

WELCOME

The faculty, staff, and administration welcome you to Hilliard Tharp Sixth Grade School. It is our sincere hope that you will find this year challenging, exciting, and rewarding. Your success in school will depend upon the development of effective study habits, regular attendance, and self-discipline.

The goal of HTSGS is for each student to achieve his/her greatest potential. To reach this goal, there must exist a cooperative effort on the part of students, teachers, administrators, parents and the community. We urge your cooperation in this venture and assure you that the results will be well worth the effort.

It is generally recognized that participation in school activities increases one's academic success. For this reason, all of us at HTSGS encourage you to become involved in the wide variety of activities that will occur this year. Participation in school activities generates a sense of loyalty and pride. Remember, this is YOUR school. Plan to be a part of extracurricular events and show your school spirit.

The purpose of this handbook is to help you become aware of your privileges, opportunities, and responsibilities as a citizen of this school. Each student should read this handbook and be knowledgeable of its contents. Please have your parents read this handbook as well. If you, or your parents have questions or concerns about the procedures outlined in this handbook, please feel free to contact a teacher, counselor, or administrator for an explanation.

MISSION STATEMENT

"The Hilliard Tharp staff will provide a diverse and supportive learning environment for all sixth grade students that will enhance their transition from intermediate to middle school grades." The focus will be to provide hands-on opportunities for educational enrichment, and the development of age-appropriate personal and socialization skills. Self-respect and respect for others will be the underlying teaching objective shared by all staff members as they plan and coordinate the curriculum and activities in a united effort. Parental support of the students, staff and administration, as well as the goals of the building, will be fostered through on-going communications.

DISTRICT MISSION STATEMENT

In concert with family and community, the Hilliard City School District will empower all graduates to thrive in the 21st century.

GIFTED NOTIFICATION

The Hilliard City School District accepts referrals for potentially gifted students from parents, teachers, qualified professionals, and members of the community, as well as from students who self-refer. In addition, existing data from a wide variety of sources are examined in an effort to locate students who can be identified without further assessment, as well as those for whom additional data are needed. The data review and referral processes are created to insure the work and behavioral characteristics of all students are reviewed and considered in a fair and equitable manner. Further information is available from the Gifted Services department, your building principal or designee, and the Hilliard City Schools website (select gifted services department).

ESEA NOTIFICATION

As a parent of a student in the Hilliard City School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Specifically, you have the right to know whether your child's teacher has been licensed or certified by the Ohio Department of Education for the grades and/or subjects he or she teaches or if the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances. You also can request such information as the teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees. You may also ask if any teachers' aides or similar paraprofessionals who provide services to your child have the proper qualifications. The Director of Human Resources is your contact for information.

DAILY TIME SCHEDULE

The student school day will begin at 7:25 a.m. and conclude at 2:15 p.m. No student should be dropped off at the building before 7:20 a.m. for any reason, due to our inability to supervise students prior to that time. Office hours will be from 7:00 a.m. to 3:30 p.m., Monday through Friday.

- 7:25 a.m. DOORS OPEN. STUDENTS MAY ENTER BUILDING, GO TO THEIR LOCKERS, AND REPORT TO HOMEROOM.
- 7:30 a.m. TARDY BELL. ALL STUDENTS SHOULD BE IN ASSIGNED SEATS IN HOMEROOM PRIOR TO THE SOUNDING OF THE BELL. LATE ARRIVALS MUST REPORT TO THE OFFICE.

STUDENT ARRIVAL/DEPARTURE

1. Bicycle riders are expected to park their bicycles in the designated area. Recreational riding is not permitted at any time.
2. Skateboards are not permitted on school grounds during school time. Skateboards present a danger to the student and to others at the busiest times of the day.
3. Students who walk to and from school are requested to walk on established walkways and paths and not cut across grass areas. NEVER walk between buses.
4. School rules and policies will be in effect for all students en route to and from school.
5. Students that come to school by automobile are to be let out as quickly and safely as possible at the main entrance in the front of the building.
6. The roadway behind the building is the bus-loading zone and is not to be used by any other vehicles.

Once a student arrives AT school, whether by walking, bicycle, bus, or other means, he/she is not to leave unless authorized by school personnel. The procedure for an early dismissal is outlined under attendance procedures. Students are not to loiter in parking lots before and/or after school.

ATTENDANCE/ABSENCES

Good attendance is an important factor in school success. Since it is impossible to recreate the instructional day through make-up assignments, regular attendance is crucial. If it is necessary for a student to be absent, the following procedure must be followed:

1. Call the Hilliard City Schools Hotline anytime at 777-2222 (ext 2705). Report your child's name, team letter, and reason for absence.
2. If the office doesn't receive the phone call by 9:00 a.m., we will attempt to contact you. If we are unable to reach you by phone, a post card will be mailed.
3. On the day the child returns to school, please send a note to the office listing the date(s) and reason for absence. Please refer to the following example:

SAMPLE:

Dear School,
Please excuse John Doe, Team 1,
from school, on October 10, for the
following reason: Personal illness.
Mrs. Doe
555-1212

4. If the school does not receive a note explaining the student's absence within three days of the student's return to school, the parent will be contacted as to the reason. If a student is dismissed early for a doctor's appointment or for another valid reason, the student must bring a note signed by his/her parent or guardian. The parent must meet the child in the school office before the child will be excused.
5. Students who accompany their families on vacation of reasonable length shall not be considered truant. However, the principal's office and the student's teacher must be notified of such absence two weeks in advance. Make-up work shall be at the discretion of the teacher and the building principal. Trips of more than ten school days shall not be approved except in extraordinary circumstances as determined by the principal/designee.

STUDENT ATTENDANCE REGULATIONS

ATTENDANCE & COMPULSORY EDUCATION:

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session. Such attendance must begin within the first week of the school term, or within one week of the school term, or within one week of the date on which the child begins to reside in the district. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. The Ohio Revised Code classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

1. Personal illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
2. Illness in the family. The absence under this condition shall not apply to children under 14 years of age.
3. 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.
4. 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.
5. Home work due to absence of parents or guardians. Any absence arising because of this condition shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observance of religious holidays. Any child of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
7. Emergency or set of circumstances which, in the judgment of the Superintendent, constitutes a good and sufficient cause for absence from school. Absence as a result of an approved field trip shall be an excused absence.
8. Family trips. Forms must be submitted and completed within two weeks of the scheduled trip. Each student is limited to one approved trip per school year without loss of academic standing, providing proper assigned make-up work is completed, including tests and final examinations. Per Board Policy JED, students who are absent for more than 10 consecutive school days, due to a family vacation or being out of the area / country, will be withdrawn. Parents will need to re-enroll the student upon their return.

Only the administration can authorize absences from school. An explanation for an absence by the parent or guardian of a student does not constitute an authorized absence under O.R.C. guidelines.

SCHOOL TRUANCY:

School truancy complaints will be submitted to the Franklin County courts if school intervention programs are not successful.

TARDY TO SCHOOL:

A student is tardy to school if he or she is not in the homeroom before the tardy bell rings. If for any reason a student is tardy, he/she must report to the office to receive a slip admitting him/her to homeroom or class. Students who are absent for any part of the day must report to the office before going to class. Tardiness to school becomes part of a student's attendance record. Penalties may be assessed for unexcused tardiness.

The following reasons constitute an excused tardy if a parent note is brought to the office on the day of or the day following the tardiness:

1. Family/home emergency
2. Personal illness
3. Medical appointment
4. Severe weather

Students are not counted tardy if they are on a school bus that arrives late to school.

ATTENDANCE PROBLEM PROCEDURES

CHRONIC TARDINESS: Being late for school more than twice in one week or more than five times in one grading period will result in disciplinary action. The consequences are cumulative and will be assigned in the following order: behavior incident report, detention, Saturday school, in-school suspension.

CHRONIC ABSENTEEISM: Unexcused absence for three or more days in one grading period is a serious problem. If the problem continues, the superintendent's designee may be asked to help solve the problem. If a student is absent five or more consecutive days (or has five days unexcused absence) in a semester, the parent or guardian must come to the school office with the student before the student will be allowed to return to school.

RULES OF CONDUCT

SUBSTITUTE TEACHERS: Our school is fortunate in having capable people to help us whenever regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher.

AUTHORITY OF ADULT SCHOOL EMPLOYEES: All of the adult employees of the Hilliard Tharp Sixth Grade School have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any adult employee corrects any student, whether the employee is faculty, clerical, cafeteria, custodial, or bus driver, the student is expected to accept such correction.

CLASSROOM EXPECTATIONS

MATERIALS: Students will always be expected to have proper materials when they report to classes. Proper materials include a three-ring notebook with pencil pocket, subject dividers, and a supply of notebook paper. This notebook is to be carried to each class and home each day. It will be the focus for the organization of all study materials. In addition, some classes will require a textbook. Teachers will provide information pertaining to other required materials.

TEXTBOOK CARE: In most classes, students will be issued a textbook for use for the entire year. Upon receiving a book, look through it carefully, making notes about damage caused by previous users. Make a note of the page number and the damage. Also, be sure to enter your name in ink in the place provided. This is extremely important so that your book can be returned if it is lost or stolen. Each year many students go without textbooks for long periods of time because they have failed to put their names in their textbooks.

LOCKERS

All lockers made available for student use on the school premises are the property of the school district. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function or which are forbidden by state law or school rules. The student's use of the locker does not diminish the school district's ownership or control of the locker. The school district retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous material such as weapons, illegal drugs, or alcohol. Lockers will be assigned by the office only. Students who experience difficulty with a locker and need repairs should report the information in the office. DO NOT store money or valuable items in the locker. You will find that your locker will operate best and keep your belongings safe if you follow these precautions:

1. Do not release your combination to anyone.
2. Do not "set" your lock so that it can be opened by dialing only the last number.
3. Always be sure that nothing obstructs the door or the latches in such a way that you must force the door closed.
4. Avoid leaning or hanging on the door once it is open.
5. Close the door gently and turn the lock dial a couple turns upon closing the locker. Do not slam the door.
6. Promptly report any problem you have with your locker to the office.

Students are permitted to go to their lockers at the following times: before school, before lunch, after lunch, and before dismissal.

IMPORTANT: Students found guilty of abusing their assigned lockers, causing damage or need for repair will be assessed a repair charge.

INTERROGATIONS AND SEARCHES

INTERROGATION OF STUDENTS BY LAW ENFORCEMENT OFFICERS:

Before any interrogation of a student on school grounds by a law enforcement officer (except in suspected child abuse cases), a school administrator must notify the student's parents. Lacking consent from the parent and appropriate legal documentation, the law officer shall be advised to make arrangements directly with the student's parent to coordinate such questioning.

SEARCH AND SEIZURE:

Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of the school district. Administrators and teachers shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school district. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Lockers are the property of the Board of Education. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. A copy of this policy must be posted in a conspicuous place in each school building that has lockers.

LOST AND FOUND

The office manages lost and found articles in the school. If you have lost something, please check with the office personnel for assistance. Don't wait for long periods of time before checking for lost articles.

TELEPHONES

Students are not to call home if ill, BUT MUST REPORT TO THE OFFICE. The secretary will call if arrangements must be made for the student to leave school. The office telephones are not generally for students' use. They may be used by students for school business with permission of the principal, assistant principal, a teacher, or secretary.

USE OF ELECTRONIC DEVICES

Students are strongly encouraged to leave their cellular phones and other electronic devices at home. These are expensive items and the school cannot be held responsible for their loss or the theft of any phone or electronic device. Any phone or electronic device will be subject to confiscation, if it creates a disruption to the academic environment. A student using an electronic device which creates a disruption, or refusing to follow a reasonable request from a staff member pertaining to the phone or device, may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film / record / take pictures of any student or staff member is prohibited.

STUDENT BEHAVIOR

HTSGS students are expected to live up to high standards of personal conduct. Such standards are important for personal pride and achievement as well as school pride and reputation. A few students displaying inappropriate behavior can damage the reputation of the entire school.

DISCIPLINE:

The discipline procedures of the district shall be based on the premise that every student attending school is able to differentiate between right and wrong, that every student is aware that he/she is attending school primarily to learn and profit through the course of study, and that constituted authority and school regulations are necessary for the proper conduct of the schools.

The Board recognizes that it has a solemn obligation to protect the public property entrusted to its care and to protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so.

Any student who demonstrates that he/she is unable to differentiate between right and wrong, or who has no apparent desire to profit from the course of instruction, or who has no regard for the rights of other students, or any combination of the above, is subject to severe disciplinary action including exclusion from school.

DETENTION:

Teachers and administrators will assign after-school detentions to any student who has not met school expectations. This includes, but is not limited to, misconduct, irresponsibility, or attendance-related matters. A one-day advance notice to parents will be provided. It becomes the responsibility of the parents to arrange transportation.

DENIAL OF PRIVILEGES:

Students who accumulate numerous disciplinary referrals may be restricted from attending one or all of the following activities: social functions, field trips, assemblies, or school sponsored clubs.

SATURDAY SCHOOL:

Saturday School is considered an opportunity for a student to serve a penalty without loss of academic standing or loss of valuable instructional time.

A student may be assigned to attend Saturday School as a consequence of the following disciplinary infractions:

1. Not following school rules and/or policies.
2. Excessive tardiness to school or class.
3. Unexcused absence from school or class.
4. Failure to serve teacher assigned, after school detentions.
5. Failure to serve assigned noon detentions.
6. Excessive referrals for wearing hats in the building, chewing gum, and bringing portable electronic devices to school.
7. Other school rule infractions or violations of policy.

Once a student is assigned to a Saturday School Session, the following rules will apply:

1. Students must be at Weaver Middle School by 8:00 a.m.
2. There will be no talking among students once the supervisor calls the session to order.
3. Students will remain seated unless otherwise directed by the supervisor.
4. A student wishing to ask a question will raise his/her hand and wait until the supervisor attends to the question.
5. A restroom break of five minutes will be permitted to each student.
6. Each student is to bring sufficient school-type work to remain the entire time. Sleeping, listening to radios or other electronic gadgets, playing with toys, and eating or drinking is not permitted.

Violation of any of these rules will result in the student being dismissed and additional sessions added. Failure to serve the assigned session will result in an out of school suspension. Transportation will be the responsibility of the student and/or parent. Students will be admitted in the building at 7:55 a.m. and dismissed at 10:00 a.m. Rides should be available promptly at that time.

MISCONDUCT ON SCHOOL BUSES:

The driver shall report misconduct to the principal at the earliest opportunity. Depending on the severity of the offense, these guidelines will apply:

1st Referral:	Verbal warning and notification of parents
2nd Referral:	One to three day removal from transportation
3rd Referral:	Five to ten day removal
4th Referral:	Removal for remainder of the year

Extreme offenses, even if just on first referral, may result in removal from transportation and/or suspension, or possible expulsion from school.

STUDENT CONDUCT

The following types of misconduct shall most ordinarily result in suspension, expulsion or removal:

1. The possession, use; arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug, intoxicant of any kind, or "look alike" drug.
2. Theft or damage or destruction of personal or school property, or possession of stolen personal or school property, including copyrighted materials.
3. An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual contact, defined as any touching of an erogenous zone of another.
9. Sexual harassment, assaults, acts, or gestures directed toward students or other individuals.
10. Ethnic Intimidation.
11. Disruption or interference with curricular or extracurricular activities.
12. Insubordination, including intentional interference with the teacher's conduction of the class, failure to obey a reasonable request, or failure to identify oneself to school personnel when requested.
13. Inciting to riot or to disrupt the operation of the school.
14. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related activity.
15. Use of profane, vulgar, or other improper language.
16. Violation of special rules of conduct for school buses.
17. Violation of the smoking policy including smokeless tobacco products.
18. Establishment and conduct of clubs and organizations without official approval.
19. Stealing, and/or cheating on tests or other school assignments.
20. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
21. Publication, display and/or distribution of unauthorized materials.
22. Tardiness to class or school.
23. Truancy and other unexcused absence from class or from school.
24. Fraud or forgery of school or parental documents.
25. Inappropriate or bizarre attire, or violation of rules as set forth in student handbooks.
26. Failure to accept discipline or punishment.
27. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
28. Misuse of Technology/Computers.
29. Laser pointers are banned from school buildings, vehicles, and on school property except for educational purposes.

INFORMING STUDENTS OF EXPECTATIONS:

Each student in the Hilliard City School District shall receive annually, a copy of current policies, rules, regulations, and procedures commonly known as a student/parent handbook.

The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined.

A copy of the types of misconduct, which may result in suspension or expulsion, shall be posted in a central location in each school.

Copies of the policy pertaining to suspension and expulsion shall be available to all students upon request.

SUSPENSION APPEALS:

A student remains suspended or expelled for the duration of the suspension or expulsion or until action is taken on any appeal. In-School Suspensions cannot be appealed per Board of Education Policy JGD. Any request for an appeal of a suspension or expulsion must be made within 24 hours after receipt of the suspension/expulsion notice to the Superintendent of Schools.

Any appeal hearing must be scheduled within one week of the date of the suspension/expulsion, unless the Superintendent grants an extension time at the request of the student and/or his parent or guardian.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the district with an educational environment that is free of the dangers of firearms, knives and other dangerous weapons and chemical devices.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle, or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle, or to any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle, or to any school sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

The Superintendent may establish a community service program that may be performed in conjunction with, but not in place of, an expulsion imposed upon a student who brings a firearm or knife onto school property. The option of imposing community service in lieu of extending the expulsion into the following school year cannot be extended to a student who is expelled for doing so.

Students who wish to enroll in the Hilliard City Schools under Ohio Revised Code 3313.64 or 3313.65 but who have been expelled from another school district under Ohio Revised Code 3313.66, and the expulsion has not expired, may be offered an opportunity for a hearing with the Superintendent of the Hilliard City Schools.

Admission to the Hilliard City Schools may be temporarily denied by the Superintendent until the expiration of the expulsion period.

STUDENT DRUG, TOBACCO AND ALCOHOL

Definitions

For purposes of these policies and regulations, the following definitions shall apply:

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances, and clove cigarettes.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distribution, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance normal for the particular student (determination by school authorities as to what constitutes "under the influence" is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual (even if not for profit) any alcohol, drug or tobacco products.

Extra-Curricular: Extra-curricular activities are those activities sponsored by, supported by, and identified by the Board and are an extension of the "normal" school day. Activities included are: all athletics, instrument and choral groups, student council, drama, cheerleading, all school clubs, school-sponsored and board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student's membership can be retained, but his/her participation will cease). This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar Year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school recognized sport, club or activity.

STUDENT DRUG, TOBACCO AND ALCOHOL

POLICY STATEMENT

It is the Board of Education's primary concern that educational, co-curricular and extracurricular programs for all students proceed in an orderly and non-disruptive manner. Sale, use, or possession of drugs, counterfeit drugs, alcohol, or tobacco by students is an obstacle to this objective and interferes with the rights of students to receive quality academic instruction.

The Board recognizes that use of illicit drugs and unlawful possession and use of alcohol is wrong, harmful and illegal. It also recognizes that individuals who are experiencing problems with alcohol and other drugs need assistance, which may vary; the District is committed to working cooperatively with student and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and re-entry programs for students. Such District resources as student groups, parent groups, school psychologists, student assistance coordinator, core team and special transitional programs are to be encouraged, made available, and recommended. Students and parents will also be given information about outside agencies and encouraged to take advantage of their services and programs. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions through Parent/Student Handbooks. Compliance with these standards of conduct is mandatory for students.

Hilliard students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol. They shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds, at all times. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation.

This policy is subject to enforcement and/or disciplinary action:

1. On property owned, leased by, or under control of the Board, including vehicles for transporting students.
2. On any public or private property during scheduled school hours including recess, lunch and class changes.
3. At any school-sponsored or sanctioned activity or event away from or within the District.

Actions set forth below will be considered normal disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Board.

Students who voluntarily request assistance or counseling/self referral in situations where no offense, as specified below, has been detected, will not be subject to disciplinary action based on information divulged.

Where an offense, as specified below, has been detected, violations of school policy will not be excused because the student has requested counseling.

Offenses and violations of this policy are accumulative:

1. During a student's participation in educational, co-curricular and extra-curricular activities at the elementary years (K-6).
2. During a student's participation in educational, co-curricular and extra-curricular activities at the middle school years (7-8).
3. During a student's participation in educational, co-curricular and extra-curricular activities at the high school years (9-12).

According to state law, the Superintendent has the option of notifying the registrar of motor vehicles or Franklin County juvenile judge whenever a student is suspended or expelled for drug and/or alcohol possession or abuse. This may result in the loss of the student's driver's license.

STUDENT DRUG, TOBACCO AND ALCOHOL REGULATION

Offenses and Disciplinary Action

A. Selling or distributing any quantity of drugs and/or alcohol.

1. First offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Consultation with the parent(s) and student emphasizing available counseling services for drug assessment will be conducted.
 - d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
 - e. The student will be suspended out of school for ten (10) days and *may* be recommended for expulsion.
 - f. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.
2. Second and subsequent offenses:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Consultation with parent(s) and the student emphasizing available counseling services for drug assessment will be conducted.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
 - e. The student will be suspended out of school for ten (10) days and *will* be recommended for expulsion.
 - f. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

B. Possession and/or use of drugs and/or alcohol.

1. First offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted. Following the consultation, parents and student must agree to one of the following options:
 - 1) The student shall be suspended out of school for seven (7) days **–OR–**
 - 2) The student will be suspended out of school for a minimum of five (5) days if the student and parents ask for and receive an assessment in a certified drug/alcohol counseling program within ten calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations **–OR–**
 - 3) The student will be suspended out of school for three (3) days if they complete all of the assessment requirements in B.2. above and the student and parents must agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours by the student and at least one parent, of alcohol, drug education as agreed to by school officials. A written proof of attendance is required to be sent to the school officials. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations.
 - d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
 - e. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

2. Second offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
 - d. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
 - e. Parking privileges will be removed for one calendar year (365 days), where applicable.
 - f. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.

3. Third offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Parking privileges will be removed for one calendar year (365 days), where applicable.
 - d. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
 - e. The student will be suspended out of school for ten (10) days and recommended for expulsion.

C. Possession of drug paraphernalia.

When the student is found in possession of drug paraphernalia:

1. First offense:
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned a three (3) days out of school suspension.
 - d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
2. Second offense:
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned five (5) days out of school suspension.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
3. Third and subsequent offenses:
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned a ten (10) days out of school suspension.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

D. Possession and/or use of tobacco, matches, lighters, or other paraphernalia.
No student shall possess or use tobacco. Failure to comply will result in disciplinary action:

Possession/Use of Tobacco

1. First offense:
 - a. Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension will be reduced to two (2) days.
 - b. The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).
2. Second offense:
 - a. Five (5) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
3. Third offense:
 - a. Ten (10) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Possession of Matches, Lighter, Paraphernalia

1. First offense:
 - a. Three (3) days time out room.
 - b. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
2. Second offense:
 - a. Three (3) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
3. Third offense:
 - a. Five (5) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
4. Fourth offense:
 - a. Ten (10) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Follow-up Services

Upon return from residential or outpatient treatment, the following support services will be provided:

1. Student, parent(s), Student Assistance Coordinator, counselor and administrator (when available) may have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meeting(s), i.e., AL-ANON, Tough Love.
3. Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or student assistance coordinator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor or student assistance coordinator for a minimum of eight weeks.

Due Process Procedures

A participant suspected of violating any of the above-mentioned regulations will be afforded the rights of students being considered for suspension or expulsion from school under the District's Code of Student Conduct if removal from a curricular activity for twenty-four hours or more is contemplated.

This policy will be included in all student handbooks.

Costs: All costs for any rehabilitation program or counseling for a tobacco, alcohol, or drug problem under these regulations shall be the responsibility of the student.

Relationship of These Policies and Regulations to the District's Code of Student Conduct

These policies and regulations supplement the District's Code of Student Conduct and are administered independently of that Code. A violation of these regulations may also independently violate the Code of Student Conduct and result in suspension or expulsion from school or removal from curricular or extra-curricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

STUDENT CONDUCT

(Zero Tolerance)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/ designee develop regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and Local ordinances.

The student Code of Conduct is made available to students and parents and is posted in a central location within each building.

ETHNIC INTIMIDATION

The Board of Education of the Hilliard City School District recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, profanity, denigrating racial or religious remarks, obscene gestures, and other conduct of this type. Other forms of ethnic intimidation might be fighting, vandalism, or threats and would be punishable under one or more sections of the Code of Conduct.

This policy of the Board of Education is subject to enforcement and/or disciplinary action:

1. On any property owned, leased by, or under the control of the Board of Education, including vehicles used for the transportation of students.
2. At any school-sponsored or sanctioned activity or event away from or within the district.

STUDENT DRESS CODE

The Hilliard City Schools Board of Education believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and their schools. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. Students will be prohibited from carrying beepers, cellular phones or wearing personal stereo devices in school. The following dress code rules are provided to students to assist them in selecting clothing and grooming practices which shall serve as an indication of their pride in themselves and in their school and should be considered in effect during the regular school day as well as at any academic awards or presentation activities.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include, but not be limited to, inappropriate or bizarre dress; distracting hairstyle or color; distracting body piercing; or gang related dress (including bandanas) or gang related jewelry.
3. In addition, the following dress items shall not be permitted:
 - a. Extremely short shorts (boys and girls)
 - b. Tube tops and spaghetti straps
 - c. Halters
 - d. Bare midriffs (boys and girls)
 - e. Bare feet (this includes no flip-flops)
 - f. Clothing with profane, violent, suggestive, racially intimidating or offensive pictures and/or lettering
 - g. Clothing that advertises or bears the logo of alcohol, drug or tobacco products
 - h. Indiscreet patches on clothing (boys and girls)
 - i. Hats (except for religious or health reasons)
 - j. Any clothing that brings undue attention to the student.
 - k. Pajama pants.

It is expected that parents will assist their students in compliance with this dress code policy. Violation of this policy may result in suspension or expulsion.

STUDENT USE/MISUSE OF TECHNOLOGY

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks. Computers and use of the District network or on-line services support learning and enhance instruction, as well as assist in the administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks. All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy.
2. Using profanity, obscenity or other language that may be offensive to another user.
3. Reposting (forwarding) personal communication without the author's prior consent.
4. Copying commercial software in violation of copyright law.
5. Using the network for financial gain, for commercial activity or for any illegal activity.
6. Accessing and/or viewing inappropriate material.

Because access to on-line services provides connections to other computer systems located all over the world, users (and parents of users who are under 18 years old) must understand that neither the school nor the District can control the content of the information available on these systems. Some of the information available is controversial and sometimes offensive.

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or we do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/on-line services use.

Students engaging in any of the above behaviors are subject to severe penalties including:

1. Denial of access to computer and network equipment and resources.
2. Verbal or written reprimand.
3. Detention.
4. Suspension.
5. Criminal charges.
6. Expulsion.

GUIDANCE AND COUNSELING

Counseling service is available to all students. The counselor's purpose is to help students, teachers and parents in understanding the student's ability and achievement levels. Both students and parents should feel free to consult with the counselor about classroom concerns, plans, and decisions, or personal problems. The counselor will also assist parents in arranging conferences with teachers.

Students may be referred to the counselor by themselves, parents, teachers, other students, or administrators. The counselor may also request conferences with students about matters of general interest. Students are encouraged to become acquainted with the counselor. He / She is trained to listen and assist with your concerns.

HOMework

Homework is an important part of the educational process and has the following objectives:

1. To promote growth in self-responsibility, self-direction and learning
2. To promote good work habits
3. To enrich and extend school research experiences
4. To bring students in contact with out-of-school learning resources
5. To help students budget time
6. To provide essential practice in developing skills.

Students will be responsible for completing assigned homework as directed and returning it to the teacher by the designated time. Students are responsible for submitting homework assignments which reflect careful attention to detail and quality of work. Although we do not believe it is a parent's responsibility to give a great deal of assistance to students in completing homework, we hope that parents will:

1. Encourage and support the student in the performance of assigned homework
2. Indicate an interest about the assignments and assist, if possible, when requested by the student
3. Support the school regarding the student being assigned homework
4. Request assignments for the student when long-term absences are necessary.

Students are expected to complete assigned homework despite evening activities except in the case of emergencies or unforeseeable circumstances. In those instances, parents should contact the teacher and explain the situation.

There will be no homework assigned over extended holidays, such as Thanksgiving, Christmas, Spring break, and Proficiency testing week. This however, does not mean that students won't be expected to do some work on long-term projects that are assigned over a period of several weeks.

STUDENT ACTIVITIES

Special activities help to broaden the students' experiences, and we have found that students involved in school activities tend to perform better in school and develop a sense of loyalty to the school and their classmates. We want to encourage our students to become involved citizens. Below is a list of some of the activities available at HTSGS.

1. Band/Strings
2. Choose To Lead
3. Intramurals
4. Library/Office Aides
5. WTGR TV Programming
6. Talent Show

CHOOSE TO LEAD

Choose To Lead provides student activities, serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Choose To Lead is a representative body of students elected in their respective teams.

The following rules apply to all Choose To Lead members:

1. **GRADES:** A grade average of C in all subjects must be maintained. In addition, two F grades in any subject will result in a student's removal from Choose To Lead.
2. **CITIZENSHIP:** Citizenship in school and out of school must be outstanding. A high standard must be maintained in relation to behavior, attitude, and morals.
3. **PARTICIPATION:** Voluntary participation in Choose To Lead activities is expected. Assist with as many activities during the year as possible.

PROGRESS REPORTS

Children receive progress reports four times per year. Parents will receive interim reports midway through the grading period if their child's progress has declined from the previous grading report or from estimates of the child's ability.

Parent/Teacher Conferences are held twice a year, usually in the fall and in the spring. However, parents are encouraged to contact their child's teacher at any point if they have concerns about their child's progress.

ACADEMIC RECOGNITION/INCENTIVES

Grades are calculated every nine weeks using a four point rating scale. Students who earn a 3.0 - 3.49 grade point average will receive "Merit Roll" honors. Students who earn a 3.5 grade point average and higher will receive "Honor Roll" honors. Those students who earn all A's will be recognized on a separate "All A's" list for their academic excellence. Following each grading period, these academic high achievers are recognized by having their names posted on a bulletin board at school and published in both of the local Hilliard newspapers. We also recognize students who raise their grades significantly from one grading period to another (.5 or higher). This award is called our To Improve Grades Earns Respect (T.I.G.E.R) award.

One of the recognitions that our students look forward to is the Tharp SHARP Award. This award is given to students on each team for demonstrating good citizenship, leadership and character skills. The recipients are recognized during a team ceremony and receive certificates and awards.

ADMINISTERING MEDICINES TO STUDENTS

The Hilliard City Schools recommend and encourage parents to make every effort to medicate their children at times other than the regularly scheduled school day. If it is necessary for students to receive medication during the school day, it will be done in accordance with the following:

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. The board-approved medication authorization form must be signed by the prescribing physician and parent before any prescription or non-prescription medication can be administered.
3. The parent or guardian must submit a new authorization form signed by the physician if any of the information originally provided changes.
4. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable in civil damages for administering or failing to administer the drug, unless he acts in a manner which would constitute "gross negligence or wanton or reckless misconduct".
5. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

ILLNESS AT HOME/SCHOOL:

A student who has any of the following symptoms should **not** attend school:

- a fever of 100 degrees or greater
- an undiagnosed rash
- an earache or draining ear
- diarrhea or vomiting
- severe sore throat
- persistent or severe cough
- persistent or severe headache
- known communicable disease.

When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza, measles, mumps, meningitis, strep throat, lice, ringworm and scabies.

If a student becomes ill at school, the student is to notify the teacher and then report to the clinic or office. The Hilliard City School District nurse or principal's designee will notify parent or emergency contact person if needed. We expect parents to have a plan to ensure that an ill student can return home from school if necessary. We will follow the plan as given to us on the emergency form.

HEALTH SCREENINGS

Health screenings are conducted by the Hilliard City School District nursing staff in accordance with the Ohio Department of Health and Ohio Department of Education guidelines. All sixth grade students are screened for scoliosis, a spinal deformity, each year. Parents will be notified when a follow-up evaluation with a physician is recommended.

File: JHCB

INOCULATIONS OF STUDENTS

Students enrolled in grades K-12 are required to have written proof on file at their school verifying that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps and rubella, hepatitis B, and (for grade K beginning in 2006-2007) varicella. Attached is a summary of current immunization requirements, as well as changes which are progressive until the 2011-2012 school year school, when it will be required for all students in grades K through 12. The varicella immunization requirement is progressive up to the 2018-2019 school year, when it will be required for all students in grades K through 12.

Students who are not in compliance may be excluded from school attendance no later than the fifteenth day after admissions. Compliance with any current Ohio Department of Health requirement will supercede our current practice until such time Board policy can reflect such update.

Students who have received at least one of each of the following immunizations may remain in school: diphtheria, tetanus, pertussis (DPT/DT/Td); polio vaccine (OPV or IPV); measles, mumps and rubella vaccine (MMR), hepatitis B vaccine (Hep B), and (for grade K beginning 2006-2007) varicella. However, they must make satisfactory progress in completing all the required vaccines to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance.

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of "good cause". Similarly, a student is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated". A history of measles, mumps and/or varicella disease may be substituted for the measles, mumps, and/or varicella vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

[Adoption date: August 14, 2001]

[Re-adoption date: February 25, 2002]

LEGAL REFS.: ORC 3313.67; 3313.671; 3313.71; 3313.711
3701.13

CROSS REFS.: JEC, School Admission
JEG, Exclusions and Exemptions from School Attendance
JHCA, Physical Examinations of Student

CAFETERIA/LUNCH PROGRAM

Breakfast

Hilliard City Schools provides a breakfast program to all students, in all schools, in accordance with Federal Regulations. For pricing and menu information, please check with your child's school, or see the Parent's section of the district's website at www.hilliardschools.org.

School Lunch Program

In conjunction with Aramark, Hilliard City Schools offers a hot lunch service daily, featuring a variety of items. For your convenience, school menus are sent home each month; however, menus and pricing information is available on the district's website under the Parents tab, or can be found directly at www.hilliardschools.org/menu/lunchMenus.cfm. Lunches may be purchased with cash, at the cashier, or by an automated pre-paid account. Each student has 40 minutes for lunch. Each lunch period provides students with ample time to select and purchase food items, eat, and participate in supervised activity. Full lunches and ala-carte items, including milk, are available. In order to prepare our students for middle school next year, and due to the absence of any type of funding for a lunch charge program, we are unable to honor requests to charge lunches.

Pre-paid Lunches

We encourage parents to prepay for lunches in order to limit the exchange of money during the time-limited lunch period. Each student is assigned a meal account with a Personal Identification Number (PIN), and the total dollar amount of the food selected each day is deducted from the account upon entering the PIN at the cashier's stand. Aramark will notify families when an account has a negative balance.

There are two types of accounts:

- Meal Accounts are for meals only
- General Accounts are for meals and/or snack items

Prepaying can be done in one of two ways:

- Cash or Check
 - Please send a sealed and labeled envelope to the school office with the following information on the front of the envelope:
 - Student's name
 - Student's PIN
 - Total amount of money include
 - Type of account (Meal or General) in which the money should be placed
- MealpayPlus(www.mealpayplus.com or 1-877-237-0946)
 - Once registered with MealpayPlus, you can add money to your account, using your bank account or Visa or MasterCard credit card. Payments can be made at any time, using the standard payment or auto-payment options. Please note: a \$2 fee is assessed for each transaction.
 - To create an account online:
 - Go to www.mealpay.com
 - Click on "Register" and complete the registration process
 - Select state (OH) and school district (Hilliard)
 - Enter your child's Hilliard City Schools Student ID number
 - Finish the transaction using the directions received in the email confirmation

Free and Reduced Lunch Program

Hilliard City Schools, in accordance with Federal guidelines, participates in the Free and Reduced Price Lunch Program. Applications are sent to each family at the beginning of the school year and are also available in the school office throughout the year. Applications are confidential, with approval based on family size and monthly income.

If your student brings a lunch to school, **please remember to put his/her name on the sack or lunch box**. As stated above, milk is available for purchase. Please **do not** bring carbonated drinks like Pepsi or Coke to school.

RULES FOR SCHOOL BUS SAFETY

The driver of a school bus carries a heavy burden of responsibility for the lives of the boys and girls, his/her passengers. He/she must give full attention to driving while students are in transit. In order to do this, the following rules must be followed by the students:

1. Railroad crossings - Students should not talk when the bus is approaching a railroad crossing or highway intersection.
2. Seats - Drivers will assign seats and have a seating chart with them. Students must remain in their assigned seat.
3. Windows - Students should keep head, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only with approval of the driver.
4. Eating - Students may not eat on the bus. Exceptions may be made only with approval of the superintendent/designee.
5. Conversation - Students may talk quietly. No yelling is permitted inside the bus or out the windows.
6. Bus stops - Students should wait until the bus stops and the driver gives the signal for crossing when boarding or leaving the bus.
7. Crossing - Students should cross only in front of the bus, approximately ten feet in front of the bus.
8. Time - Students should be on time at designated pickups in the morning and when school is dismissed.
9. Carry-on items - Items generally too large to fit under a passenger seat will not be permitted on the bus if, in the judgment of the driver, such objects would interfere with the safe operation of the bus.
10. Littering will not be permitted on or from a school bus.
11. Unauthorized passengers shall not be transported on a school bus. "Unauthorized" refers to non-school children and/or adults not approved by principal or superintendent.
12. Unauthorized entering or leaving - Students will not be permitted to enter or leave the bus at other than their regular stop unless written permission is given by the parents and approved by the principal. Students must remain on the bus from the time of boarding until arriving at the approved place of departure.
13. Animals are not permitted on the school bus.

Major breaches of school bus discipline - School authorities will consider violations of these rules to be major breaches of conduct, or student misconduct, which may result in denial of transportation privilege, or other disciplinary action. The following rules are considered absolutely vital to the safe operation of the school bus. Violation of these rules will ordinarily result in denial of the transportation privilege and suspension or expulsion from school. The following actions are not permitted on the school bus:

1. Fighting
2. Throwing objects inside the bus or out the bus windows
3. Using profanity or smoking while on the bus
4. Carrying firearms on a school bus
5. Tampering with the emergency door
6. Other misconduct and behavior as listed in Board Policy.

Reporting of bus misconduct - Whole busloads of students will not be taken back to school because of misconduct by a limited number of passengers. However, the driver will report the misconduct to the principal at the earliest opportunity. The principal will then proceed in accordance with the usual discipline procedures.

Students are strongly encouraged to leave their cellular phones and other electronic devices at home. These are expensive items and the school Transportation Department cannot be held responsible for the loss, theft, or damage of any cellular phone or electronic device. Any cellular phone or electronic device will be subject to confiscation, if it creates a disruption to the bus. A student using an electronic device which creates a disruption, or refusing to follow a request from a staff member pertaining to the phone or device, may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film, record, or take pictures of any student or staff member is prohibited.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held at scheduled times throughout the school year. When drills are in session, remember the following basic rules:

1. Exit the building according to the drill instructions posted in all school areas.
2. Students are to be quiet during the drill and walk to their designated inside or outside area.
3. Staff and students are to be at least sixty feet away from the building outside for the duration of the drill.

STUDENT ACCIDENTS/INJURIES

If you are involved in an accident or injured in any way during school or at school-sponsored activities, you are to notify your teacher, coach, or the office as soon as possible. An accident report form will be completed, and placed on file in the office, and your parent(s)/guardian(s) will be notified.

STUDENT INSURANCE

A school insurance program is available to all students for purchase. The insurance can be used as a secondary policy and protects your child against accidents that may occur on school property during the school day. Student who participating in extra-curricular activities, must either have school insurance or provide a note, signed by his/her parent or guardian, stating that the parent or guardian will assume full responsibility for medical expenses.

PROCEDURE FOR CHANNELING COMPLAINTS

We believe it is in the best interest of the child to have complaints or concerns resolved early and among those most directly affected. Parents and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind, the following procedures for resolving complaints are established.

1. Request an appointment with the teacher(s) or counselor to discuss the concern or complaint. It is reasonable to expect that discussion to occur at an early, mutually agreed upon time. At the end of the discussion the teacher or counselor will provide an oral response. A written response may be requested and if so will be provided within three school days unless otherwise mutually agreed upon.
2. If the response at step one is considered unsatisfactory, the parent may refer the complaint to the building principal. Again the parent may expect a prompt appointment to discuss the issue. The principal may request that the issue is presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent an oral response and, upon request, a written response.
3. Matters that remain unresolved at the building level may be referred to the Superintendent's office where the concern will be referred to the appropriate central office administrator. The concern may be discussed by phone or an appointment may be set to discuss the matter. The central office administrator will review the concern with the parent and, if necessary, with other involved parties. After this review the parent will receive a verbal or written response. That response will also be shared with other involved parties.
4. If the complaint remains unresolved after the response of the central office administrator, the matter may be referred to the Superintendent who will meet with the parents to discuss the complaint. The Superintendent will also review the responses made earlier. The Superintendent will inform the parent of his/her findings in writing at the earliest opportunity and share that response with other involved parties.
5. If the parent remains dissatisfied, the complaint and the relief sought, may be addressed, in writing to the President of the Board of Education. The Board President will review the complaint and determine whether the issue warrants review by the Board as a whole, referral to the Policy Review Committee, or no further action. Such determination and time frame of further review will be shared with all parties.

GENERAL INFORMATION

FUNDRAISING SALES: The school does not permit the selling of any items at school regardless of whether it is for personal profit or to be donated to a non-profit organization. The school system will designate approved fundraisers each year.

LOST AND FOUND: Students who find lost articles are asked to take them to the school office during the school day. Students are expected to check frequently in the office for lost items.

FIELD TRIPS: Students must have signed written permission slips on file before being allowed to go on any field trip.

EMERGENCY SCHOOL CLOSING

If it becomes necessary to close schools due to unexpected emergencies or weather conditions, announcements will be made over the following radio and television Stations - Before school begins: Radio - WSNY, WNCL, WMNI, WCOL, WBNS, WTVN; Television - Channels 4, 6, 10.

There may be times when it is necessary because of some emergency TO DISMISS SCHOOL DURING THE DAY. It is impossible to call each parent when these situations occur. Parents are urged to make arrangements with a neighbor or friend so that the child will have a place to go if the parents are not home.

VISITORS

All parents and visitors are required to report directly to the school office immediately upon arrival. The building should be entered through the main doors nearest the office area. Books, assignments, lunches, money, etc. should be left in the office where school personnel will deliver them to the students. AT NO TIME DURING THE SCHOOL DAY SHOULD THESE ITEMS BE TAKEN DIRECTLY TO A CLASSROOM.

Students from other schools cannot be accommodated as visitors at the building. Parents who wish to visit the classroom must call the school office to arrange a visitation time and day, so as not to interfere with the educational process.

HILLIARD CITY SCHOOLS NON-DISCRIMINATION STATEMENT

No student shall, on the basis of sex, marital or parental status, pregnancy, race, color, national origin, religious belief, or handicap, be denied the opportunity to participate in, or obtain the benefits of any educational program offered by the Hilliard City School District.

A copy of the procedure by which a student (or his/her parent) may formally lodge a complaint of discrimination is available in the school office, the school library, and the office of the Superintendent.

To be certain that all non-discrimination policies and procedures are administered properly, the Board of Education has appointed Assistant Superintendent, Leslie McNaughton, to act as coordinator of such policies and procedures. Concerns or questions may be directed to her office at 5323 Cemetery Rd., Hilliard, Ohio, 43026, telephone (614) 771-4273.

STUDENT ACTIVITIES

<p>All rules pertaining to athletics will be provided to student athletes in the Hilliard City School District Athletic Manual.</p>
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PHOTO PERMISSION

From time to time, Hilliard City School District staff take pictures or video of students in their learning environments. The photographs and videos can be used in a variety of publications to document programs. The images may appear in, but not limited to, staff newsletters, community newsletters, media releases and the district website. While we make every attempt to work with the media, they may also take incidental photos and/or videos of students in situations we cannot control.

The district keeps a record of students who do not have permission to be photographed. Kindergartners and new enrollees receive the photo consent form in their registration packets. Parents who wish to change their child's record should contact the office of the school their child attends.

VOLUNTEERS

Who is required to have a background check?

The protection and well-being of the students enrolled in Hilliard City Schools is paramount. To that end, a background check and ID badge with photo is required for all volunteers who may be left alone with students. This background check will be completed by IntelliCorp.

Where do I go for a background check?

The Hilliard City Schools Department of Human Resources will perform all background checks at the district's Central Office, located at 5323 Cemetery Road.

Do I need an appointment?

We accept walk-ins Tuesday through Thursday from 9-11 a.m. and 1-3 p.m., except during Winter Break and Spring Break during which time you may check the website at www.hilliardschools.org//district/volunteer.cfm for the schedule. Appointments are accepted by contacting the Department of Human Resources at 614-921-7099.

What is the cost?

The cost for a background check is \$9, through IntelliCorp. If you have not lived in Ohio for 5 years, we require a nationwide background check, which is \$18. If you have been fingerprinted within the last 12 months and you have a copy of the results, you may submit those to us with a \$2 charge. Replacement cards will be assessed a \$2 fee. You may pay with cash, check or by credit/debit card (Visa/MasterCard).

When will I be approved?

The background check process is electronic and takes just minutes to complete. Results are returned immediately to the school district. Once your results are returned with no disqualifying events, you will be put into our master database and receive a volunteer identification badge.

RELEASE OF STUDENT INFORMATION

It is the intent of Hilliard City Schools to limit the disclosure of information contained in a student's education record, however, some of the information – Directory Information – is a matter of public record. The District occasionally receives requests for Directory Information from, but not limited to, the media, colleges and universities, public and private high schools, local PTO groups, and recruiters of the United States Armed Services.

Directory Information, which is defined by the Board of Education and is subject to change*, can be disclosed without prior written consent, except when the request is for a profit-making plan or activity. Directory Information includes:

- Student's name
- Student's address
- Student's date of birth
- Student's extracurricular participation
- Student's achievement awards or honors
- Student's weight and height, if a member of an athletic team
- Student's dates of attendance
- Student's date of graduation

Each year parents are given the opportunity to request the district not release Directory Information about their child. Such requests are made by completing a "Directory Information Notification Form," which is sent home at the beginning of the school year. Copies of this form are also available in the school's main office and online at the following link: www.hilliardschools.org/news/forms.cfm

Parents and eligible students have the right to:

- Inspect and review the student's education records;
- Seek, in accordance with administrative regulations, to correct parts of the student's education records, including the right to a hearing if the school authority decides not to alter the records according to the parent(s) or eligible student's request;
- File a complaint with the U.S. Department of Education if the District violates relevant Federal law, specifically the Family Educational Rights and Privacy Act (FERPA) and
- Acquire information concerning the procedure which the parent(s) or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for such copies.

*For the most current file of Board's Student Records policy (JO), please see: www.lpdirect.net/ohio/hilliard.

eNews

Your schools. Your eNews.

The eNews mailing list service offered by Hilliard City Schools will keep you informed about happenings in your building and the district. Lists are available for individual schools and the district as a whole.

As an eNews member, you will receive regular e-mails that will include important school building news, information about the district, Board of Education action, and announcements from the superintendent.

eNews messages might include morning announcements, notes from the principal, PTO news, links to classroom pages and even emergency information. Schools also will be able to send newsletters electronically.

To sign up, visit www.hilliardschools.org; select News & Info from the menu on the right-hand side of the screen, then select "Subscribe to eNews" from the menu. Follow the registration instructions for each list desired, then reply to the confirmation e-mail. Once you've followed these simple steps, you'll start receiving Hilliard eNews.