their 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, an 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 they 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 email address.