



STUDENT/FAMILY HANDBOOK 2017-2018

THE OHIO SCHOOL FOR THE DEAF
500 Morse Road, Columbus OH 43214

Updated August 2017

Dear Ohio School for the Deaf (OSD) Students, Parents/Guardians and Families:

Welcome to all students and families as the OSD begins its 189th year of education for students who are Deaf and Hard of Hearing. OSD encourages a philosophy of bilingual education and strives to demonstrate mutual respect for all people.

OSD has worked diligently to develop excellent programs for our students. The OSD Administrative Team and staff are looking forward to another great year molding brilliant minds.

This Ohio School for the Deaf *Student/Family Handbook* is provided to parents, students, and staff. The administration, faculty, and staff hope that this *Student/Family Handbook* will facilitate cooperation, understanding, and communication between the parents, home, school, staff, and students.

If the information provided herein does not answer a specific question you may have, or if questions arise during the school year, please feel free to contact any staff member at OSD for further assistance.

Student Rights and Responsibilities for school (academics) and after-school (dormitory) are outlined in detail in the *Student/Family Handbook*.

The most important right every student at OSD has is the right to receive an education. The most important responsibility every student has is to behave in ways that do not interfere with the education of other students.

No group can function without rules. Rules ensure that the needs of both the group and individuals are met.

It is our sincere desire that parents and guardians be involved in and concerned with the activities of their children at OSD. The staff and administration are always available, and a conference can be scheduled at your convenience. We are hopeful that this *Student/Family Handbook* will prove beneficial in clarifying the policies and procedures of OSD.

Best wishes to everyone for an enriching and beneficial school year. Remember to *Learn, Apply, Represent, and Achieve!*

Partners in Education,

Tom Stanton
K-8 Principal

Gregory Mendenhall
9-12 and 4Plus Principal

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Chapter 1: Overview

Vision, Mission, Belief, and Value Statements

Vision Statement

OSD strives to be the premier school which meets the needs of Ohio's Deaf and Hard of Hearing students and their families through an American Sign Language and English bilingual educational environment.

Mission Statement

OSD's mission is to provide comprehensive educational leadership, programs, services, and support to students, families, and local school districts so that students can learn, apply, represent, and achieve.

Belief Statement

We believe that:

- Education must be relevant in order to prepare students for the rapidly changing social, technical, and economic world in which they live and work
- A barrier-free communication environment, which values both ASL and English on an equal basis, and promotes a higher level of academic achievement
- Opportunities for peer interaction and direct communication that meet the social, emotional, and cultural needs of our students and families. Our residential program plays an unique role in the high quality K through 12 educationally designed plan for students on campus.
- The educational and social experience provided for students at OSD will assure more independent, productive, and contributing citizens
- OSD serves as an educational and social center of the Deaf community in the state of Ohio
- OSD functions as a resource center for agencies serving deaf students statewide
- The continued evaluation of our educational programs and students is necessary in order to design and implement positive educational approaches to increase student achievement
- Outreach services result in meaningful partnerships among schools, teachers, parents, and other professionals
- Early literacy development ensures stronger learning experiences
- Technology, such as interactive video distance learning and computer networking, enhances teaching and learning
- OSD is both a solution and a service provider organization.

Value Statement

We value that:

- Our students are individuals
- Our staff members are dedicated
- Our parents are exceptional
- Our programs and resources are meant to be shared

Enrollment Information

Eligibility

Students who are deaf or hard-of-hearing and whose parents or guardians reside in Ohio are eligible for enrollment at the Ohio School for the Deaf. Deaf and Hard of Hearing children, ages 3 months to 5 years, attend the Alice Cogswell Center on campus as day students. Deaf and Hard of Hearing students in grades K-12 who live in Franklin County or the six surrounding counties attend OSD as day students, while students who live farther away are considered residential students and will stay in the dormitories on campus.

Enrollment Process

Student placement requests are initiated by the parents and the students' school districts of residence. Once OSD receives a copy of the current IEP and ETR, the school administrators will determine if OSD is an appropriate option for educational placement. If it is determined that OSD is an appropriate option, then a change of placement meeting will occur. Once admitted, students are provided a 45-day trial, after which a final placement decision will be made.

Regular education placement is not required for all students with disabilities. A residential school education may be the least restrictive environment for some children who are deaf or hard of hearing.

For further information regarding the enrollment process, please visit www.osd.oh.gov and click on the Admissions tab.

Chapter 2: General Policies

Disclosure of Information

The Ohio School for the Deaf designates the following items as information we can disclose: student's name, parent's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received, most recent previous school attended. OSD may disclose any of those items without prior written consent, unless notified in writing to the contrary to the following parties, per The Family Educational Rights and Privacy Act (FERPA):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Sexual Harassment Policy

The Ohio School for the Deaf strictly prohibits all forms of sexual harassment on school grounds, school buses, and at all school-sponsored activities, programs and events — including those that take place at locations outside the Ohio School for the Deaf.

Under both Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments Act of 1972, sexual harassment is considered “unlawful discrimination on the basis of gender.” Also, sexual harassment/assault by any individual, regardless of age, may constitute a sexual crime or child abuse under the Ohio Revised Code. Sexual harassment can be student to student, adult to student, student to adult, male to female, male to male, or female to female.

School districts are obligated to act on reports of sexual harassment, and to make reasonable attempts to correct the situation. Therefore, what might seem to be a minor situation or an insignificant incident to a parent or a student is a very serious matter for school officials. All children deserve to learn in an environment that is free from the threat of harassment.

Students who engage in sexual harassment will face consequences based on the severity of the incident. These consequences range from counseling and educating the student to suspension for more serious infractions. In addition, students' behavior may be reported to the proper law enforcement authority.

Examples of unacceptable sexual behaviors that may constitute sexual harassment:

1. Criminal behaviors of rape, attempted rape, sexual assault (unwelcome touching of private body areas), attempted sexual assault, forcible sexual abuse, and hazing;
2. Unwelcome sexual invitations or requests for sexual activity in exchange for something desirable;
3. Unwelcome and offensive displays or public affection;
4. Unwelcome sexual communication that is suggestive or degrading, including rumors and sexual jokes;

5. Unwelcome and offensive name-calling or profanity that is sexually suggestive or gender based;
6. Unwelcome close physical contact, cornering, or following;
7. Unwelcome physical pranks or touching of an individual's clothing;
8. Unwelcome staring, use of sexual gestures, or slang;
9. Clothing with sexually explicit or suggestive pictures or messages;
10. Offensive skits, assemblies, or productions (suggestive, degrading, or based on stereotypes); and
11. Unwelcome photos, video, internet materials, or magazines of a pornographic nature.

An individual who knowingly makes a false report or malicious report regarding sexual harassment may face criminal penalties and school consequences.

Anti-Bullying, Anti-Harassment, and Intimidation

In accordance with Ohio House bill 276 and the policy of the State Board of Education, the Ohio School for the Deaf has adopted this policy to prevent harassment, intimidation or bullying of students. These efforts are aimed in creating a positive school climate that emphasizes and recognizes positive behaviors, promotes non-violence, and emphasizes inclusion, understanding, and acceptance of all students. A positive school climate allows students to focus on learning, development of peer relationships, and effective problem solving strategies.

This policy covers all school related activities and locations, including the school building, school grounds, dormitories, school-sponsored transportation, and off-campus sites where school-sponsored extracurricular, student life, or athletic events occur. Specifically, this policy states:

1. Harassment, intimidation or bullying of any student is prohibited.
2. Harassment, intimidation, or bullying is defined as:
 - a. An intentional written, signed, verbal, graphic, electronically transmitted, or physical act that a student or group of students exhibit toward a particular student more than once, which:
 - i. causes mental or physical harm to the student; and
 - ii. is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for that student or even other students who witness the behavior.
3. Students, parents or guardians are encouraged to report prohibited incidents to school personnel, specifically teachers or administration in the school building or student life.
4. Any staff member who witnesses or receives reports from students or parents is required to report the matter to the Principal or Director of Student Life immediately; school personnel will intervene when necessary to protect any student who appears to be the victim of bullying, intimidation, or harassment.
5. OSD's administration will arrange to conduct an investigation of alleged acts of intimidation, bullying, or harassment in a timely manner, including designing prevention strategies.
6. Allegations of criminal misconduct will be reported to legal authorities immediately.
7. Students guilty of harassment, intimidation, or bullying may be subject to disciplinary actions (including suspension from school) and instruction; their parents shall be made aware of the rule infraction and consequences for students.
8. Students found guilty of intentional false reports of bullying, intimidation, or harassment will likewise face disciplinary consequences.
9. School employees, students, or volunteers shall be individually immune from liability in a civil action for damages arising from reporting an incident in good faith according to established school procedures.

The types of conduct that constitute bullying, harassment, or intimidation include but are not limited to:

- Physical violence, stalking, and/or attacks;
- Threats, taunts, and intimidation through words, signs, visual images, or gestures;
- Extortion, damage or stealing money and/or possessions;
- Exclusion from the peer group or spreading rumors, and
- Repetitive and hostile behavior with the intent to harm others through the use of technology (e-mail, text messaging, posting slurs on social media, using camera phones to take embarrassing photos, using websites to circulate gossip, or making false reports about inappropriate use of internet sites).

Complaints and Investigations

Parents or students may file complaints that are formal, informal, or anonymous in nature. Formal complaints are written reports that contain specific information, dates, number of incidents, and names of witnesses if any. Informal complaints are similar but involve a conversation between a parent or student and a staff member receiving the complaint. Students may make informal complaints with the understanding that their identity will be maintained in confidence. All types of complaints require an immediate investigation, although any investigation regarding complaints that are anonymous must not disclose the identity of the complaining student. The investigation of an anonymous complaint may be limited due to the need to protect the identity of the alleged victim. Administration will complete a written report following the investigation of alleged incidents.

If the investigation substantiates the allegation, the report will indicate intervention strategies and disciplinary actions, if appropriate. OSD's administration will assure that any student who is alleged to have committed acts of harassment will be provided his/her due process rights during investigation and during disciplinary actions. Unless the investigation of an anonymous complaint can be otherwise substantiated, disciplinary action cannot occur but intervening strategies can be put in place.

Education

OSD's instructional and Student Life programs include activities to teach students at an age appropriate level how to recognize and prevent harassment, bullying, and intimidation, including student rights and ways to report incidents. Peer mediation will be offered to complaining students to resolve minor issues and to discourage acts of bullying. In addition, staff training includes instruction on these topics as well.

Suspected Child Abuse & Neglect

As public employees, staff members at OSD must report suspected child abuse and neglect. A staff member does not have to be physically present or witness the abuse to identify suspected cases of abuse, or even have definite proof that a child may be subject to child abuse or neglect. The law requires that a staff member has a "reasonable suspicion" that a child has been the subject of child abuse or neglect. Under the law, this means that it is reasonable for a staff member to report a suspicion of child abuse or neglect, based upon facts and any information the child shares.

Section 2151.42.1 of the Ohio Revised Code mandates that all school employees must report any knowledge or suspicion of abuse or neglect of a child. The staff person will report the information to the children services agency in the county in which the suspected abuse or

neglect is or has occurred. This requirement also relates to students up to the age of 21 who are “mentally retarded (cognitively disabled), developmentally delayed (cognitively disabled), or physically impaired.”

When a suspected incident of abuse or neglect has occurred on the OSD campus, or at an OSD event, a staff supervisor reports the allegation to Administration personnel who in turn contact the Ohio State Highway Patrol (OSHP). In the case that the allegation involves a teacher or administrator or other staff member certificated by the Ohio Department of Education, the Administration personnel will also contact the Ohio Department of Education.

To ensure the safety and well-being of all OSD students, all OSD staff receives training in this important area as required by Ohio Revised Code 3319.073 and Ohio Administrative Code 3301-57-01(A).

There may be times where local children services agencies will come to interview students regarding serious abuse or neglect allegations. It is OSD’s policy to allow the interviews to take place, provided that the agency provides their own interpreter. It is also OSD’s policy to have someone sit in on the interview, such as a principal, school counselor, or social worker.

Counseling Services

OSD employs several professionals who are able to provide support to students and referrals for counseling services as necessary. The school counselor and social worker are available to students and families for consultation and crisis intervention, as well as ongoing counseling sessions. The counselor and/or social worker also meets with students in peer groups to improve interactions and promote healthy relationships within the school and dorm settings. When families elect to engage in counseling services within their home communities, a release of information can be completed. The counselor and/or the social worker then can coordinate the sharing of progress updates and application of counseling recommendations at OSD. OSD also collaborates with external agencies to provide ongoing counseling services to OSD’s students.

Confidentiality of clients is of high priority with the parent, guardian, or adult-aged student retaining the right to privacy of records. Exceptions to this rule include: (a) emergencies where there is an immediate threat to the physical safety of self or others, (b) physical, sexual, or emotional abuse which supersedes any requirements of confidentiality, and (c) reporting a felony. All counseling personnel are primarily agents of the school and, therefore, may be required to provide documentation to administration when the welfare of the child is in question.

Bus/Van Use Safety Policy

In order to ensure the safety of all students at OSD, the following *Bus/Van Use Safety Policy* has been devised. Students failing to follow the *Bus/Van Use Safety Policy* may have their bus or van privileges suspended. The safety features are as follows:

1. No eating or drinking on the bus, except in cases of a medical emergency.
2. No standing in the aisles when the bus is in motion, except in cases of a medical emergency.
3. No horseplay in or around the bus.
4. The emergency exit door should be used only in cases of emergency.
5. Students must conduct themselves appropriately at all times.
6. Students must follow the driver’s instructions promptly and respectfully.
7. Students may carry only objects that can be held in their laps.

8. Students must not keep their head and arms inside the bus at all times.
9. School bus drivers shall report, in writing, to the appropriate administrator ALL rule violations.

Failure to adhere to *Bus/Van Use Safety Policy* will result in:

First Offense:	Verbal warning/written warning
Second Offense:	Written-Up/Consequence
Third Offense:	Consequences will be given (such as cleaning the bus) Suspension from a sport game or transportation

Note: Any student who rides to an event on a school bus will also return on the bus unless the sponsor has written permission from the parents for the student to return home some other way.

OSD expects our students to remain safe and respectful during their transportation to and from the school on vehicles that are provided by the student's Local Education Agency (LEA). In cooperation with each LEA, the school may choose to discipline students who have failed to demonstrate safe and respectful behavior while transitioning to and from the school. The school's code of conduct will be followed in these instances and parents will be notified of the rule infraction.

Acceptable Use Policy

Internet access is available to students at Ohio School for the Deaf (OSD).

We are excited to offer this valuable tool, and believe the Internet provides diverse and unique resources to enhance the educational process at OSD. The goal is to facilitate resource sharing, innovation and communication.

The Internet is an electronic highway connecting computers worldwide, allowing access to:

1. E-mail communication with individuals from around the world.
2. Public domain software and graphics of all types for school use (this does not include games).
3. Discussion on a wide range of topics with peers, and experts in their fields.
4. Access to many University Library Catalogs, the Library of Congress and ERIC, a large collection of relevant information to educators and students, as well as, other useful sites.
5. Access to the Internet.

With access to computers and people worldwide, the possibility of tapping into material not considered educational becomes a concern. Ohio School for the Deaf has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all information available. Ohio School for the Deaf believes that the educational potential of using the Internet far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

The efficient and responsible operation of a network relies on the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of Internet resources. If an OSD user violates any of these provisions, his or her account may be suspended and/or future access could possibly be denied. Therefore, staff must accept the responsibility of CLOSELY SUPERVISING student access and use of the Internet.

Internet Terms and Conditions of Use

1. Acceptable Use – the purpose of utilizing the Internet as an educational tool is to support research, provide access to unique resources and provide the opportunity for collaborative work.
2. Privileges – the use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators will decide what is inappropriate use and their decision is final. Also, school and system administrators may close an account at any time as required. The administration, faculty, and staff of OSD may request the system administrators to deny, revoke, or suspend specific user accounts.
3. Network Etiquette – you are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Do not be abusive in your messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or expletives.
 - c. Illegal activities, such as accessing pornographic, sexually explicit materials, are strictly forbidden.
 - d. Do not reveal your personal address, phone number, or those of students or colleagues.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private.
 - f. Do not use the Internet in such a way that you would disrupt the use of the network by other users.
 - g. All communications and information available on the Internet should be assumed to be private property, and protected by copyright laws. Any use of these resources for commercial-for-profit or other unauthorized purposes (advertisements, political lobbying), in any form is strictly forbidden.
 - h. Do not reveal your User IDs or passwords.
4. Ohio School for the Deaf makes no warranties of any kind, whether expressed or implied, for the service it is providing. OSD will not be responsible for any damages you suffer.
 - a. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. OSD specifically denies any responsibility for the accuracy or quality of information obtained through this service.
 - b. No expectation of confidentiality will exist in the use of any and all network connected devices (personal or district owned) on school premises/property.
5. Security – Security on any computer system is important, especially when the system has many users. If you feel you can identify a security problem on the Internet, notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's accounts, at any time. Further, any problems that arise from the use of a user's account are the responsibility of the account holder. Any user attempting to alter system configuration or desktop layout; is identified as a security risk or having a history of problems with other computer systems; or illegally installs copyrighted software on an OSD computer or system, will be denied access to the Internet.
6. Vandalism – vandalism will result in cancellation of privileges. This is defined as any malicious attempt to harm or destroy data of another user, Internet or any of the above listed agencies or other networks that are connected to any of the Internet servers. This includes, but is not limited to, uploading or creating computer viruses.

Policy on the Use of Electronic Devices and/or Cell Phones

School Day

Elementary and Middle School

Students enrolled at the Ohio School for the Deaf are prohibited from carrying/using personal electronic devices and/or cell phones or other electronic communication devices during regular school hours (8:15 a.m. - 3:15 p.m., Monday through Thursday; 8:15 a.m. - 2:30 p.m., Friday) unless granted prior permission by the Principal or Director of Student Life. Consequences for misuse of such devices will result in submission of the device to the Director of Student Life or the Principal for the day. If chronic misuse is indicated, the device will be sent home and the parent will be instructed not to allow the device to return to the school.

High School

Students enrolled in the high school department at the Ohio School for the Deaf are permitted to carry personal electronic devices and/or cell phones during regular school hours (8:15 a.m. - 3:15 p.m., Monday through Thursday; 8:15 a.m. - 2:30 p.m., Friday). Devices must be in school lockers, unless they have permission from the classroom teacher to bring devices to class. Students may carry electronic communication devices to the cafeteria and use them during lunch. Following lunch, electronic communication devices must be returned to school lockers. Students who are off-campus for work or educational purposes may bring their devices with them. Use of electronic communication devices is a privilege at the school. Consequences for misuse of such devices will result in submission of the device to the Director of Student Life or the Principal for the day. If chronic misuse is indicated, the device will be sent home and the parent will be instructed not to allow the device to return to the school.

Day Student Transportation

Day student use of such communication devices on daily transportation shall be governed by the rules/policies of the transportation providers. Day students must keep communication devices in their school lockers during school hours, with the exception of the above policy statement relating to students.

After-School/Dormitory

Students may use electronic communication devices during After-School/Dormitory time, except during identified study hours. Any misuse of electronic devices may result in confiscation. If there are any questions and/or concerns, please talk with the assigned Youth Leader.

Policy on Searches of Student Lockers, Dormitory Living Areas, Student Vehicles, and Student Backpacks/Luggage

(Ohio Revised Code 3313.20 (B)(1), (B)(2))

What Can Be Searched?

The Ohio School for the Deaf Administration reserves the right to search/inspect the following student areas:

- Locker Search – A school locker may be searched. This may be done whether or not administration reasonably suspects that the locker or its contents contain evidence of violation of a criminal statute or school rule. The normal procedure is for the school

official to accompany the student to his/her locker and require the student to show the official the contents. Whenever possible, a second staff person will observe.

- Dormitory living area furniture, or any other furniture or appliance used by students for the purpose of storage may be searched when the administration reasonably suspects that the furniture or its contents contain evidence of violation of a criminal statute or school rule.
- Student Vehicle – When illegal or dangerous items are suspected to be in a student’s vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the Ohio State Highway Patrol may be called to search the vehicle.
- Any student’s locker, and/or contents of the locker, dormitory living area furniture, or any other furniture or appliance used by students for the purpose of storage at any time that an emergency situation exists, or appears to exist, that might threaten the health or safety of any person at the Ohio School for the Deaf.

Athletics

OSD offers many opportunities for students to participate in sports.

Intramural Sports

In intramural sports, OSD students compete against other OSD students. Any student may participate. The Recreation department plans both individual and team intramural sports throughout the school year including: flag football, basketball, volleyball, foosball, ping pong, and many others.

Interscholastic Sports

OSD students and teams compete against individuals and teams from other schools. OSD competes against both deaf and hearing teams. OSD is a proud member of the Eastern Schools for the Deaf Athletic Association (ESDAA). OSD offers these sports:

Fall	Winter	Spring
Soccer – Varsity	Basketball – Varsity and Middle School Teams	Track and Field – Varsity and Middle School Teams
Volleyball – Varsity		

Any student who meets team requirements and GPA (Grade Point Averages) may join an interscholastic sport.

Each student must have a student physical form on file with the Athletic Director’s office. This form must be completed each year. The student must be examined by his/her home physician and submit a signed release to play sports from this home physician prior to participation in practice or scheduled games.

All athletes will follow OSD rules. No athlete will be excused from any disciplinary consequences for games or practice. Students will need to make alternate arrangements for lesser consequences such as the dormitory intervention program (DIP).

Clearance for arrangements for these consequences must be conducted through the high school principal and/or the student life staff. Staff members reserve the right to refuse to make alternate arrangements for students to attend games or practice based on the rule infraction. All athletes must maintain a GPA of 2.0 to preserve eligibility for sports participation.

Academic Eligibility

Students must have a GPA of at least 2.0 during the previous 9-weeks grading period to be eligible for play during the current 9-week grading period. Students with GPA's below 2.0 may practice along with his/her team with permission from teachers. Any student with a GPA below 2.0 can appeal to the Athletic Academic Eligibility Committee and the sports team coach at the interim period of the nine weeks.

Character Eligibility

All athletes will show good sportsmanship toward teammates, coaches, officials, fans, and guests from the opposing school. Student athletes must demonstrate good behavior in school and after-school and attend school regularly. Student athletes must not use tobacco products (regardless of age) or alcohol or illegal drugs. Students who do not follow OSD rules on our campus or at another school may be suspended from practice or games for one to two weeks or for the rest of the season, if the rule infractions are serious, dangerous to others, or repeated. Coaches and the athletic director may suspend athletes for one to two weeks; decision to suspend an athlete for the rest of the season should be discussed with the Principal.

Student Health Services

Scope of Medical Support Services

The SHS at the Ohio School for the Deaf, in the normal course of operations, provides a wide range of services for students utilizing a combination of medical, pharmaceutical and nursing personnel. Primary and specialized health care beyond the regular scope of activities at the SHS will be referred to parents and family physicians for evaluation and follow-up.

While we consider the health and well-being of a child to be primarily the parent's responsibility, the school's registered nurses are available to assist parents with questions and concerns that relate to your child's physical and emotional health. Parents are encouraged to call the nurses for information and health guidance.

Prescription Medications

Prescription medications will be administered on the written order of a physician. Medication is administered to our students following Ohio's law. Therefore, parents are required to provide us with the following:

1. The medication must be brought to SHS in the original container.
2. The label on the container must state the physician's name, the student's name, and specific directions for use, the name of the drug, the prescription number, and the number of refills remaining.
3. Each medication prescribed for a student must be accompanied by a Physician's Statement Form signed by the home physician.

Chapter 3: School

Accreditation

The Ohio School for the Deaf (OSD) is proud to be fully accredited by AdvancEd. OSD's curriculum adheres to Ohio's Learning Standards for all students and its assessment requirements. The individual learner's assessment requirements in math, reading, and writing track the progress made each year and influence instructional strategies for that learner. Teachers at OSD are highly qualified, having licenses to teach in deaf education and a concentrated field of study in the subjects or grade levels they teach. All teachers are fluent in American Sign Language to maximize opportunities for direct instruction, including those teachers in art, physical education, career technical education, and computer technology.

AdvancEd Standard Areas

- Standard 1: Purpose and Direction
- Standard 2: Governance and Leadership
- Standard 3: Teaching and Assessing for Learning
- Standard 4: Resources and Support Systems
- Standard 5: Using Results for Continuous Improvement

Academic Expectations

School Work

Students in grades K-12 are expected to complete school work and homework as assigned. Some assignments involve team work, while others require independent learning. Some assignments involve completion of hands-on learning, while others require reading, writing, and calculation with paper and pencil. Some learning tasks involve practice drills using computer software, while others promote creation of some learning product off the Internet. Some learning occurs in the classroom, while other learning might occur off campus. Students are expected to pay attention, try their best, move in a safe manner, and have appropriate supplies and books with them.

General Expectations for Homework

Students shall comply with teacher directed expectations for each homework assignment. Parents may contact the teacher if questions arise.

Honor Roll Policy

Middle School Honor Roll

Middle School students may achieve Honor Roll status each quarter if the cumulative grade point average of all classes for the quarter is 3.0 or above.

High School Honor Roll

High School students may achieve Honor Roll status each quarter if the cumulative grade point average of all classes for the quarter is 3.0 or above.

Grading Scale

100 - 93	=	A
92 - 90	=	A-
89 - 87	=	B+
86 - 83	=	B
82 - 80	=	B-
79 - 77	=	C+
72 - 70	=	C-
69 - 68	=	D+
67 - 66	=	D
65	=	D-
64 or Below	=	F

A grade of Incomplete (I) indicates the coursework has not been completed yet. An updated grade will be submitted after all coursework has been completed and entered into the system.

Promotion/Retention Criteria and Policy for Academic Programs

Elementary School

- Kindergarten: Kindergarten is structured based on the students' grade level. Kindergarten students receive all instruction with their same grade level peers.
- Grades 1-5: Reading and Writing classes are structured according to the students' current reading and writing levels. Reading classes are 60 minutes and Writing classes are 45 minutes in duration, following the school schedule. Mathematics classes are structured according to students' current mathematics levels. Mathematics classes are 60 minutes in duration, following the school schedule. Science and Social Studies classes are structured according to the students' current grade level, with modifications made in order for the students to learn effectively. Students also take enrichment Specials classes. Specials classes may include Art, Horticulture, Library, Physical Education, and Technology. Science, Social Studies, and Specials classes are 45 minutes in duration.

Promotion/Retention Policy

Students making academic and behavioral progress and meeting attendance requirements are generally promoted to the next grade. However, in the fifth grade, in order to be considered for promotion to middle school, the following factors will be taken into consideration:

- the student should be passing the majority of his/her classes;
- the student shall not fail two or more of the required curriculum subject areas in the current grade;
- the student shall not miss more than 10 percent of the required attendance hours of the current school year, excluding weather absences;
- the student shall demonstrate behavioral maturity;
- the student shows academic improvements in reading and math scores, as measured by State testing results, District testing results, or progress toward IEP Annual Goals.

In the event there are concerns about a student's promotion, concerns will be discussed during a scheduled Individual Education Program (IEP) meeting and the IEP team will make a decision and a plan of action to address said concerns.

Middle School

Reading classes are structured based on the student's current reading level. Classes in other required curriculum subject areas are structured based on the student's grade level. Students also take enrichment Specials classes daily. Specials classes may include Art, Library, Personal Development, Physical Education, and Technology. All classes are 45 minutes in duration.

Promotion/Retention Policy

Students making academic and behavioral progress and meeting attendance requirements are generally promoted to the next grade. However, in the eighth grade, in order to be considered for promotion to high school, the following factors will be taken into consideration:

- the student should be passing the majority of his/her classes;
- the student shall not fail two or more of the required curriculum subject areas in the current grade;
- the student shall not miss more than 10 percent of the required attendance hours of the current school year, excluding weather absences;
- the student shall demonstrate behavioral maturity.
- the student shows academic improvements in reading and math scores, as measured by State testing results, District testing results, or progress toward IEP Annual Goals.

In the event there are concerns about a student's promotion, concerns will be discussed during a scheduled Individual Education Program (IEP) meeting and the IEP team will make a decision and a plan of action to address said concerns.

High School

Students may be promoted at the high school level if they have earned:

5 credits – to enter 10th grade

10 credits – to enter 11th grade

15 credits – to enter 12th grade

20 credits – to graduate

In addition, students must complete high school graduation requirements, unless exempt, in order to receive a high school diploma.

Graduation Requirements

In order to receive a diploma from the Ohio School for the Deaf, a high school student must earn at least 20 credits. One credit is defined as one Carnegie Unit – one credit is awarded for earning a passing grade in a class that meets for a class period for the entire school year. In addition, a student must earn credits in specific courses as specified by the Ohio Legislature, the Ohio Department of Education, and the Ohio School for the Deaf. Graduation requirements are:

Credit Requirements

Ohio requires students to take and complete a minimum of 20 required credits.	State Minimum
English language arts	4 units
Health	½ unit
Mathematics	4 units ¹
Physical education	½ unit ²
Science	3 units ³
Social studies	3 units ⁴
Electives	5 units ⁵
Other Requirements	
Economics and financial literacy ⁶	
Fine arts ⁶	

1 Mathematics units must include one unit of algebra II or the equivalent of algebra II. Exceptions: a) Algebra II is not a requirement for students following a career-technical pathway. However, students still must have four units in mathematics, and b) A family may decide that their child is not prepared to meet the graduation requirement for a higher level math course. Or, their child may be planning a career that does not require higher level math. Algebra II may not be a requirement for this student.

2 Physical education - School districts may adopt a policy that would exempt students who participate in interscholastic athletics, marching band or cheerleading for two full seasons or an approved Junior Reserve Officer Training Corps (JROTC) program for two years from the physical education requirement. Students must take another course, which cannot be a physical education course, of at least 60 contact hours.

3 Science units must include one unit of physical sciences, one unit of life sciences and one unit of advanced study in one or more of the following sciences: chemistry, physics or other physical science; advanced biology or other life science; astronomy, physical geology or other earth or space science. Exception: A family may decide that their student is not prepared to meet the graduation requirement for a higher level science course. Or, their student may be planning a career that does not require higher level science. Higher level science may not be a requirement for this student.

4 Social studies units must include ½ unit of American history and ½ unit of American government in three units required for the classes of 2018 and 2019. The class of 2021 will need ½ unit in world history and civilizations in their required three units as well as American history and American government.

5 Elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

6 Other state requirements - All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Fine arts is not a requirement for students following a career-technical pathway.

In addition to the above coursework required for graduation, the state Board of Education also requires that students meet one of the following:

1. Ohio's State Tests

Students **earn a cumulative passing score of 18 points**, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra 1 and geometry or integrated math I and II
- Biology
- American history and American Government
- English I and II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to earn graduation points. Students may also substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. Industry credential and workforce readiness

Students earn 12 points through a State Board of Education-approved, **industry-recognized credential or group of credentials** in a single career field and achieve a workforce readiness score on the WorkKeys assessment. The state of Ohio will pay one time for those who take the WorkKeys assessment.

3. College and career readiness tests

Students earn **"remediation-free" scores** in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students in the classes of 2018 and beyond to either take the ACT or SAT free of charge. The student's district selection applies to all schools in the district for one school year. Test selection may change from one school year to the next.

Graduation from the High School Department

Graduation is a special event in the lives of OSD students and their parents. It represents their accomplishments during their high school years, and celebrates the beginning on a new chapter in their lives as adult citizens.

OSD recognizes this special time by sponsoring and coordinating graduation ceremonies during which time graduating seniors, dressed in traditional academic regalia of gowns with mortarboard caps with tassels, receive their diplomas. As a part of the Graduation ceremonies, seniors who meet the criteria are honored as Valedictorian, Salutatorian and Honor Graduates. The criteria for these honors are as follows:

Valedictorian

1. Enrolled in courses in the academic division of the high school department.
2. Maintained the highest cumulative grade point average, calculated at the end of the Fall Semester of the senior year, of those students enrolled in courses in the academic division of the high school department.
3. Earned a cumulative passing score of 18 points, using seven end-of-course state tests.
4. Have met all of the requirements for graduation as outlined by the Ohio Department of Education.

Salutatorian

1. Enrolled in courses in the academic division of the high school department.
2. Earned the second highest cumulative grade point average, calculated at the end of the Fall Semester of the senior year, of those students enrolled in courses in the academic division of the high school department.
3. Earned a cumulative passing score of 18 points, using seven end-of-course state tests.
4. Have met all of the requirements for graduation as outlined by the Ohio Department of Education.

Both students will receive the honorary designation. In addition to receiving honor cords and/or medals, the valedictorian and salutatorian will give speeches during the graduation ceremony.

Honor Graduates

1. Enrolled in courses in the academic division of the high school department.
2. Earned a cumulative grade point average of 3.0 or above as calculated at the end of the Fall Semester of the senior year.
3. Participated in the seven end-of-course exams under standard conditions as outlined by the Ohio Department of Education.

The Rights of 18 Year-Old Students at the Ohio School for the Deaf

Pursuant to federal and state laws and rules, specific rights that parents of school-aged children have had regarding information about their children and educational programming for children with disabilities, must transfer to the student when that child becomes eighteen (18) years old. The Ohio School for the Deaf (OSD) complies with these laws and rules, and, through workshop programming directed by the OSD Transition Department, works to help our students prepare for this transfer of rights.

Following is a listing of the specific rights of consent and permission that transfer from parents to students at age 18. This listing is comprehensive, and represents all of these rights.

Rights of Consent and Permission

Parents of OSD students and OSD students upon becoming 18 years old have the right to:

1. Examine all records relating to the student maintained in the student's cumulative file in the Student Records Office.
2. Give their permission before any educational evaluation can be conducted.
3. Participate in meetings to develop their student's IEP and/or ITP.
4. Give permission before any change in educational placement can be concluded.
5. Receive prior written notice if OSD proposes to change the identification of evaluation of or educational placement of their student.
6. Receive an opportunity for mediation, and voluntary binding arbitration, should there be disagreement regarding aspects of the student's educational program.
7. Receive an opportunity to present complaints with respect to any matter relating to the student's identification as a child with (a) disabilities, evaluation or educational program.

There are two important points that relate to the rights contained in this list. First, while OSD supports the transition of these rights to an eight year-old students, OSD also believes that communication to and with parents is very important. For that reason while striving to protect the rights of the student, OSD also believes that communication to and with parents is very important. For that reason, while striving to protect the rights of the student, OSD will continue to communicate important information to parents, will continue to invite parents to IEP meetings,

and will answer any questions that parents might ask, and/or provide assistance that parents might request.

In continuing to include parents in communications related to areas of rights that have transferred to students, OSD will ensure that students are aware of questions or concerns that parents might have.

Second, there is often misunderstanding regarding the “rights” that 18 year-old students might have. The rights that students are granted are really very narrow in scope, and relate specifically to the areas contained in the list (see above). The most frequent misunderstandings of these newly-acquire rights relate to school rules, and issues such as signing out of the school program, the dorms, or obtaining permission to leave campus with other students.

It is important that parents and students understand that **all students must follow all school rules**, regardless of age. There is no language in federal or state statute or rule that releases student of majority age, must follow ALL school rules. Student who do not follow school rules will receive consequences, as appropriate.

Questions about the transfer of rights to students, school rules, the OSD Attendance Policy or the Code of Student Conduct should be addressed to the Assistant Superintendent or Principal. Questions about dorms, leaving campus after school after school or over the weekend with another student or family should be addressed to the Director of Student Life in the Student Life Office.

Termination of Eligibility of Services at Age 22

Students with a disability at the Ohio School for the Deaf (OSD) are eligible for a free and appropriate public education (FAPE) from ages 3 to 21 years. Upon the student’s 22nd birthday, eligibility for FAPE is terminated in accordance with federal and state laws. Upon the student’s 22nd birthday, He/She is considered to be graduated and may then be eligible for adult services through his/her county of residence. Students will not be able to stay at OSD after their 22nd birthday in either the educational or residential programs.

Students whose 22nd birthday occurs prior to the last day of school may return to OSD to participate in commencement exercises providing they have met the requirements for a high school diploma, including an adequate number of credits as established through the Ohio Revised Code. However, those individuals who are 22 years of age will not be able to participate in other activities planned for activity enrolled students between the time of the individual’s 22nd birthday and the commencement date.

In preparation for the transition between FAPE eligibility and possible eligibility for adult services, OSD personnel will provide annual notice to the student and his/her parent, if applicable, of this policy starting when the student reaches the age of majority (18 years old). Three (3) months prior to the student’s 22nd birthday, OSD personnel will provide written notice to the student, his/her parent (if applicable), the local school district, and any involved Bureau of Vocational Rehabilitation (BVR) or adult services providers involved in the student’s transition plan activities that eligibility for services terminates on the student’s 22nd birthday. Every attempt will be made to effect a smooth transition between educational programming and adult services through transition planning starting when the student becomes 16 years of age.

Student's Rights and Responsibilities

Your Responsibilities as an OSD Student:

1. You will be responsible for your behavior at all times on the OSD campus.
2. You will be responsible for your school work, and you will be responsible to learn all you can.
3. You will be kind to other people.
4. You will respect other people and yourself.
5. If you do not understand, you will be responsible to ask questions.
 - You may ask teachers to explain school work to you.
 - You may ask an OSD staff member to explain rules to you.
6. You will be responsible to learn good citizenship at OSD.
 - You will be clean and neat.
 - You will obey OSD rules.
 - You will take care of your things.
 - You will take care of OSD's things.
 - You will obey the State of Ohio laws and the laws of the United States of America.
7. Positive Behavior Intervention Supports (PBIS)
 - You will **Be Safe**
 - You will **Be Respectful**
 - You will **Be Responsible**

School Dress Code

The Ohio School for the Deaf is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Students have the responsibility to wear clothing that projects a positive attitude of pride in self, school, and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Following are guidelines for students:

1. ***Students will wear clothing that is appropriate for school:***
 - Clothing must be clean and neat.
 - Shoes or sandals must be worn at all times.
 - Flip flops are not permitted due to safety concerns.
 - Shirts, blouses, or sweaters must cover the stomach and must be long enough to be tucked in.
 - Tank tops are not permitted.
 - All undergarments are to be covered.
 - Shorts and skirts must be appropriate (no shorter than the middle of the thigh).
 - Symbols, statements, or logos on clothing must be appropriate for school.
 - Clothing with words or pictures that are related to drugs/drug use, tobacco, alcohol/alcoholic beverages, sexual references, violence or bigotry are not permitted. Any attire or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.
 - Hats, bandanas, or other headgear and sunglasses are not permitted to be worn inside the school building or cafeteria except for religious and/or medically necessitated reasons.
 - Chains and/or studded accessories are prohibited and will be confiscated until the end of the school year.

- Accessories that increase a student’s risk for accidents are not permitted. Excessive piercing or accessories is prohibited.
 - Clothing that has excessive rips, tears, or holes above the knee are not permitted unless covered.
 - Coats are to be worn to and from school only and must be stored in student lockers/cubbies.
2. ***Students will wear safe clothing.***
Students must follow Career-Technical Education and work experience safety rules. Students will dress properly for off-campus internships.
 3. ***Backpacks and coats must be stored in lockers.***
 4. ***If students wear clothes to school that are not appropriate or that break any of the rules described above, they will be asked to change their clothes.***

Failure to comply with the Dress Code guidelines will be considered an insubordinate act and will be treated as such.

Attendance Policy and Philosophy

We believe that students learn best when they attend school regularly. The purpose of this attendance policy is to:

- provide accurate information to students and parents regarding the state of Ohio’s expectations for school attendance.
- provide accurate information to students and parents regarding the Ohio School for the Deaf’s attendance policy and procedures.
- encourage students to attend school regularly and discourage absenteeism due to minor reasons.
- ensure accountability of each student throughout the school day.

We will maintain daily student attendance records as required by state law. We will attempt to contact parents each day that a student is reported absent from school. We will report student absences and tardiness on quarterly grade reports.

Regular school attendance is an important ingredient in students’ academic success. Excessive absences (excused and unexcused) interfere with students’ progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, OSD will partner with students and their families to identify and reduce barriers to regular school attendance. OSD will utilize a continuum of strategies to reduce student absence including, but not limited to:

- Notification of student absence to the parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy, if applicable.

Definition of Excessive Absences, Habitual Truancy, Tardiness, and Early Leave

1. Includes 'excessive absences':
 - Absent 38 or more hours in one school month with or without a legitimate excuse;
 - Absent 65 or more hours in one school year with or without a legitimate excuse.
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
 - Absent 30 or more consecutive hours without a legitimate excuse;
 - Absent 42 or more hours in one school month without a legitimate excuse;
 - Absent 72 or more hours in one school year without a legitimate excuse.

We will report student absenteeism and truancy to your local school district officials and representatives from other state agencies as indicated. This is especially true in situations where an extended illness will require a change in IEP to the local school district for the provision of hospital or homebound services.

Excused absences are listed below in the table. In order for these absences to be excused, we need verification. Notes and/or verifications must be submitted to the school office within five days of the absence. Please refer to the table below.

Excused Absences	
a. Personal illness	A note from a physician is required.
b. Illness in the family	A note from a physician along with an explanation as to why the child's absence was necessary is required.
c. Quarantine of the home	The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials. A note is required.
d. Death of a relative	The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
e. Medical or dental appointment	A written statement from a physician or dentist and an explanation as to why the child's absence was necessary is required.
f. Observance of religious holidays	Any child of any religious faith shall be excused if the absence was for the purpose of observing a religious holiday consistent with the child's truly held religious beliefs.
g. Emergency or other set of circumstances	Circumstances which in the judgment of the department's principal constitutes a good and sufficient cause for absence from school.
h. College visitation	A verification of the date and time of the visit by the college, university, or technical college is required.
i. Vacation	Prior approval is required by the department's principal. Please see the school office for the pre-excused absence form.

Tardiness/Early Leave

Tardiness is documented as both arriving late and leaving early.

Tardy: Students who arrive to school between 8:15 and 9:59 a.m.

Early Leave: Students who leave early at or after 1:30 p.m.

Half-Days

Students who arrive after 10:00 a.m. or leave before 1:30 p.m. will be documented as absent for a half-day.

Transportation

1. School bus transportation is provided by the student's local educational agency (LEA). OSD, in cooperation with the LEA, may assist in the follow-up to incidents that may occur on the school bus. The LEA maintains the authority for the transportation of their students from pick-up to unloading. Questions, concerns, and suggestions regarding transportation services are to be directed to the Special Education Director/Transportation Supervisor of the appropriate school district.
2. Any issues, problems, or concerns relating to transportation need to be addressed with the local school district, including but not limited to:
 - change of address
 - inclement weather leading to cancellations or delays
 - communication regarding changes in pick up/drop offs, such as doctor appointments, sporting events, and after school and/or weekend activities.
3. Parents are responsible for communicating any of the above changes in transportation with the LEAs.
4. Parents are also responsible for communicating any of the above changes in transportation with the school office. Please inform the school office in writing as early as possible. A failure to notify the school office prior to 2:00 p.m. may not provide ample time to coordinate the change, and may result in the child being sent home on regularly scheduled transportation.
5. The school day begins at 8:15 a.m. Mondays through Fridays and ends at 3:15 Mondays through Thursdays. The school day ends at 2:30 p.m. on Fridays. The school office will be closed 30 minutes prior to the end of the day, so early pick up during this time will not be permitted.
6. School staff will notify the parent if the child misses the bus. The parent needs to make arrangements to come to pick up the student immediately. Unfortunately, if the parent cannot make arrangements to pick up the student, OSD may need to notify the Children Services Bureau of neglect of duty.
7. Please follow OSD's approved transportation procedure for drop off and pick up. Questions regarding the procedure can be directed to OSD's Transportation Coordinator.

Policy on Homework Missed Due to Absence

Any time that a student is absent from a class, or from part or all of the school day, He/She might also miss homework assignments. This policy establishes a timetable or schedule of how missed homework may be made up.

Timetable

1 class Period	= 1 day
2 class periods	= 1 day
3 class periods	= 2 days
4 class periods	= 2 days
5 class periods	= 3 days
6 class periods	= 3 days
7 class periods	= 3 days
8 class periods	= 3 daysf
1 week of class	= 1 week
2 weeks of class	= 2 weeks
3 or more weeks of class	= at the discretion of the Principal

Attendance Procedure for Determining Athletic Eligibility

School attendance is an important aspect of being a student athlete. All athletes are expected to attend school on a regular basis and keep up with academic assignments. In the event a student needs to miss school for an acceptable reason, the student will need to see the high school principal and athletic director with a note from the parent. The principal will review the list daily. Students may not be eligible to participate in games and practice depending on the length of absence that day. Determination of participation eligibility shall be determined by the Principal and Athletic Director. Students must be present for at least half of the school day (by 11:00 a.m.) in order to be eligible to participate in athletic games or practices that day.

School Visitors

The Ohio School for the Deaf recognizes the importance of parents as visitors in the educational program. Parents are encouraged to come to their child's classes during normal operating hours. Such visitations allow parents to experience their child's education first hand and enable students to know that their parents value education. Since many of OSD's parents reside some distance away from Columbus, we are grateful when parents take the time to visit the school and will try to accommodate needs to the extent possible to avoid too much class interruption. Visitors, while welcome, do change the learning environment.

Please bear in mind that it is important to the learning process that students have uninterrupted learning time and that teachers have uninterrupted teaching time. With that in mind, some policy requirements are necessary. Teachers cannot stop teaching to confer with parents who stop by without an appointment and, consequently, such unscheduled visits to classrooms are not permitted by this policy.

- In order to maintain the high standards of safety, security, and accountability of our students and staff, all parents are asked to sign in and sign out in the school office and obtain a visitor's badge.
- Parents may either visit the classroom at the teacher's/school's invitation or request to make a formal observation of a classroom. Making an appointment with the school at least two (2) days in advance of an observation is not only a courtesy and a requirement, but enables you to schedule the observation for the maximum benefit. Siblings and friends are not permitted to attend observations.

- Parents may schedule up to two (2) classroom observations of thirty (30) minutes in duration each 9-week grading period. Additional visitation time needs to be requested in advance through the Principal's office.
- Staff may accompany visitors to the classroom.
- The use of cameras (including cell phone cameras) and audio/video recorders are not permitted.
- Parents can schedule a Parent/Teacher conference.
- Generally, parents are welcome to visit the cafeteria and eat lunch with their child; however, please check with the Principal's Office ahead of time for the lunch ticket.
- Non-custodial parents generally do not have the same rights as custodial parents. Legal agreements and specific circumstances will be reviewed when a non-custodial parent wants to visit classes.

Students who leave with their parents prior to the end of the educational day are also expected to sign out in the school office as are students who arrive after the educational day has started (8:15 am).

On a case by case basis, the superintendent or the principals (or designees) have the right to take reasonable actions to preserve and protect a proper learning environment, including removing any visitor from the school. The administrators retain the authority to deny access to the school for any visitor who has not complied with the provisions of this policy on parent visitation, other policies of OSD, has been disruptive, whose presence may disrupt or disturb the learning environment, or who lacks a valid or legal purpose for entering the school. Our shared commitment and cooperation is essential for the safety of our students and staff.

The above-referenced policy does not apply to

- a. any visits to the Principal's or Superintendent's Office;
- b. any school-wide or classroom activities or extracurricular activities open by invitation to all parents/guardians, or that are open to the community in general; or
- c. participation by invitation in meetings with professional staff.

Chapter 4: The Center for Student Life

Student Life Vision Statement

We, the community of Student Life, promote the individual student's transition to the maximum potential through education, empowerment, and communication.

To enrich the **Social**
Physical
Intellectual
Cultural
Emotional
Spiritual

... all aspects in our students' lives via a barrier-free communication environment using American Sign Language and written English.

Student Life Philosophy

It is well-known fact that all children learn most of life's lessons outside the classroom. It is OSD's philosophy to expose students to various activities/events to help them develop into well-rounded individuals. After school, students can participate in off-campus recreation/parks programs, and attend events held in the Columbus area. OSD offers club organizations, intramural sports, drama, community service projects and leisure time activities. The recreation staff promotes to assist each student to reach their maximum potential. Each student has an opportunity to fully participate in any activity of his or her choice.

Student's Rights and Responsibilities

The Student Life Department believes that each individual regardless of age should be made aware of and knows their rights and responsibilities. All OSD students have the right to ask staff to explain to them OSD rules, their rights, and clarify their responsibilities.

Rights

Students have the right to request:

- To review their Student Life file with an OSD staff.
- To join any organization on campus at OSD.
- To have another adult such as their parent/guardian, and/or staff person at OSD joins a particular meeting to resolve an issue.
- To have a *Fair Hearing* regarding a suspension.
- To make *Student Appeal* (make a complaint about) a suspension.

Note: *Students 18 years old and older have the right to request that information NOT be shared with their parents and/or legal guardians.*

18+ Years Old Rights and Policy

Students 18 years of age and older are mandated to abide by Student Life and Dormitory policies. Consequences will be implemented to students who do not abide by the rules. The Student Life Office will not call nor share information with parents WITHOUT prior approval from the student.

On a school night, students may not stay overnight off-campus.

After School Dress Code

The following dress code was developed for the after-school program. Students not following the afterschool dress code policy will be told to change to appropriate clothing or face possible consequences for insubordination.

1. ***Students will wear clothing that is appropriate for after school:***
 - Clothing must be clean and neat.
 - Shoes or sandals must be worn at all times.
 - Flip flops are not permitted due to safety concerns.
 - Shirts, blouses, or sweaters must cover the stomach and must be long enough to be tucked in.
 - Tank tops are not permitted.
 - All undergarments are to be covered.
 - Shorts and skirts must be appropriate (no shorter than the middle of the thigh).
 - Leggings are permitted but must be accompanied by a fingertip length or longer top or dress.
 - Symbols, statements, or logos on clothing must be appropriate for school.
 - Clothing with words or pictures that are related to drugs/drug use, tobacco, alcohol/alcoholic beverages, sexual references, violence or bigotry are not permitted. Any attire or statement that may cause a hostile, intimidating, degrading, offensive, harassing, or discriminatory environment is prohibited.
 - Hats, bandanas, or other headgear and sunglasses are not permitted to be worn inside the school building or cafeteria except for religious and/or medically necessitated reasons.
 - Chains and/or studded accessories are prohibited and will be confiscated until the end of the school year.
 - Accessories that increase a student's risk for accidents are not permitted. Excessive piercing or accessories is prohibited.
 - Clothing that has excessive rips, tears, or holes above the knee are not permitted unless covered.
 - Students shall abide by school dress code.

Only high school students may wear shorts during winter time. Elementary and middle school students may only wear shorts or tank tops when the weather is nice (e.g., sunny and mild) and temperature is 65 degrees or higher in the morning.

Note: To prevent clothing from disappearing, being "stolen" or misplaced, there is absolutely no consensual borrowing of clothing permitted among students. Please note that the Ohio School for the Deaf will not be liable for any clothing that is lost or stolen.

Academic Expectations

The Student Life Department strongly believes in promoting excellence in education. The following policies have been designed for students to maintain good academic status as well as achieve internal growth. Our Youth Leaders constantly strive to assist student in a variety of ways that will allow students to grow academically and independently. Youth Leaders provide their expertise by offering homework assistance as well as teaching students independent living skills through practical everyday settings in the dormitories.

Study Hour

In order to assist students in maintaining good academic status, each department (Elementary, Middle, and High School) has a designated specific study hour. During study hour, students are expected to study and complete their homework. Upon completion of homework, students are still mandated to engage in educational related activities such as reading, playing educational games, and using the computer for educational research. Non-educational activities are not permitted during study hour.

Refusal to comply with the study hour policy will result in consequences.

Change in Residential Status

Parents and students 18 years and older who wish to change their residential status to day student status must consult with their school district. The Ohio School for the Deaf will not acknowledge change in residential status until it receives proper verification from the school district indicating the school district's approval. It is the parents and students' (18+) responsibility to make the proper arrangements. Without proper documentation, the Ohio School for the Deaf will not honor the change in residential status.

Day Student Policy

One of the most enriching learning experiences often happens outside of the classroom. In order for students to maintain well-rounded lives, the Student Life Department strives to provide various enriching experiences through various extracurricular activities and programs to both day and residential students.

Day students are more than welcome to participate in the Student Life program after school hours. Day students will not be permitted to stay in the dormitories during the first two weeks and the last two weeks of the school year.

Please check the monthly Recreation Calendar posted in the dorms and our website for schedule of activities available. Please keep in mind that activities and outings scheduled for the first and last two weeks of school are reserved for residential students only. There are also some activities and outings throughout the year reserved for residential students; a star next to the activity and outing will be the indication of that.

The following policy for Day Students has been devised to promote fair and safe accessibility to the Student Life program.

In order to ensure the well-being and safety of the student, it is imperative for parents/legal guardians to make arrangements at least 48 hours in advance (via email or phone call) with the Youth Leader to have their child join the after-school program. Parents/legal guardians are also required to submit written permission to the school office the next day after they have contacted the Youth Leader, indicating specifically the date and time their child will be staying after school, as well as the time their child will be picked up and by whom. Parents/guardians are also required to sign their child out in the child's dormitory when picking them up. Additionally, students must participate in at least a half day of school in order to join after school dorm activities and trips (arrival by 11 am).

Sample of Permission Note:

My daughter, Jane Doe, is allowed to stay after-school on October 3rd. I will be picking up Jane at 7:30 p.m. Jane's Youth Leader confirmed the visit.

Sincerely, *Linda Doe*, Date:

Curfew

Parents/legal guardians are required to pick up their child by the curfew time. There are some activities and outings that will run pass the curfew time. Parents/legal guardians will be informed ahead of time the estimate time of arrival back to campus to help them plan accordingly.

Elementary Students: 7:30 p.m. curfew, Monday-Thursday

Middle School Students: 8:30 p.m. curfew, Monday-Thursday

High School Students: 9:00 p.m. curfew, Monday-Thursday

High School Day students are required to report to the dormitory to sign in immediately after school as well as upon returning to campus from town. They are also required to sign out of the dorm when they are ready to go home.

It is the parents/legal guardians' responsibility to inform transportation if their child is staying after school. Parents are expected to pick up their child according to the curfew time. Frequent tardiness will result in loss of privileges to stay after-school.

Overnight Campus Privileges

Day students who live more than 25 miles from OSD wishing to stay overnight for special events such as Prom, Homecoming, Alumni, PSA day, Special Holiday parties, etc., will need to have their parents/legal guardians (unless they are over the age of 18) contact the Youth Leader ONE WEEK in advance to obtain prior approval. Due to limited space in the dormitories, requests for staying overnight will be carefully scrutinized.

Athletic day students who have early morning departures on out-of-state trips, or late arrivals from game will be given priority to staying overnight in the dormitories. Athletic day students do have the option of becoming a residential student for the duration their chosen sport if there is space available.

Parents are required to submit written permission to the school office the next day after they have contacted the Youth Leader, indicating specifically the date(s) their child will be staying overnight in the dormitories. Parents will need to also inform transportation of the overnight stays.

Disciplinary Problems

Day Students are expected to adhere to Student Life policies and dorm rules and expectations while participating in after school activities. Failure to adhere to the Student Life policies, rules and expectations will result in restriction from participating in after-school programs and activities.

Technology Use Policy

The Student Life Department recognizes the importance of technology in today's modern world. Therefore, each dormitory has technology set aside for student's use. Students are encouraged to use the computer to communicate with their family members as well as to develop technical skills. The following technology safety policy has been devised to ensure that students access sites that are appropriate as well as refrain from potentially exposing themselves to predators on the Internet. Refusal to adhere to the computer policy will result in suspension of computer privileges. Students who bring their own iPads, tablets, laptops and other gadgets must fill out

the Personal Gadget/Sporting Equipment form in order to keep their devices/equipment in the dorm.

1. Student **MUST** sign in the *Computer Log Sheet* prior to using the computer, (e.g., Jane Doe #4 – 5:20 p.m. - 5:50 p.m.).
2. Students may **NOT** change the Active Desktop settings (wallpaper, screen saver, color setting, etc.) without prior approval from staff.
3. Students shall not observe other students working/operating computers. Students shall work alone.
4. Staff reserves the right to monitor/check students operating computers. Students are not allowed to shut off the computers, close the program, or block staff viewing. This may result in loss of computer privileges.

Elementary School

Elementary school students may use the computer for various games as well as access to the Internet to educational sites. Students can only communicate through IM with their family members. Parents/Guardians are responsible for supplying their screen names to Youth Leaders. Students may use the computer up to 15 minutes if other students are waiting.

Middle School

Middle school students may only use IM with family members. Students may use the computer up to 20 minutes if other students are waiting.

Maximum length of computer usage is 1 hour per day.

High School

High school students may use IM with an unlimited number of members. Students may use the computer up to 30 minutes if other students are waiting. If no other students waiting, students may continue to use the computer.

Maximum length of computer usage is 2 hours per day.

Consequences

See consequences for non-compliance of Dorm Rules.

Videophone Use Policy

Sorenson Video Relay Services graciously donated videophones for students to call from the dormitories. The following videophone guidelines have been established to ensure fairness and availability of phone usage:

- 20-minute phone limit at a time
- Phone calls cannot be placed during study hour unless for urgent or emergency reasons
- If there is no other student who would like to use the phone the student may continue to use the phone
- High School students may use the phone in the mornings (AM):
 - to inform their employer that they are ill or are running late for work or to call their families

- One student at a time when making a call
- Students **MUST** sign in the log sheet prior to using the videophone
- Calls cannot be made from dormitories to recreation and recreation to dormitories
- Calls may be made from dormitories to dormitories with a specific guideline posted in the dorms
- Appropriate behavior/conversation is expected. Abuse of the videophone means loss of phone use

Students may use staff's phone if they prefer to conduct voice-to-voice calls. The 30-minute phone limit applies. See consequences for non-compliance of Dorm Rules.

Student Vehicle Use Policy

Procedures

1. The following information must be on file in the Student Life office.
 - a. Name of the registered owner of the vehicle.
 - b. Student's driver license number and date of expiration.
 - c. The name of the liability insurance carrier and policy number.
 - d. The "Release of Liability" and permission form signed by parent/guardian.
 - e. The model, make, and year of the vehicle.
 - f. Vehicle license plate number.
 - g. Copy of registration form.
2. In addition, a *Car Permission Form* must be on file in the Student Life office. Students will adhere to the following guidelines:
 - a. Automobiles shall not be driven on campus except via the most direct route to park them.
 - b. All student vehicles must be parked in a specifically designated area on campus.
 - c. Students must drive their own vehicles.
 - d. Students are not allowed to drive other students' cars.
3. Students 18 years old or older may sign out independently; however, they must inform the Youth Leader and the Student Life supervisor who the driver is. The driver, when taking students (18 years old or older) off campus, must show and/or allow OSD to photocopy his or her driver's license.
4. Vehicles are not to be driven during the school day except for jobs, off-campus classes or home.
5. Freshmen/Sophomores are not allowed to drive cars at any time during the week. Cars are to be used from home to school and back only. Residential freshmen and sophomores must upon arrival to campus turn in their car keys to the Youth Leader. They may pick up their car keys Friday morning. Juniors may receive special permission to drive to/from work.
6. During the week, juniors and seniors may drive their cars to town. They can go to stores, restaurants, and work. They cannot visit private residence(s).
7. Students with driver's permit are not allowed to drive cars without a parent or a legal guardian. If a student violates this policy, He/She will be reported to the police.
8. Low grades and/or serious and/or frequent rule infractions will result in loss of driving privileges.

See consequences chart in *Student/Family Handbook* for violations to Student Vehicle Use policy.

If you want to fill out an automobile form, you may contact the Student Life Office at any time or during Registration Day.

Bicycle/Skateboarding/Rollerblading Safety Policy

The following policy has been devised to ensure that all students who ride on their wheels (bicycles, skateboards, rollerblades, etc.) are protected and safe. Please note that this policy applies to 18+ year old students as well.

1. Students may not ride on the ramps or indoors.
2. Students are encouraged to bring safety gear such as helmets, and arm/knee pads from home.
3. Students may not ride in the dark.
4. Students must only ride in the designated areas.
5. Borrowing of other students' recreational wheels (bikes, rollerblades, & skateboards) is not permitted.
6. Skateboarding/rollerblading off homemade ramps is not permitted.
7. Students must follow the designated routes for riding bikes and walking as stated on the map posted in the dormitories.

Dorm Expectations

Chores

Students are expected to perform their dorm chores as assigned.

Additional Note: Visiting in bedrooms is restricted. Students cannot enter other students' bedrooms. Visiting/socializing is allowed in the living room and recreation lounge.

Off-Campus Privileges

Freshmen, sophomores, juniors and seniors have off-campus privileges with staff supervision. Parental consent is required. Students 18 and older may sign their own off-campus consent form. Students must maintain a GPA of 2.0 to earn off-campus privileges. Off-campus hours are as follows:

GPA	0.0-1.9	2.0-2.99	3.0+	Open Weekend
Freshman	No	No	Tuesday	No
Sophomore	No	Tuesday	Tuesday & Thursday	No
Junior	No	Tuesday	Tuesday, Wednesday, & Thursday	See open weekend information
Senior	No	Tuesday	Monday, Tuesday, Wednesday, & Thursday	See open weekend information

Town

Students must follow the designated Town Curfew Policy as stated in the High School Schedule. Students are strongly encouraged to go to town and back to the dorm once. Repeated town leaves are not permitted. Students who violate state laws or student code of conduct in town will result in the following consequences:

1st offense: one quarter (9 weeks) loss of town privileges

2nd offense: one semester (18 weeks) loss of town privileges

3rd offense: one year (36 weeks) of loss of town privileges

Note: All of the rules apply to Middle School students, except Town privileges.

Chapter 5: Student Code of Conduct

Progressive Discipline Policy

The Ohio School for the Deaf has established rules to ensure the safety and well-being of all OSD students and staff. The following information is provided so that students and parents are aware of the various options as well as their rights.

Office Referral Form

If an OSD student breaks a rule, a staff member will write an Office Referral Form. The form will describe the student's behavior and the consequence for that behavior. The student will read the form and sign it.

Signing the form means that the student has read the paper and understands it. Refusal to sign the form does not excuse the student from the consequence.

Student Appeals

If an OSD student does not agree with the Office Referral Form, the student may talk to the following people in this order:

- Teacher or Youth Leader
- Youth Leader Supervisor
- Principal or Director of Student Life
- Superintendent

Nonviolent Crisis Response Team (CRT)

The Nonviolent Crisis Intervention (CI) team consists of staff that are specifically trained and certified in dealing with extenuating circumstances. The CI team receives intensive training each school year in dealing with situations where the safety of a student or others becomes endangered. The CI team possesses the problem-solving skills and techniques to deal with emotional situations as efficiently and delicately as possible. The CI team is also certified in physically restraining students who endanger themselves or others. If a physical restraint occurs, parents/guardians will be immediately notified.

Out of School Suspensions

Students who behave in such a way that their actions are a threat to health, safety, or property, constitute criminal activity or a disruption of school activities, or involve serious acts of insubordination may be suspended out of school for up to ten (10) days in any one school year. Suspensions may occur for actions that occur during school hours, after school hours, or during school-sponsored activities on or off campus. When a student is suspended from school, his/her parents must come immediately to pick up the student and he/she is not allowed on school grounds or at a school-sponsored activity during the suspension period. Provisions will be made to allow students to make up work to keep current; however, credit will not be given. Exceptions may be made at the discretion of the principal involved.

In addition, students who commit serious violations can face criminal charges from the Ohio State Highway Patrol. Parents are contacted immediately regarding suspension of their student, and it is their responsibility to come and pick up their child. A Suspension Letter will be sent to all parents regarding their child's suspension. The letter will include specific information as to the infraction(s) of the Code of Student Conduct that occurred, the length of the suspension, the date that the student may return to the OSD campus and the right to appeal the suspension

(see **Fair Hearings section below**). A copy of the Suspension Letter will be sent to the superintendent of the local school district of the child's residence.

If a student has been suspended for a cumulative total of 10 days, before the student can be suspended again, a formal hearing and an IEP meeting must be convened. The student's IEP may be re-written with information from functional behavior assessments (FBA) and manifestation determination (MD). The student may have to be placed back in the local school district. Record of a student's suspension is kept in his/her school file; however, this information is kept confidential and is not shared with anyone without written permission from the parent(s) or student (if over age 18). For example, if a prospective college requests a transcript from OSD, grade records are all that is sent. Suspension information is not shared.

In the event a student is suspended from OSD, it is the parents/legal guardian's responsibility to immediately come and pick up their child. In the event the parent/legal guardian is not able to come, it is the parents' responsibility to provide transportation means to have the student picked up and transported home or to send another family member to have the student picked up. Please note that it is imperative for the parents/legal guardians to pick up their child immediately when the student is suspended. If parents are noncompliant, the Children Service Bureau in their home area will be notified.

Procedures for Out of School Suspension

1. Administration investigates the circumstances of the rule infraction;
2. Administration notifies the parent of the suspension and reason for the suspension; the parent needs to make arrangements to come to pick up the student as soon as possible; unfortunately, if the parent cannot make arrangements to come immediately or have a relative pick up the student, OSD may need to notify the Children Services Bureau of neglect of duty;
3. The student will remain in either the In School Suspension classroom, the School Office, or the Student Life Office until the parent arrives. Normal meals will be served to students while waiting for parent pick-up;
4. Administration reviews official suspension notification documents with the student using his/her language preference, including making the student aware of his/her right to add information that may be pertinent and conditions of the suspension and obtaining acknowledgement signatures from the student. A copy of the documents is kept for the parent;
5. An official suspension notification letter is prepared to give to the parent when the student is picked up; the letter includes the specific information about the rule infraction(s) of the Code of Student Conduct, length of the suspension, conditions of the suspension (stay at home under the supervision of the parent; not to come onto school grounds or go to any school function), the date the student may return to school, requirement for a post-suspension phone or in person conference, and the parent's right to appeal the suspension (See Fair Hearings Section below);
6. A copy of the Suspension Letter will be sent to the student's school district of residence;
7. For more serious or repeated offenses, a conference between OSD and the parent will be required before the student may return to school. In these situations, when the student is picked up, the administrator or supervisor on duty will ask the parent whether they prefer a phone conference or a face-to-face conference with the Director of Student Life or Principal (Monday through Friday in the morning) on the day that the student is to resume school; the conference is required to:
 - a. Give the parent an opportunity to discuss the incident more fully, if He/She wants to;
 - b. Involve the student in the discussion, if appropriate, so that the student knows that the parent and the school are working together to assist the student in developing appropriate behaviors for school;

- c. Provide the student an opportunity to show that He/She knows that the misbehavior was not appropriate and to consider alternative behaviors that would be appropriate in the future;
- d. Provide an opportunity to discuss strategies that might prevent such actions from re-occurring; and
- e. Explore any need for other support services (such as counseling) for the student;
- f. Arrangements for the post-suspension conference, if required, will be communicated to the parent and the administration.

Students who are suspended out of school may need to complete assignments as provided by their classroom teachers during or soon after the suspension. Work needs to be completed so that gaps in learning do not occur. The classroom teacher will review completed assignments to determine if the student needs remedial assistance on the topics covered, but no credit will be given for work assigned during an out of school suspension. Students will earn zero (0) credit for assignments.

Fair Hearings

All OSD students/parents have the right to ask for a hearing regarding a suspension. They also have the right to appeal (make a complaint about) the suspension and should make arrangements for an appeal through the Superintendent's office within three (3) days of the date of the suspension.

Suspensions for Up to 45 Days

(Special Disciplinary Circumstances Relating to Weapons, Illegal Drugs, and Serious Bodily Injury)

In general, students with disabilities may be suspended out of school for only up to ten days in any one school year unless FAPE (a free and appropriate public education) is provided in an interim alternative educational setting (IAES). However, a student who violates one of the following Code of Conduct rules may be suspended for up to 45 days, although FAPE requirements still apply, regardless of whether the misbehavior has been determined to be a manifestation of the student's disability or not:

- Carrying a weapon to or possessing a weapon on school grounds or at a school function;
- Possessing or using illegal drugs or selling or attempting to buy a controlled substance while at school; or
- Inflicting serious bodily injury upon another person while at school or at a school-sponsored activity (necessitating medical treatment at a hospital or urgent medical facility).

Such a suspension is referred to as a change of placement for disciplinary reasons. OSD must follow the following procedures when weapons, illegal drugs, or serious bodily injury infractions occur:

- Notify the parent in writing of the decision by at least the day on which the decision was made;
- Provide the parent with a copy of *Whose IDEA Is This?* (a publication from the Ohio Department of Education) which contains information about parents' rights and due process procedures;
- Follow normal suspension procedures; and

- Ensure that the student will continue to receive FAPE although in another setting through communications with the student’s school district of residence.

Further, special education procedures allow for an IAES when the school believes that the student’s current placement is substantially likely to result in injury to self or others. In these rare circumstances, OSD must arrange to:

- Convene an IEP team meeting to review the IEP and address the reasons for the concern OR
- Immediately request an expedited due process hearing without holding an IEP meeting OR
- pursue an injunction from a court or other legal provisions

Parents are entitled immediately to:

- Notification by phone or FAX of an expedited hearing
- A copy of *Whose IDEA Is This?*
- Normal appeal procedures apply

Expulsions

The expulsion of students from OSD is governed by federal and state laws and rules. Specific guidelines are contained in the booklet, *Whose IDEA Is It?* that all parents received at the beginning of the school year.

Zero Tolerance

Amended House Bill 55 was passed by the Ohio General Assembly in August of 1997. It requires that each school in Ohio develop a “zero tolerance” policy for violent, disruptive, or inappropriate behavior and strategies to address the misbehavior, ranging from prevention to intervention. In addition, given the student violence at schools across our nation, spoken, written, or signed threats of violence toward another student or toward a staff member will also not be tolerated. This means that student acts of violence toward fellow students or adults will always have consequences, including routine reporting of incidents to the Ohio State Highway Patrol. Actual consequences at the Ohio School for the Deaf for violent and disruptive behavior will be determined based on the severity and duration of the offense, but might include:

- A warning with student counseling
- Time out (less than an half-hour)
- Consequences such as breakfast and/or dinner detention (40 minutes), dorm intervention program (DIP-all evening), Alternative Interventions & Mentoring (AIM- Students given AIM a consequence will start the program at 3:30 P.M. and remain in the program until being dismissed at 8:00 P.M. Students serving AIM cannot participate in sports. This means students cannot attend practices or games.
- Report to the Ohio State Highway Patrol
- Out of School Suspension (1 to 10 school days)
- Referral to a treatment facility (at least several months)
- An IEP review to change placement from OSD to a local program or home instruction (out of OSD completely)

Discipline Procedures for Younger Students

Students in grades K-3 and some slightly older students with special needs are in the process of developing self-control, exercising personal responsibility, learning social and school expectations, and recognizing dangerous situations and actions. This is a developmental process that requires instruction, modeling from parents and other adults, and reinforcement every day. We ask all parents to be patient as younger students learn these important skills.

When students have developed some habits that are detrimental to our goals for student behavior, it is important to teach correct replacement behaviors. For example, aggressive behaviors are replaced with conflict resolution skills. Teaching children to organize their materials in a safe place replaces disorganization, loss of items, or coming to class without necessary materials. Impulsive actions are replaced with learning to stop, think, and consider consequences before acting. Hurtful words and signs and disrespectful comments are replaced with kind words and acts of respectfulness. Students are taught to reflect upon their own actions, to state whether their actions were appropriate or not, and to tell other actions that might be more appropriate in the case of wrong behavior. Students are encouraged to seek adult assistance if other students are hurting them (this is different from “tattling” which is telling an adult with the purpose of getting another student in trouble).

Whenever possible, OSD advocates the use of positive consequences to reinforce the behaviors we want from younger students. Negative actions are used only as a last resort and only in conjunction with counseling from staff members. Corporal punishment and humiliating students are NEVER used. We may “ignore” some minor misbehaviors while we focus on more critical skill development areas with some students. While we try to be fair with all students, some students may have unique needs that require special interventions as indicated by a formal behavior plan through the IEP process. OSD’s Positive Behavior Support (PBS) program is a school-wide effort to teach appropriate social and behavior skills using positive recognition and consequences by focusing on a different skill area each week. Classroom use behavior incentive systems to promote good habits.

Occasionally, it is necessary to assign negative consequences to even younger students for more significant misbehaviors, particularly acts of aggression. Such consequences might include missing part of recess, a short time out, sitting in a separate area during mealtime, sitting with an administrator, cancelling recreation activities, assigning an early bedtime, or a short period in In School Suspension (ISS). Students may be suspended out of school for a day. Parents will be notified when negative consequences have been assigned.

Students given DIP as a consequence will be expected to follow through with the designated disciplinary strategy Mondays through Thursday from 3:30 p.m. until 8:00 p.m. On Sunday, students are exempted from serving DIP; however, they may be required to stay in the dormitory and lose recreation privileges.

Students who are involved in sports will be excused from DIP to attend and participate in sports. However, they will be expected to make up the consequence at the very next available time.

Student Code of Conduct

Rules and Consequences

The Ohio School for the Deaf *Student Code of Conduct* is specifically designed in a non-complicated language, which clearly states the rules and consequences for students to abide by. The rules and consequences are to ensure the safety and well-being of all OSD students,

teachers, youth leaders, and staff. Consequences vary according to the nature of the rule and the number of times it has been violated.

Positive Behavior Intervention and Supports (PBIS)

Ohio Administrative Code - OAC 3301-35-15 established standards for the implementation of positive behavior intervention supports (PBIS) and the use of restraint and seclusion and requires each school district to implement PBIS on a system-wide basis. PBIS incorporates empirically validated practices into a framework designed to support all students and all staff within schools. PBIS is based on the principles of applied behavior analysis and the prevention approach and values of positive behavior support. PBIS is designed to prevent chronic behavioral challenges, provide early intervention for children and youth displaying minor but repeated patterns of problem behavior, provide pro-active supports to children and youth at-risk and those with emotional disturbances to allow them to successfully remain in the general education environments with the appropriate supports, and to provide instruction, practice and reinforcement for students regarding expected behaviors in the various school settings.

Office Referral Form Definitions of Problem Behaviors

Minor Behaviors

Brief or low-intensity problem behaviors that do not significantly halt or interrupt student learning or the school/dorm environment. Minor problem behaviors which occur during the school day will be handled by the school staff. Minor problem behaviors which occur during after-school hours will be handled by Youth Leaders and recreation staff members. Staff will use their own discretion in determining consequences. Please note that a Minor problem behavior that is repeated 3+ times in any two week period of time and in the same setting may result in Major problem behavior action with the approval of the Youth Leader Supervisors, Principal, or Director of Student Life.

Major Behaviors

Extended, repeated, or high-intensity problem behaviors that significantly halt or interrupt student learning or the school/dorm environment. Major problem behaviors will be handled by the Principal or Director of Student Life.

Minor Problem Behaviors	Definition
Defiance/Non-Compliance	Brief or low-intensity failure to respond to adult requests
Disrespect	low-intensity, socially rude or dismissive messages to adults or students
Disruption	Low-intensity, but inappropriate disruption
Dress Code Violation	Clothing that is near, but not within, the dress code guidelines
Inappropriate Language	Low intensity instance of inappropriate language
Physical Contact	Non-serious, but inappropriate physical contact
Property Misuse	Low-intensity misuse of property
Tardy	Arrives to assigned area/class after expected (<3 minutes; without a pass)
Technology Violation	Non-serious, but inappropriate use of cell phone, pager, music/video players, camera and/or computer
Other	Other minor problem behaviors that do not fall within the above categories, but temporarily halt or interrupt student learning or the school/dorm environment

Major Problem Behaviors	Definition
Abusive Language/ Inappropriate Language/ Profanity	Verbal/signed messages that include swearing, name calling or use of words in an inappropriate way
Bullying	Messages that involve intimidation, teasing, taunting, threats, or name-calling
Defiance/Insubordination/Non-Compliance	Refusal to follow directions or talks back
Disrespect	Socially rude and/or dismissive messages to adults or students
Disruption	Behavior causing an interruption in a class or activity
Dress Code Violation	Clothing that does not fit within the dress code guidelines
Fighting	Mutual participation in an incident involving physical violence
Forgery/Theft/Plagiarism	Possession of, hiding, holding, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own
Gang Affiliation Display	Gestures, dress, and/or speech to display affiliation with a gang
Harassment	Disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or any other protected class
Inappropriate Display of Affection/Sexual or Obscene Acts	Inappropriate, consensual verbal and/or physical gestures/contact of a sexual nature to another student or adult
Inappropriate Location/Out of Bounds Area	In an area that is outside of boundaries (as defined by activity and/or department)
Lying/Cheating	Messages that are untrue and/or deliberately violate rules
Physical Aggression	Actions that involve serious physical contact where injury may or did occur
Property Damage/Vandalism	Activity that results in destruction or disfigurement of property
Repeated Minor Behavior	Minor problem behavior that is repeated 3+ times in any two week period of time and in the same setting
Skip Class	Leave or miss class without permission
Tardy	Arrives to assigned area/class after expected (3+ minutes; without a pass
Technology Violation	Inappropriate use of cell phone, music/video players, camera, computer or other electronic devices
Truancy	Receive an "unexcused absence" for a ½ day or more
Use/ Possession of Alcohol	Use or possession of alcohol
Use/Possession of Combustibles	Use or possession of substances/objects readily capable of causing bodily harm and/or property damage
Use/ Possession of Drugs	Use or possession of illegal drugs/substances, imitations, or paraphernalia
Use/ Possession of Tobacco	Use or possession of tobacco
Use/ Possession of Weapons	Student is in possession of knives, guns (real or look alike), or other objects readily capable of causing bodily harm
Other	Other major problem behaviors that do not fall within the above categories, but significantly or repeatedly halt or interrupt student learning or the school/dorm environment

Disciplinary Actions

Minor Problem Behaviors
The following classroom/dorm interventions may help students change their behavior in the classroom/dorm. If these interventions are successful, then the Office Referral Form is not necessary.
<ul style="list-style-type: none">• Reinforcement of appropriate behavior• Warning• Conference with student• In-class "Time-Out"• Seat/table change• Arranged break in another class/dorm
If classroom/dorm interventions have not been effective, then the following interventions may help students change their behavior in the classroom/dorm. If these interventions are not successful or a Minor problem behavior is repeated 3+ times in any two-week period in the same setting, then the Office Referral Form may be necessary.
<ul style="list-style-type: none">• Written reflection of behavior• Letter of apology• Written or signed apology• Loss of privileges/points• Parent contact (email, phone, text, VP)• Simple classroom behavior contract• Community service• Restitution• Lunch detention• Dorm restriction• Office Referral Form (optional)
Major Problem Behaviors
If classroom/dorm interventions continue to be ineffective, then the following interventions may help students change behavior in the classroom/dorm. In addition, an Office Referral Form must be completed.
<ul style="list-style-type: none">• Conference with student• Parent conference• Lunch Detention• Time in Office• Dorm Restriction• In-School Suspension• Community Service
If classroom/dorm interventions continue to be ineffective, then the following interventions may help students change behavior in the classroom/dorm. In addition, an Office Referral Form must be completed and the parent/guardian must be notified.
<ul style="list-style-type: none">• In-School Suspension• Dorm Restriction• Restricted Activity• Class/Dorm change• Remain within eye contact• Suspension of athletic, school, dormitory, or recreational activity• Referral to counseling services• Staffing• Individual Education Plan (IEP) meeting

- Functional Behavior Assessment (FBA)
- Behavior Intervention Plan (BIP)

If classroom/dorm interventions continue to be ineffective or if a single incident warrants, then the following interventions may help students change behavior in the classroom/dorm. In addition, an Office Referral Form must be completed and the parent/guardian must be notified.

- Bus Suspension
- In-School Suspension
- Out-of-School Suspension
- Dismissal from athletic, school, dormitory, or recreational activity
- Manifestation Determination
- Individual Education Plan (IEP) meeting
- Appropriate law enforcement authority(ies) contact
- Expulsion
- Referral back to LEA

Ohio School for the Deaf PBIS Flowchart

Observe Problem Behavior

Q: Is the problem behavior Staff or Office Managed?

- Staff Managed (Minor Problem Behaviors)**
- Redirect student (verbal warning/reminder)
 - Review expected behavior
 - Reteach expected behavior
 - Discuss expected behavior and consequences
 - Implement an intervention strategy
 - Document intervention

Q: Is the problem behavior corrected?

Yes

- Recognize and reinforce the corrected behavior

No

- Reevaluate
- Implement other intervention(s)
- If same Minor Problem Behavior occurs 3+ times in any 2 week period in same setting, then complete Office Referral Form

Staff Managed	Office Managed
Defiance	Abusive Language/ Inappropriate Language/ Profanity
Disrespect	Bullying
Disruption	Defiance/Insubordination/ Non-Compliance
Dress Code Violation	Disrespect
Inappropriate Language	Disruption
Physical Contact/ Physical Aggression	Dress Code Violation
Property Misuse	Fighting
Tardy (<3 mins.; w/o pass)	Forgery/Theft/Plagiarism
Technology Violation	Gang Affiliation Display
	Harassment
	Inappropriate Display of Affection/Sexual or Obscene Acts
	Inappropriate Location/Out of Bounds Area
	Lying/Cheating
	Physical Aggression
	Property Damage/ Vandalism
	Repeated Minor Behavior (3+ times in any 2 week period in same setting)
	Skip Class
	Tardy (3+ mins.; w/o pass)
	Technology Violation
	Truancy
	Use/Possession of Alcohol
	Use/Possession of Combustibles
	Use/Possession of Drugs
	Use/Possession of Tobacco
	Use/Possession of Weapons

- Office Managed (Repeated Minor Problem Behaviors and/or Major Problem Behaviors)**
- Staff completes Office Referral Form
 - Student is referred to Lonnie Pitt (school) or Supervisor (dorm) as soon as possible

- Lonnie/Supervisor will review Office Referral Form to determine the appropriate action and consequence

- If Consequence is:**
- Conference with student
 - AIM
 - In-school Suspension
 - Parent Conference
 - Time in Office

- Lonnie/Supervisor Will:**
- Keep student in class/dorm
 - Document the action taken on Office Referral Form
 - Send copy of Office Referral Form to Cindy Whicker (if school), Terry Lineberry (if dorm), Social Worker, School Counselor, teacher, Youth Leader, and Principal

- If Consequence is:**
- Expulsion
 - Out-of-School Suspension

Lonnie/Supervisor will refer student to Principal

- Principal will:**
- Determine the appropriate action and consequence
 - Document the action taken on Office Referral Form
 - Send copy of Office Referral Form to Cindy Whicker (if School), Terry Lineberry (if Dorm), Social Worker, School Counselor, Teacher, Youth Leader, and Principal

Cindy Whicker (school) or Terry Lineberry (dorm) will input the information into SWIS