

# HIGH SCHOOL HANDBOOK

2022-23

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# HILLIARD BRADLEY HIGH SCHOOL

2800 Walker Road, Hilliard, Ohio 43026

William Warfield, Principal  
Cort Hamilton, Assistant Principal  
Terrie Turney, Assistant Principal

Adam Walton, Assistant Principal  
Kaz Pata, Athletic Director  
Chad Bobek, Assistant Athletic Coordinator

### Important Phone Numbers

Main Office Phone..... (614) 921-7400	Attendance Office..... (614) 921-7440
Main Office Fax..... (614) 921-7401	Attendance Fax..... (614) 921-7441
Athletic Office..... (614) 921-7430	School Counseling Office..... (614) 921-7420
Athletic Fax..... (614) 921-7431	School Counseling Fax..... (614) 921-7421
Music Department..... (614) 921-7479	



Period	Regular Bell Schedule	2-Hour Delay Bell Schedule*
0 Period	6:45 - 7:33	NONE**
Period 1	7:40 - 8:28	9:40 - 10:13
Period 2	8:32 - 9:20	10:17 - 10:50
Period 3 (3 minutes for announcements)	9:24 - 10:15	10:54 - 11:27
Period 4	10:19 - 11:06	11:31 - 12:04
Period 5	11:10 - 11:57	12:08 - 12:41
Period 6	12:01 - 12:48	12:45 - 1:18
Period 7	12:52 - 1:40	1:22 - 1:55
Period 8	1:44 - 2:32	1:59 - 2:32

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Bradley Website: [www.hilliardschools.org/hbr/](http://www.hilliardschools.org/hbr/)

# HILLIARD DARBY HIGH SCHOOL

4200 Leppert Road, Hilliard, Ohio 43026

Matt Middleton, Principal  
Matt Anderson, Assistant Principal  
Adam Olsheski, Assistant Principal

Lauren Hall, Assistant Principal  
Chris Ludban, Athletic Director  
Jay Smith, Assistant Athletic Coordinator

### Important Phone Numbers

Main Office Phone..... (614) 921-7300	Attendance Office..... (614) 921-7340
Main Office Fax..... (614) 921-7301	Attendance Fax..... (614) 921-7341
Athletic Office..... (614) 921-7330	School Counseling Office..... (614) 921-7320
Athletic Fax..... (614) 921-7331	School Counseling Fax..... (614) 921-7321
Music Department..... (614) 921-7368	



Period	Regular Bell Schedule	2-Hour Delay Bell Schedule*
0 Period	6:45 - 7:33	NONE**
Period 1	7:40 - 8:28	9:40 - 10:13
Period 2	8:32 - 9:20	10:17 - 10:50
Period 3 (3 minutes for announcements)	9:24 - 10:15	10:54 - 11:27
Period 4	10:19 - 11:06	11:31 - 12:04
Period 5	11:10 - 11:57	12:08 - 12:41
Period 6	12:01 - 12:48	12:45 - 1:18
Period 7	12:52 - 1:40	1:22 - 1:55
Period 8	1:44 - 2:32	1:59 - 2:32

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Darby Website: [www.hilliardschools.org/hdb/](http://www.hilliardschools.org/hdb/)



**HILLIARD DAVIDSON HIGH SCHOOL**  
5100 Davidson Road, Hilliard, Ohio 43026

Joyce Brickley, Principal  
Kristen Clausen, Assistant Principal  
Matt Faska, Assistant Principal

Jen Mox, Assistant Principal  
Nathan Bobek, Athletic Director  
Jay Cauley, Assistant Athletic Coordinator

**Important Phone Numbers**

Main Office Phone.....	(614) 921-7200	Attendance Office.....	(614) 921-7240
Main Office Fax.....	(614) 921-7201	Attendance Fax.....	(614) 921-7241
Athletic Office.....	(614) 921-7230	School Counseling Office.....	(614) 921-7220
Athletic Fax.....	(614) 921-7231	School Counseling Fax.....	(614) 921-7221
Music Department.....	(614) 921-7260		



Period	Regular Bell Schedule	2-Hour Delay Bell Schedule
0 Period	6:50 - 7:40	NA - NA
Period 1	7:40 - 8:28	9:40 - 10:13
Period 2	8:32 - 9:20	10:17 - 10:50
Period 3 (3 minutes for announcements)	9:24 - 10:15	10:54 - 11:27
Period 4a—Focus Period 4b—Lunch	10:19 - 10:38 10:38 - 11:06	11:31 - 12:04
Period 5a—Focus Period 5b—Lunch	11:10 - 11:29 11:29 - 11:57	12:08 - 12:41
Period 6a—Focus Period 6b—Lunch	12:01 - 12:20 12:20 - 12:48	12:45 - 1:18
Period 7	12:52 - 1:40	1:22 - 1:55
Period 8	1:44 - 2:32	1:59 - 2:32

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Davidson Website: [www.hilliardschools.org/hdv/](http://www.hilliardschools.org/hdv/)

## INNOVATION CAMPUS

5323 Cemetery Road, Hilliard, Ohio 43026  
3859 Main Street, Hilliard, Ohio 43026

Mark Tremayne, Director  
Craig Vroom, Principal—ILC  
Stacy Carter, Principal—HUB  
Trevor Maggied, School Counselor  
Tom Woodford, District College Counselor  
Lauren Hickson, Social Worker

### Important Phone Numbers

ILC—Office Phone..... (614) 921-4800  
ILC— Office Fax..... (614) 921-4801  
School Counseling Office..... (614) 921-4820  
HUB—Office Phone..... (614) 921-4850  
HUB— Office Fax..... (614) 921-4851



# HILLIARD CITY SCHOOLS Online Academy

Craig Vroom, Principal

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Innovation Campus Website: [www.hilliardschools.org/innovation/](http://www.hilliardschools.org/innovation/)  
Online Academy Website: [www.hilliardschools.org/onlineacademy/](http://www.hilliardschools.org/onlineacademy/)



## **DISTRICT MISSION STATEMENT**

Hilliard City Schools will ensure that every student is Ready For Tomorrow

## **WELCOME TO HIGH SCHOOL**

The entire staff of our high schools welcome you to the 2022-2023 school year. We are committed to building upon the strong academic, artistic, and athletic traditions that have existed in our school community for many years, and count on YOU to carry on those traditions. Our staff stands ready to assist you in your efforts to gain a quality education and to maximize your potential.

Your high school years should be four of the happiest and most active years of your life. Your involvement and participation in school activities will leave an imprint on your life. You will also create memories that will last throughout your lifetime. Make your mark here and take charge of your life. Take the initiative and get involved.

Best wishes for a successful year!

### **Informing Students of Expectations**

Each student in the Hilliard City School District shall receive annually an electronic 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 type 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.



**HILLIARD CITY SCHOOLS**  
Ready For Tomorrow

## GENERAL SCHOOL OPERATION

Our high schools are special schools that require special care. Caring for our schools is everyone's responsibility, and it is the expectation of the school that everyone share in its cleanliness. Everyone has the right to come to school in a safe, well equipped, attractive environment. Our schools have been designed with spacious accommodations--colorful and pleasant accents and generous wood and brick décor. The community, our Board of Education, and our parents have worked hard to provide all of us with these beautiful schools. WE ARE COMMITTED TO HELP MAINTAIN THEIR BEAUTY!

All of us will be expected to care for and, from time to time, assist in maintaining our school home. Disposing of litter and trash appropriately helps everyone enjoy our surroundings. Defacing, destroying, or intentionally vandalizing property will be considered severe acts of misconduct and will result in suspension from school.

Please care about yourself by caring about your school, so others after us can enjoy the beauty of our high schools.

The school building is closed overnight unless there is a supervised, scheduled activity. All students in the building before 6:45 a.m. and after the regular school day must be under the direct supervision of a faculty member. Hallways cannot be blocked in any way that impedes normal traffic. Students who are not involved in a supervised activity must vacate the building and school property by 3:00 p.m.

### **COURTYARD**

Students are allowed to pass through the courtyard during class changes. The courtyard will be available for students during their lunch periods. Inclement weather will require the courtyard to be off-limits.

### **RELEASE OF STUDENT INFORMATION**

In order to provide students with appropriate instruction and educational services, it is necessary for Hilliard City Schools to maintain extensive educational and personal information. [Family Education Rights and Privacy Act](#) (FERPA) affords parents and students 18 years or older certain rights with respect to the student's education records. These rights are fully explained in the [Hilliard City Schools Board of Education Policy](#).

It is Hilliard City Schools' intention to limit the disclosure of information contained in a student's educational record, however FERPA does permit the release of "directory information" to third parties such as, but not limited to, the media, colleges and universities and local PTO/Booster groups. Directory information, which is defined by the Board of Education and is subject to change, may be disclosed without prior written consent, except when the request is for profit-making plan or activity or when disclosure is otherwise prohibited by law.

Per Ohio Revised Code, the names and addresses of students in grades 10-12 shall be released to a recruiting officer for any branch of the United States armed forces who requests such information, unless a written request for the information not to be released is provided by the student's parent, guardian or custodian. Any data received by a recruiting officer shall be used solely for the purpose of providing information to students regarding military service and shall not be released to any person other than individuals within the recruiting services of the armed forces.

Hilliard City Schools designates the following as a student's directory information:

- Name
- Address
- Telephone number
- Date of birth
- Dates of attendance
- Date of graduation
- Extracurricular participation
- Weight & height, if a member of an athletic team
- Achievement awards or honors earned

Hilliard City Schools wishes to be respectful of parents who do not want their children's directory information released. Parents have the right to submit a written request, preferably within the first two weeks after the student is enrolled in the school year, directing the district not to release directory information regarding their student. The written request and any questions should be directed to Hilliard City Schools Attn: Communications Department at 2140 Atlas Street, Columbus, OH 43228 or 614-921-7000.

## GENERAL SCHOOL OPERATION

### **EMERGENCY DRILLS**

Fire, safety (lockdown) and tornado drills are held at scheduled times throughout the school year. Students will be informed as to what signal constitutes a fire, safety (lockdown) and tornado alarm. When the signal is given, all students are to leave the building or move to the designated shelter area assigned for the room. Your teacher will direct you to the proper exit or shelter area. Students are to observe the following during emergency evacuation:

- Use the directed exit. Exit the building or move to the designated shelter area according to the drill instructions posted throughout the building.
- Walk fast, but do not run.
- Keep your hands to your sides.
- Stay in single file.
- Be quiet so that you can hear all directions that may be given.
- Do not stop in front of doors or on the steps. When the building is evacuated, staff and students are to be at least 60 feet away from the building.

### **EMERGENCY SITUATIONS—NOTIFICATION PROTOCOL**

[ORC 5502.262](#) Parent Notification Provision: “School districts, community schools, STEM Schools, and chartered nonpublic schools are required to inform, prior to opening day each school year, each enrolled student and the student’s parent of the parental notification procedures in the school’s protocol for responding to threats and emergency events, which are established under existing law.”

There may be times when it is necessary because of some emergency to dismiss school early. 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.

The District uses School Messenger to CALL all parents and guardians to notify them of weather delays or cancellations. It’s imperative that your phone number is correct in Home Access. The calls will go to PRIMARY numbers only, so be sure you have the number you want emergency calls to go to listed as your primary number. Parents and guardians may also sign up for our Text Messaging Service. We utilize School Messenger system to deliver text messages, straight to your mobile phone with information about events, school closings, safety alerts and more.

**Emergency School Closing**—If it becomes necessary to close, dismiss early or delay the opening of schools due to unexpected emergencies or inclement weather, announcements will be made through School Messenger, local radio and television stations, Facebook, Twitter, and will be posted on the district website.

### **FOOD/DRINKS IN THE BUILDING**

All food and drink is to be consumed in the **Commons Area only**. This applies to before, during and after school. The academic area, hallways, lobby entrances and courtyard are not to be used for food or drink consumption without permission. Food brought or ordered in from any outside eating establishments shall **not** be allowed without prior approval. Complaints about lunch should be channeled through the Food Service Committee or Student Council/Senate.

### **FOOD SERVICES**

- **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 Parents section of the district’s website at [www.hilliardschools.org](http://www.hilliardschools.org).

## GENERAL SCHOOL OPERATION

- **School Lunch Program**—In conjunction with Aramark, Hilliard City Schools offers a hot lunch service daily featuring a variety of items. Menus and pricing information is available on the district’s website under the Parents tab, but can be found directly at [www.hilliardschools.org/schools/menus/](http://www.hilliardschools.org/schools/menus/). Lunches may be purchased with cash at the cashier or by an automated prepaid account.
- **Prepaid 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:**
    1. Meal Accounts are for meals only
    2. General Accounts are for meals and/or snack items
  - **Prepaying can be done in one of two ways:**
    1. 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 included
      - Type of account (Meal or General) in which the money should be placed
    2. MyPaymentsPlus ([www.mypaymentsplus.com](http://www.mypaymentsplus.com))—Once registered with MyPaymentsPlus, you can access the system 24/7 via the internet or by phone (where available, pay with check, VISA or MasterCard. Please check website for current transaction rates. To create an account online:
      - Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.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 Pricing**—[Forms](#) to determine qualification for the Free and Reduced-price Lunch Program are available on our website and in all school offices. If your child receives free or reduced lunch, the computerized cashier’s station protects confidentiality.
- **Lunch Charging Policy**—We permit students to charge only reimbursable meals and sometimes milk for packers who forgot a beverage.
  - Elementary students are permitted to charge up to 5 lunches (\$12.50). Once a student reaches the charge limit, the cashier calls the Food Service office then contacts the parent to notify them that they need to put money in their student’s account or the student will receive the limited lunch selection.
  - Sixth grade and middle school students have a charge limit of \$10.00 (slightly more than 3 lunches). Once a student reaches the charge limit, they are offered the limited lunch selection.
  - High school students are not permitted to charge. If a student does not have money for lunch, they are offered the limited lunch selection.

### **HEALTH SCREENINGS**

The HCSD nursing staff, in accordance with the Ohio Department of Health and the Ohio Department of Education guidelines, conducts health screenings. Referral forms will be mailed home to parents when further evaluation is recommended.

## GENERAL SCHOOL OPERATION

### **INOCULATIONS OF STUDENTS**

Students enrolled in grades Pre-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, varicella (for grades Pre-K-10) and meningococcal (for grades 7 and 12 beginning 2016-2017 school year). The varicella immunization requirement is progressive up to the 2018-2019 school year when it will be required for all students in grades Pre-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 supersede our current practice until such time as 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, rubella, hepatitis B vaccine (Hep B), and varicella (for grades K-10). 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.

### **LOCKERS**

Lockers will be assigned to students at the orientation sessions or the beginning of the school year. No student is to change this assignment without approval from the office. To avoid congestion in the hallways, students are encouraged to go to their lockers **before school and after school**.

If a locker is damaged the student using the locker **must** pay for replacement. **The locker should be kept locked at all times.** Students are responsible for the care of their lockers and will be charged for damages. You will find that your locker will operate best and your belongings will be kept 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. Please do this in writing, including your name, locker, and the nature of the problem.
7. The Student Conduct Code prohibits possession and/or transmission of pornographic material. Lockers are included in this instance. Please do not display any explicit or suggestive graphics, drawings, photographs, etc.
8. Students are asked not to decorate their lockers with any items, which could mar the finish of the locker on the inside or the outside (i.e. no self-adhesives). Magnets should be used to hang mirrors and other items. Please use only masking tape on the exterior of lockers.



## GENERAL SCHOOL OPERATION

- School lockers are the property of the Board of Education. The student’s use of the locker does not diminish the school district’s ownership or control of the locker.
- Lockers and the contents 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. Disciplinary action will result for rule violations.

### **MEDIA CENTER**

The Media Center is open to students and staff throughout the day and before and after school according to the hours posted. Use is afforded to everyone under the following circumstances:

- During study hall and lunch
- In the company of a classroom teacher
- With a pass from a classroom teacher

The number of study hall students will be limited if numbers are excessive, and sign-in procedures are distributed to students at the beginning of each semester. Failure to follow these procedures may result in discipline.

Students should be aware of rules and procedures posted in Media Center. General services and procedures are outlined in a brochure which is given to all incoming Freshman and is also available at the circulation desk. Student use of technology is further outlined in the Student Handbook. Failure to comply with these procedures may result in library suspensions. Student ID’s are required to checkout all library materials and textbooks.

### **NON-DISCRIMINATION STATEMENT**

No student shall, on the basis of race, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, 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 Executive Director of Human Resources, Roy Walker, to act as the District’s compliance officer/civil rights coordinator of such policies and procedures. Concerns or questions may be directed to his office at 2140 Atlas Street, Columbus Ohio, 43228, telephone (614) 921-7000.

### **504 NON-DISCRIMINATION ON THE BASIS OF DISABILITY**

Hilliard City Schools regularly reviews and updates its policies and procedures. In fact the district’s 504 (Non-Discrimination on the Basis of Disability) policies and procedures have been updated and are available online at [www.hilliardschools.org/departments/student-support-services/section-504-of-the-rehabilitation-act/](http://www.hilliardschools.org/departments/student-support-services/section-504-of-the-rehabilitation-act/). Hard copies are available at the district’s Central Office, 2140 Atlas Street, Columbus, OH 43228 and/or your child’s school.

Grievances concerning any violation of this policy should be submitted in writing to Hilliard City Schools, Attn: Director of Student Well-Being, 2140 Atlas Street, Columbus, OH 43228 or by calling (614) 921-7000.



## GENERAL SCHOOL OPERATION

### **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.

### **PUBLICATIONS**

Publications such as the student newspaper, literary magazine and year book are connected to the overall school program and subject to editorial control by the school's authorities in compliance with Board policy.

### **REGULATIONS REGARDING DISPENSATION OF PRESCRIPTION MEDICATION**

It is the student's responsibility to come to the office to receive his/her medication. New authorization forms must be submitted at the beginning of each school year.

1. Students needing medication will be encouraged to receive the medication at home, if possible.
  - A. Each person or persons designated to administer any prescription or non-prescription medication will receive a statement signed by both parent/guardian and physician which includes all of the following information:
    - (1) the name and address of the student
    - (2) the school and class in which the student is enrolled
    - (3) the name of the drug and the dosage to be administered
    - (4) the times or intervals at which each dosage of the drug is to be administered
    - (5) the date on which the administration of the drug is to begin
    - (6) the date on which the administration of the drug is to cease
    - (7) any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency, and
    - (8) special instructions for administration of the drug, including sterile conditions and storage.
  - B. The parent/guardian agrees to submit a revised statement signed by the parent/guardian and physician if any of the information originally provided to the school changes.
  - C. The medication will be received at school in the container in which it was dispensed by the prescribing physician or other licensed professional. The medication and dosage listed on the label must be identical to the authorization form. Parents are responsible for keeping record of the amount of medication at school and for sending more when needed.
  - D. Students who self-administer (carry on their person) asthma inhalers and/or epi-pens must have the medication authorization form completed by their physician and parent stating they may do this.
  - E. Students with diabetes are permitted to attend to self-care and management of his/her diabetes if the student's physician completes the medication authorization form and the parent states they may do this.

## GENERAL SCHOOL OPERATION

2. The person designated by the Board will establish a location in each school building for the storage of drugs to be administered. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.
3. No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him prior to administering the drug will be liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes gross negligence or wanton or reckless misconduct.
4. Each medication that is given should be documented on the medication record form for the corresponding student.
5. The person designated to give medication should receive training by the school nurse. The school nurse will periodically monitor and provide instruction pertinent to the medication.
6. The person giving medication should review the authorization form prior to administration for special instructions and possible side effects.
7. All school personnel must be informed that the administration of any drug (prescription or over-the-counter) without the order of the physician and the permission of the parent/guardian could be interpreted as practicing medicine and is prohibited by law.
8. All medication remaining in the building after the last day of school will be discarded.

**It is the student's responsibility to come to the office and receive his/her medication.  
New Authorization forms must be submitted at the beginning of each school year.**

### **REGULATIONS REGARDING DISPENSATION OF NON-PRESCRIPTION MEDICATION**

1. Students in grades 7-12 may self-administer a non-prescription/over-the-counter medication at the parent's discretion. The student's parent must send a note with the student stating the name of the medication, dose, time it is to be taken, date it is to be taken and then signed by the parent. The student may only carry a one-day supply of medication on his/her person. No such medication shall be given to another student.
2. School personnel will not be responsible for administration or supervision of non-prescription self-administered medication.

### **RESTRICTED AREAS OF THE BUILDING AND GROUNDS**

Certain areas of the school and school grounds have been declared off limits to students. The reason for such restrictions is to preserve the welfare of all and to aid in supervision. The following areas are off limits, unless supervised by a faculty member:

Mechanical rooms (i.e., boiler room, electrical rooms and elevator), front/back entrance areas, computer labs, locker rooms, department offices, parking lot\*, ponds, faculty restrooms, storage and supply areas, staff work/resource areas and copier rooms.

Students are not to congregate in the academic wings during lunchtime, but are to remain in the designated areas for lunch. Juniors and Seniors who have applied and been accepted as candidates for an alternative learning opportunity or flexible lunch may leave the building during the school day. Flexible lunch privileges

## GENERAL SCHOOL OPERATION

may be lost or revoked for a time period if a student falls out of good academic standing or has attendance, behavior or other issues identified by the administration.

\*Students are to leave their vehicles immediately after parking. There is to be no loitering in the parking lot.

### **SCHOOL 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. Any student 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.

### **SIGN POSTING POLICY**

Student leaders and activity advisors must have their signs approved before they are displayed in the hallways and common areas.

Notices, advertisements or written matter of any nature on behalf of persons or organizations not officially connected with the District shall not be distributed or displayed in any school building or on District property without permission of the superintendent. All notices, including those by faculty and staff, shall be approved by the building principal and, in case of doubt, by the Superintendent or his designee. Appeal of the Superintendent's decision may be made to the Board.

### **SUPPORT SERVICES**

Students needing support services should report to the school counseling office and schedule an appointment with a school counseling secretary. All appointments are to be scheduled before school, during lunchtime, after school, or during a study hall. An emergency is an exception.

### **SURVEILLANCE CAMERAS**

Students are duly informed their behavior on school property and/or adjacent property may be monitored by security cameras. This can be used for disciplinary proceedings. The administration provides prior notice to staff, students and parents/guardians that electronic surveillance may occur on school property or in school vehicles. In addition, appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on district property.

### **VISITORS**

All visitors to the school must report to the office for a visitor's pass. Parents who wish to visit the classroom must call the school office to arrange a visitation time and day. **School-aged visitors are not permitted to attend school in the company of a student.**

### **VOLUNTEERS**

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

The Hilliard City Schools Department of Human Resources has partnered with Background Investigation Bureau (BIB) to perform all background checks. Secure Volunteer is an easy to use online system created to help us manage volunteer screening. Secure Volunteer is powered by Background Investigation Bureau, a nationally recognized screening firm founded in 1995. Just go to our district website and click on the Parent Tab. Then

## GENERAL SCHOOL OPERATION

scroll down to parent information and you will see volunteer. Click on [volunteer](#) and follow the steps to submit your volunteer background check.

The background check process is electronic and takes about five minutes to complete and is a secure portal. Results are returned to the school district within a few days. You will receive notifications via email about status and approval. Once your results are returned with no disqualifying events, you will be put into our master database and receive a Secure Volunteer ID card from BIB that will be sent to your home address. You need to bring your ID card and a government issued photo ID to all volunteer events.

Beginning in July 2015, volunteers will be required to renew their badges every 3 years. A letter will be sent out to each volunteer when their badge expires. At that time, a new background check will be required and a new badge will need to be issued. The cost for the renewal badges will remain the same as a new badge.

## STUDENT ATTENDANCE REGULATIONS

### REPORTING AN ABSENCE

Please report your child’s absence in advance whenever possible using one of these convenient methods:

- School Messenger App—Download School Messenger App on your device. Create your account with the email address specified in Home Access Center
- go.schoolmessenger.com—Create your account with the email address specified in Home Access Center
- Call the toll-free, interactive telephone system: 844-413-8801. Follow the instructions to report an absence.

Attendance Office	Email Address
Bradley HS	www.hbrattendance@hboe.org
Darby HS	www.hdbattendance@hboe.org
Davidson HS	www.hdvattendance@hboe.org

- The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student’s absence that day regarding that student’s absence without legitimate excuse within 120 minutes of the start of the school day.
- In the event a parent has been unable to report the absence through School Messenger we ask the parent to send in a note to the attendance office. We ask parents to send in these notes before three days have passed to avoid their student not being able to secure make-up work.
- Forgery of notes or absence reports may result in a disciplinary action.

**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.**

## STUDENT ATTENDANCE REGULATIONS

### TYPES OF ABSENCES

1. **Official Absence**—Doctor or dental appointment that is verified by a medical statement, required court appearance verified by a document, funeral, observance of religious holiday or a pre-approved college visit or family vacation are all considered to be Official Absences. These absences do count against perfect attendance.
2. **Absence**—Personal illness, illness in family, and family emergencies are considered absent. However, we must receive notification from a parent/guardian to upgrade from an unexcused absence. Work missed may be made up without penalty. Regular attendance is mandatory. However, if illness or other absences cause a student to miss school or classes, it is the student’s responsibility to make arrangements to make up the work missed. The student will be allowed one day make-up for each one day absent. Students will be allowed to make up work for days missed up to two (2) days per grading period. The days of absence covered by a medical excuse will not count against the 2 days per grading period. All make-up work extended beyond ten (10) school days will require administrative approval.
3. **Unexcused Absence/Tuancy**—Any student who is absent from school/class without his/her parent’s permission/ notification or is absent from an assigned area within the school is unexcused/truant.
  - The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month (10 days) or a total of at least 90 hours during a school year (15 days).

### ATTENDANCE SUPPLEMENTAL CODES

1. **Personal Illness (Absence)**—Personal illness, illness in family, and family emergencies that follow the proper procedures above for reporting an absence.
2. **College Visits (Official)**—Seniors and juniors are permitted up to 3 absences during the school year to visit a college/university. Sophomores and freshmen must have prior approval from the college counselor to take a school recognized visit. Seniors may not apply for a college visit after May 1st.
3. **Family Vacation**—It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period and for families to be together, some trips must necessarily be schedule during the academic year.

Application for approval ([JED-E](#)) must be made by a parent of guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application. Each student is limited to one approved trip of 10 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 10 days or less may be approved by the building principal or his/her designee. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the building principal or his/her designee. If a student is absent for family travel outside of the ten (10) days of excused absences allowed by the District/ he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/

## STUDENT ATTENDANCE REGULATIONS

guardian to the Franklin County Juvenile Court System and file lack of compliance with the compulsory education rules. Communication with the school and family is crucial and attempts can be made to design online or other opportunities when applicable.

### 4. **School Business**

Field trips, performing arts, voting booth, shadowing and anything deemed school-related are considered "School Business." Students will be issued a school business/field trip permission form by the teacher prior to the event. These forms must be signed by a parent/guardian and all applicable teachers, and returned to the teacher organizing the event at least 24 hours prior to the absence. The teacher will supply the attendance office with an alphabetized list of students attending the event. School business does not count as an absence on the student's record.

### 5. **Suspensions**

- **Out of school (OSS)** students may receive credit for missed work.
- **Alternative Learning Center (ALC)** students report to the Alternative Learning Center room and are allowed to make up work and are not counted as absent for the day, or from class.

### **EARLY DISMISSAL**

#### **(Leaving and/or returning for the remainder of the day)**

- A parent/guardian can report a student's early dismissal or return to school through School Messenger. See instructions in the [Reporting an Absence](#) section.
- Students must sign out through the attendance office before leaving the building. **Failure to sign out will result in disciplinary action and early dismissal may be made unexcused.**
- Phone calls or notes from a parent to excuse a student **AFTER** they have left the building will not be accepted.
- In case of emergency, a parent must come into the building and sign a student out of school through the attendance office.
- Any amount of time missed during the school day will be documented and will be tracked in accordance with State truancy regulations. Please review the "Truancy" section of this handbook.
- Alternate procedures may apply for days preceding major holidays, breaks, or special event days. No early dismissal notes or calls will be accepted on these days. All notes for early dismissals must be submitted one school day prior to this day or parent must come in and sign student out.

### **ILLNESS AT HOME/SCHOOL**

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

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

## STUDENT ATTENDANCE REGULATIONS

When reporting student absences, please report any communicable disease that the student may have. Parents are encouraged to contact the school nurse at any time to discuss health concerns of their student.

### If a student becomes ill at school

- A school certified school nurse is on duty each day.
- Students must obtain a written pass from their teacher before coming to the clinic.
- All students will be assessed in the clinic if they are ill or injured. Students are not permitted to call home/parent. The nurse on duty will contact the parent.
- If it is determined that the student needs to go home, the certified nurse on duty or the principal's designees will contact the parent/guardian using the information provided on the emergency card on file in the school office.
- No student may be released from school without direct contact with a person authorized on the student's Home Access account.
- Students **must** sign out at the attendance office before leaving the building
- If your child is sent home with a fever of 100 degrees or greater, or with diarrhea or vomiting, they must be symptom free without medication for 24 hours before returning to school.

### TARDIES

#### Tardiness to School

- Any student entering school after the tardy bell must report directly to the Attendance Office for a class admittance slip. Any student arriving more than 15 minutes late to 1st period will be considered absent from 1st period. Any student who arrives after 1st period needs to sign in at the Attendance Office.
  - If a written note from a parent is presented with a valid absence reason (see types of absences), the tardy will be considered excused and the student will be allowed to make up any missed work. However, the student will still be considered tardy.
  - **Oversleeping and transportation issues are not "excused" reasons.**
- Any student arriving to school during first period is considered tardy to school.
- **The attendance office records a tardy, regardless of the reason, as a tardy. All tardies, excused or unexcused, count toward disciplinary action and the State's truancy regulations, excluding official absences.**
- All students on a delayed schedule— a late arrival to 2nd or 3rd period class up to 15 minutes will result in a tardy. Students on these schedules must understand a delayed/special schedule is a privilege and must adhere to guidelines established by administration.

**Chronic tardiness will result in stronger discipline.  
A student arriving more than 15 minutes late to class may be counted absent for that class.**

## STUDENT ATTENDANCE REGULATIONS

### **TRUANCY—What is House Bill 410?**

- 1) [House Bill 410](#) was passed into law by the Ohio General Assembly in December 2016, and the most recent state guidelines were made in July 2017. This has changed the way school districts monitor student attendance across the state. Schools now must keep track of absences by “hours” as opposed to “days” missed.
- 2) Definitions:
  - a) Habitually Truant—any student absent without legitimate excuse
  - b) Excessively Absent—any student absent with or without legitimate excuse (includes official absences)

Threshold Table	Consecutive Hours	Hours in School Month	Hours in a School Year
<b>Habitually Truant</b>	30+ hours unexcused	42+ hours unexcused	72+ hours unexcused
<b>Excessively Absent</b>		38+ hours excused or unexcused	65+ hours excused or unexcused

- 3) If a student has exceeded one of the attendance thresholds for Habitually Truant, a letter will be sent home with the student and phone calls will be made to contact the student’s parent/guardian to set up a meeting. The purpose of this required meeting will be to set up a meeting for the parent/guardian, student (when appropriate), and building staff to be a part of an Absence Intervention Team and meet to develop an Absence Intervention Plan. A plan will need to be developed to achieve “satisfactory” improvement in attendance, or truancy charges could be filed to the juvenile court.
- 4) If a student has exceeded one of the attendance thresholds for Excessively Absent, a letter will be sent home with the student and phone calls will be made to note the requirement for any additional absences to have a doctor’s note to consider them excused.

### **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 following constitutes reasons for a medically 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 fourteen years of age.



## STUDENT ATTENDANCE REGULATIONS

3. Quarantine of the home. The absence of a child from school under this condition is limited to length of quarantine as fixed by the proper health officials.
4. Emergency or set of circumstances which in the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school which may include but not be limited to documented medical appointments.

Reasons for which students may be nonmedically excused include, but are not limited to:

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent (applies to students over 14 years of age only);
2. death in family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with a student's truly held religious belief;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
7. absences due to a student being homeless or
8. as determined by the Superintendent.

### **18-YEAR OLD STUDENT**

Students who are 18 years old or older are required to follow all school practices and procedures as specified in this Student Handbook. Our high school only recognizes parental/guardian authority when dealing with school procedures such as mailings, grades, absences, early dismissals, or any other similar documentation.

## STUDENT CONDUCT

### **STUDENT CONDUCT: ZERO TOLERANCE**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs is directed at a district official or employee or the property of an official or employee.

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 or designee develops regulations, which 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, 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. The school administration has the right to talk to a student without parent/custodian knowledge and/or consent.

A student may be expelled for up to one year if he/she commits or threatens an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program.

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.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

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

The Board recognizes that it has the responsibility to assure students the legal rights that are theirs by virtue of guarantees offered all persons under the federal and state constitutions and statutes. In connection with these rights are responsibilities that must be assumed by the students. The Board understands that:

1. Students have the right to quality education and a responsibility to put forth their best efforts during the educational process.
2. Students have the right to expect school personnel to be qualified in providing a good education.
3. Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

## STUDENT CONDUCT

The Board delegates to the superintendent and his administration, assisted as necessary by additional personnel, the responsibility for developing and publishing the specific regulations which will apply to students' rights and responsibilities in school. The Board may, at the recommendation of the superintendent, adopt as its own policy certain rules for student behavior and/or discipline. All regulations concerning student conduct, whether adopted by the Board or issued by the administration, shall be made known to students, who shall be held accountable for compliance with them.

### CONDUCT CODE

Hilliard City Schools works proactively in our classrooms to build a learning community for all students. Our goal is to develop good relationships and restore a sense of community in an increasingly disconnected world. The intention is to build community with students using high expectations and high support to maximize positive interactions and minimize negative interactions. The end result is utilizing developmentally appropriate strategies to allow for repairing relationships and helping students re-enter their school and classroom communities after an offense has occurred.

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

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, or 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 (or look alike weapons).
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 as defined in this handbook.
11. Disruption or interference with curricular or extracurricular activities.
12. Insubordination, including intentional interference with the teacher's conducting 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. Non-Ethnic Intimidation/Harassment
  - a. 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.
  - b. Threat (only) of fight/intimidation/harassment.
15. Use of profane, vulgar, discriminatory, or other improper language.
16. Violation of special rules of conduct for school buses.
17. Violation of the smoking policy including smokeless tobacco products, alternative nicotine products, electronic cigarettes, personal vaporizers (e.g., JUUL) and electronic delivery systems.
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.

## STUDENT CONDUCT

22. Tardiness to class or school. (*Loss of Privileges*)
23. Truancy and other unexcused absences from class or school. (*Loss of Privileges*)
24. Fraud or forgery of school or parental documents.
25. Inappropriate or bizarre attire, or violation of rules as set forth in student handbook.
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.
30. Bullying - Repeated intimidation/harassing behavior.

### **ACADEMIC INTEGRITY**

We believe the students, staff, and community are stakeholders in the climate and culture of our district. The district was founded on the belief that all students can and must learn in order to achieve success in our society. The community and staff further believe that success begins with personal and academic integrity, which are grounded in honesty, trust, fairness, respect, and responsibility.

Plagiarism/cheating is a serious offense because it halts the very experience which education tries to nurture: independent processing of ideas. In stealing from sources, students kill the imagination, thwart the thinking process, and dishonestly present ideas and words which are not their own as if they were.

Students are, therefore, expected to develop and evolve as independent writers and thinkers. Students who use the work or ideas of others as a substitute for their own will be penalized in accordance to school policy. Plagiarism/cheating will result in administrative discipline and possible loss of privileges and positions of leadership.

Absolute integrity is expected of everyone. Academic and personal integrity entail a firm adherence to a set of values essential to an academic community grounded in honesty, trust, fairness, respect, and responsibility for all.

**Our faculty believes in the statement below and is encouraged to include it on all course syllabuses:**

*As a student of integrity, you will neither give nor receive unauthorized aid in class work, quizzes, examinations, preparation of reports or projects, or in any other work that I use to evaluate you without specific permission for collaboration or without proper citation. All work may be submitted to a variety of sources to check for plagiarism.*

**Hilliard City Schools' High School Student Honor Statement:**

*As a student of integrity in the Hilliard City Schools, I have neither given nor received unauthorized aid on this assignment.*

**Collaboration**

Collaboration is a valuable tool for 21st century learners. However, when collaboration is not explicitly required/requested by the instructor, students are expected to complete and turn in their own work to the best of their ability.

### **ACADEMIC MISCONDUCT**

Academic Integrity/Cheating: Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test

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answers, screen shots, air drop, social media and/or other forms of technology, and plagiarism/internet plagiarism. Students who violate this policy may be subject to further behavioral consequences by an administrator or teacher.

### **ACADEMIC DISHONESTY/PLAGIARISM CONSEQUENCES**

#### 1st Offense:

- Parents/Guardians will be contacted
- After School Detention(s) and/or Lunch Detentions
- May receive a minimum of 50% by resubmitting academic work resulting from honesty and integrity that meets course requirements, assignment guidelines, and teacher specifications.
- Loss of Privilege (this is not a definitive list): the student may not be permitted to attend extra-curricular or co-curricular activities, may lose school leadership position(s), may forfeit club membership(s), and/or lose parking privileges.

#### 2nd or Subsequent Offenses:

- Parents/Guardians will be contacted
- Suspension (ALC and/or OSS)
- May receive a minimum of 50% by resubmitting academic work resulting from honesty and integrity that meets course requirements, assignment guidelines, and teacher specifications.
- Loss of Privilege (this is not a definitive list): the student may not be permitted to attend extra-curricular or co-curricular activities, may lose school leadership position(s), may forfeit club membership(s), and/or lose parking privileges.

\*Administrator can move to second offense at his/her discretion.

### **APPROPRIATE USE OF FORCE, RESTRAINT OR SECLUSION**

The District does not engage in practices prohibited by State law, including:

1. prone restraint;
2. any form of physical restraint that involves the intentional, knowing or reckless use of any technique that:
  - Involves the use of pinning down a student by placing knees to the torso, head or neck of the student;
  - Uses pressure point, pain compliance or joint manipulation techniques or
  - Otherwise involves techniques that are used to unnecessarily cause pain.
3. corporal punishment;
4. child endangerment, as defined by Ohio Revised Code Section [2919.22](#);
5. deprivation of basic needs;
6. seclusion and restraint of preschool children in violation of Ohio Administrative Code Section (OAC) [3301-37-10](#);
7. chemical restraint;
8. mechanical restraint (that does not include devices used by trained school personnel, or by a student, for the specific and approved therapeutic or safety purposes for which such devices were designed and, if applicable, prescribed);
9. aversive behavioral interventions or
10. seclusion in a locked room or area.

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### Restraint

Physical restraint may not be used as a form of punishment or discipline, or as a substitute for other less restrictive means of assisting a student in regaining control. The use of prone restraint is prohibited. This policy does not prohibit the use of reasonable force and restraint as provided by [ORC 3319.41](#).

Restraint may be used only:

- if a student’s behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- if the physical restraint does not interfere with the student’s ability to breathe;
- if the physical restraint does not interfere with the student’s ability to communicate in the student’s primary language or mode of communication and
- by school personnel trained in safe restraint techniques, except in the case of rare and unavoidable emergency situations when trained personnel are not immediately available.

### Seclusion

Seclusion may not be used as a form of punishment or discipline, for staff convenience or as a substitute for other less restrictive means of assisting a student in regaining control.

Seclusion may be used only:

- if a student’s behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is available;
- as a last resort to provide an opportunity for the student to regain control of his or her actions;
- for the minimum amount of time necessary to protect the student and others from physical harm;
- in a room or area that is not locked, does not prevent the student from exiting the area should the staff member become incapacitated or leave, and that provides adequate space, lighting, ventilation and the ability to observe the student and under the constant supervision of trained staff able to detect indications of physical or mental distress that require removal and/or immediate medical assistance, and who document their observations of the student.

### Repeated Dangerous Behaviors

The District conducts functional behavioral assessments for students who repeatedly engage in dangerous behavior that leads to instances of restraint and/or seclusion to identify students’ needs and more effective ways of addressing those needs. Behavioral intervention plans that incorporate appropriate positive behavioral interventions are created when necessary.

### Data and Reporting

Each incident of restraint is immediately reported to the building administrator and the student’s parent. Each incident of seclusion or restraint is documented in a written report, which is made available to the student’s parent. The District maintains written reports of seclusion or restraint. These reports are educational records under the [Family Education Rights and Privacy Act](#).

The District annually reports information concerning the use of restraint and seclusion to the [Ohio Department of Education](#) (ODE), as requested by ODE. If you wish to file a complaint, please contact the Director, Student Support Services at (614) 921-7000.

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### DANGEROUS WEAPONS IN THE SCHOOL

**NOTICE:** Unless otherwise authorized by law, pursuant to Ohio Revised Code section 2923.122, no person shall knowingly possess, have under the person’s control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone.

The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives, chemical devices and other dangerous weapons (including “look alike” weapons).

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. 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 having a sharp blade. 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 which 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.

### DETENTION

A student may be assigned detention before, during or after school (including any non-school day) as a disciplinary measure provided the student is given notice a day prior to the date the detention is to be served. The



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school assumes no responsibility for transportation of a student assigned to detention. Detentions may be issued by teachers and/or administrators and will be supervised by the staff person assigning the detention.

### **Rules:**

1. Students MUST provide their own transportation to and from Detention.
2. Students are NOT permitted to come LATE or LEAVE EARLY.
3. Students are NOT permitted to go to their lockers.
4. Students are responsible for bringing sufficient schoolwork to keep them working on school material for the entire time.
5. NO TALKING is permitted except to the staff supervisor.
6. MOVING FROM AN ASSIGNED SEAT is NOT permitted without the permission of the staff supervisor.
7. Students are NOT allowed to put their heads down or sleep.
8. NO headphones or cell phone use allowed in Detention.

**Violation** of a detention rule will result in additional detentions, loss of privileges or out-of-school suspension.

An **Unexcused Absence** from Detention will result in an out-of-school suspension.

### **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; who has no apparent desire to profit from the course of instruction; 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.

Each building principal shall establish reasonable rules and regulations governing the discipline of students in his/her assigned area.

1. Regardless of assignment, each professional staff member shall share the responsibility for maintaining student discipline.
2. Discipline shall be firm and consistent.
3. Provision shall be made to prevent any student from committing an unlimited number of offenses.
4. The principal concerned shall have the responsibility of determining the degree of offense.
5. A complete discipline record, listing all major offenses, shall be maintained for each student.
6. The school administration has the right to talk to a student without parent/custodian knowledge and/or consent.

Each discipline situation should be considered on an individual basis, taking all available facts into account. There should be consistency in the administration of penalty and punishment for similar acts of misconduct.

In determining appropriate disciplinary action, the following consideration shall be applied:

1. Gravity of the offense as it potentially affects the educational community and the degree to which such conduct tends to interfere with achieving the objectives of the education process.
2. Whether the offense is a first or infrequent infraction, or one in a virtual continuum of offenses.



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3. Whether alternate action, other than that otherwise considered usual and customary, would be in the best interest of the particular offending student and/or the school community generally.

**School administrator has the right to move to third offense discipline where situation dictates.**

### **DISRUPTION**

Be aware that the principal shall be authorized to suspend from school any student who causes or participates in any disturbance or any disruption of any school class, program, or activity. The building principal concerned and other school personnel shall make every effort to protect the personal safety of students and adults and the safety of the property of the district during periods of student unrest when the orderly operations of the school is disrupted. The building principal concerned shall make every effort to return the school to an orderly operation as soon as possible after a disruption occurs.

### **DRESS CODE**

The Board of Education and administration of the Hilliard City School district are committed to establishing and enforcing minimum dress and grooming guidelines, providing the following policies are observed. We wish to avoid dress and grooming styles that:

- (1) divert the attention of the pupils from the primary function of the school, which is education, and
- (2) create in the minds of pupils both in this and other communities a misleading image of the student body and school program.

The principal will make a final judgment on any mode of student dress that could be considered as not appropriate for school or school sponsored events. Students should avoid wearing clothes that carry slogans or logos that are offensive, racist, sexist or promote practices considered inappropriate for high school students, i.e., no clothing shall be permitted that advertises beer, alcohol, sex, tobacco, etc.

The policy of the school relative to the problem of dressing and grooming will be:

1. Counseling of the student
2. Communication with home
3. Opportunity to remedy the infraction and return to class
4. Disciplinary measures as appropriate for repeat offenders

All students and staff will be required to adhere to all local, state and federal health guidelines.

### **ELECTRONIC DEVICES AND CELLULAR PHONES**

Personal cell phones and other electronic devices may be used in the classroom for their technological advantages under the supervision and guidance of the instructor as it pertains to the lesson being taught. Cell phones should be turned off and kept secure in back packs when not being used under the supervision of an instructor. The school district is not responsible for the loss or damage of cell phones or personal electronic devices if parents elect to have their child bring one to school.

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.**

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### **HAZING & BULLYING POLICY**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended.

Physical Bullying—The **repeated** use of force toward a person's body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

Verbal Bullying—**Repeatedly** using negative and/or damaging words (including both spoken and written) toward or in regard to another person. Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cussing, threats, fake compliments and sexual orientation attacks.

Cyberbullying—**Repeatedly** using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty emails and sending mean forwards.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices, or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered.

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School administrators shall notify both the parents of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the parents or guardians of students against whom such acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by law.

The Superintendent/designee will provide the Board President with a summary of all reported incidents and post the summary on the District's website, to the extent permitted by law. Bullying report forms are available on the [district website](#).

The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

### **HARASSMENT**

Students are responsible to treat each other with dignity and respect. Any type of disrespectful comments or actions directed toward other students, whether intentionally or unintentionally, which cause interference with the educational process and opportunities of the school will be considered harassment.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

The following may be considered examples of sexual harassment. Any of the following conduct could be, but not limited to these behaviors which represent a violation of the student code of conduct:

- a. Unwanted hugs, touches, grabbing or brushing against another student.
- b. Unwanted sexual advances or other sexual comments such as sexually oriented gestures, noises, remarks or comments about a person's sexuality.

Students who feel they are being harassed either sexually or otherwise are responsible for bringing this to the attention of a staff member or administrator. If the harassment continues, stronger disciplinary measures may be taken. Administrators will conduct investigations when a complaint is made.

### **STUDENT DRUG, TOBACCO & 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.

**Alternative Nicotine Products:** an electronic cigarette or any other product, device, or parts and pieces thereof, that consists of or contains nicotine that can be ingested into the body by any means, including but not limited to chewing, smoking, absorbing, dissolving or inhaling.

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**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, apparatus, or parts and pieces thereof, 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 made or derived from tobacco or containing any form of nicotine, if it is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means including but not limited to: any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, alternative nicotine products, electronic smoking devices, or parts and pieces thereof, vapor products, any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form.

**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.

**Electronic Cigarette**—any electronic product, device, or parts and pieces thereof, that produces a vapor that delivers nicotine or any other substance to the person inhaling from the device to simulate smoking and is likely to be offered to or purchased by consumers as an electronic cigarette, electronic cigar, electronic cigarillo or electronic pipe.

**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, instruments 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 & 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.

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

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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/CD. 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. The Board prohibits the use or possession of electronic cigarettes, personal vaporizers (e.g., JUUL) and electronic nicotine delivery systems by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. 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 has been detected, violations of school policy will not be excused because the student has requested counseling.

**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 & ALCOHOL REGULATION**

#### *Offenses and Disciplinary Action*

#### **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.

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- 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.

### **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 ten (10) days - OR -
    - 2) The student will be suspended out of school for a minimum of eight (8) days if the student and parents ask for and receive an assessment in a certified drug/alcohol counseling program within 10 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 five (5) days if they complete all of the assessment requirements in C.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, of alcohol and 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.

**Failure to complete the suspension Reduction program in a reasonable amount of time will result in the student serving the remainder of the 10-day out of school suspension.**

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2. Second and subsequent offenses:
  - 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.

### **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 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. Items will be confiscated.
  - C. The student will be assigned an out of school suspension and/or expulsion.
  - 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 an out of school suspension and/or expulsion.
  - D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

### **Possession, Distribution and/or Use of Tobacco, Matches, Lighters, or Other Paraphernalia**

#### **Possession/Distribution/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.



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### Possession/Distribution/Use of Matches, Lighter, Paraphernalia

1. First offense:
  - A. Three (3) days time-out room or two (2) days out of school suspension.
  - B. The student forfeits his/her privilege to any leadership positions 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) and/or counseling,
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 school 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 24 hours or more is contemplated.

### **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 extracurricular activity under the provisions of that code in addition to any disciplinary penalty that may be called for under those regulations.



## STUDENT CONDUCT

### **SEXTING, TEXTING & EMAILING**

In accordance with [House Bill 1](#) and Ohio Revised Code [2907.323](#), the possessing, taking, disseminating, receiving, keeping or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, by electronic data transfers does constitute a crime under state and/or federal law. Any person involved in any of the above can be punished under the code of conduct and may be reported to the appropriate law enforcement agencies. Students and families should be aware of these guidelines as legal charges and/or convictions do constitute some long lasting penalties. For additional clarification, please refer to the state and federal laws mentioned above.

### **MISUSE OF SCHOOL RESOURCES/FACILITIES**

All resources and facilities of our schools shall be used solely for legitimate and authorized academic, instructional, research or administrative purposes. Any unauthorized or illegitimate use of the resources and/or facilities (e.g. graffiti or destructive acts) shall constitute a violation of school policy and will subject the violation to disciplinary and/or legal action.

### **MISUSE/USE 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 which 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; and
7. using software or web sites intended to circumvent the district's web filtering system.

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.

Along with monitoring the online activities of minors, the District will educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Superintendent/designee will develop a program to educate students on these issues.

Cybersecurity threats have the potential to severely impact the educational use of technology. To that end, students shall always act in good faith when using district technology accounts, devices and services. Failure to do so may result in disciplinary action.

## STUDENT CONDUCT

Students engaging in any of the behaviors described above 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

### **Acceptable Use of District-Assigned iPad**

The use of the Hilliard City School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by HCSD is not transferrable or extendible by students to other people or groups (such as siblings) and terminates when a student is no longer enrolled in the District. This policy, in accordance with Board Policy [EDE-Computer/Online Services](#) and [EDE- Computer/Online Services \(Acceptable Use and Internet Safety\)](#), is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied. The Hilliard City School District's Student Code of Conduct shall be applied to student infractions.

Students may not jailbreak, modify, or in any other way tamper with the iPad's operating system (iOS). Removing any or all installed Profiles is strictly forbidden.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally, stolen, or lost. An iPad that is stolen must be reported immediately to the main office. The administration, technology department, and the appropriate law enforcement agency will conduct a full investigation and report.

### **Protecting and Storing your iPad**

Student iPads will be labeled in the manner specified by the school. iPads can be identified based on serial number. Do not remove your iPad's identifying labels or markings. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed.

### **Cost to Repair or Replace your iPad**

Hilliard City School District recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both the District and the student/parent. Therefore, we have set the following guidelines in place.

If you experience any technical problems, take your iPad to the Student Helpdesk in the Media Center. If it cannot be fixed at that time, a loaner iPad may be issued to you (if available). All iPad policy agreements remain in effect for the loaner iPad. If your iPad is stolen or damaged by another party, please report it to the office immediately. Your claim will be investigated further by the school district and/or the appropriate law enforcement agency.

Accidental damage causing the iPad to be unusable is the responsibility of the parent/guardian unless they have paid for the Technology Protection Plan.

### **Protecting Your Data and Files**

It is recommended that students regularly back up data to the cloud storage provided by the school.

## STUDENT CONDUCT

Syncing your device and/or backing up your device regularly will allow the restoration of all data. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

Do not expect that files stored on your iPad will be private. HCSD officials may review your files and communications at any time to ensure you are using the iPad appropriately.

Students are responsible for the appropriateness of all files, data, and internet history on their Pad and/or under their account. Do not take photos or video of other students or staff without their permission. The possessing, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden. Do not access another individual's materials, information, or files without permission.

### **INTIMIDATION & HARASSMENT**

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, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, 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, ethnicity, national origin, ancestry, citizenship status, religion, gender, sex (sexual orientation and/or gender identity), economic status, age, disability or military status, 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, items of apparel, 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.

### **Disciplinary Actions**

Violations of this policy will be cumulative over the course of the school year and punishment shall, most ordinarily, be administered as follows:

#### First Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned an out of school suspension.

#### Second Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a longer period of out of school suspension.

## STUDENT CONDUCT

### Third Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a ten (10) day out-of-school suspension and may be recommended for expulsion.

**School administrator has the right to move to third offense discipline when situation dictates.**

Unless otherwise noted in the individual section, the above code shall be applicable to any conduct: on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.

### **PARKING REGULATIONS AND PROCEDURES**

The Hilliard Board of Education has adopted procedures ([Policy JHFD](#)), regarding student driving and parking.

In the event that the number of requests for parking spaces exceeds the number of spaces available, a lottery system may be implemented to provide an equitable distribution of parking spaces to eligible drivers.

**You may NOT register for a parking permit if you have any outstanding fees.**

1. The student or parent must register the car with the school principal and parents must assume full responsibility for their son/daughter on the way to and from school. Students must have a valid Ohio Driver's License in order to drive to school.
2. School officials retain the right to examine the contents and/or search a car parked on school premises when they have a reasonable belief that items contained in the car may interfere with the safe or effective operation of school.
3. Students must park their cars in a parking space on school property in the area designated for student parking. The faculty lot, band practice lot and visitor lot are off limits to students.
4. Students driving to school are required to register for a student-parking permit. Permits are available in the main office. The permits must be displayed on the vehicle as designated by the high school administration.
5. Students driving to school are to have auto/motorcycle insurance and meet all other legal requirements. The high school or the Hilliard Board of Education is not responsible for the auto or its contents.
6. Cars found parked in non-designated areas without a proper parking permit or the permission of the building principal will be subject to the following:
  - a. Disciplinary action
  - b. Suspension or revocation of parking privileges
  - c. Towing at owner's expense
7. Any vehicle driven to and from school by a student must be operated in a safe, sane and legal manner. Students who jeopardize life and/or property through careless or illegal operation will lose their driving

## STUDENT CONDUCT

privileges. Students who continue to drive after privileges have been revoked may be immediately suspended from school.

8. Students may not exceed the posted 10 M.P.H. speed limit.
9. Parking privileges and stickers are non-transferable.
10. All school rules also apply in the parking lot, as well as inside vehicles on school property.
11. All students must produce school identification or a driver's license when asked to do so by school officials or the School Resource Officer.
12. Loss of Driving Privileges
  - a. Excessive absenteeism
  - b. Substance abuse offenses
  - c. Reckless driving
13. Hilliard Clerk of Courts has informed Hilliard City Schools that there will be \$100.00 fine for parking in a handicapped zone.

When dealing with student absenteeism, withdrawal, or drug/alcohol abuse, the administration may employ a variety of student management techniques. These include the suspension of the temporary permit or operator's license or denial of the opportunity to obtain such a permit or license of a student until the student becomes eighteen (18), returns to school, receives a General Education Development Certificate (GED), or the privileges are otherwise reinstated.

### **PROCEDURE FOR CHANNELING COMPLAINTS/APPEALS**

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 procedure for resolving complaints is 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 be 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/designee, who may handle the complaint personally or refer it 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.
4. If the parent remains dissatisfied, he/she may address the complaint and the relief sought, in writing, to the Board of Education. The Board, upon receipt of the complaint, at its next regular meeting, will review the complaint and render a decision as to whether to grant the relief requested, to deny relief, or to refer the matter elsewhere within the school district for further study and recommendation. The Board's decision will be shared with all parties involved. Discussion of the concern may take place in executive session.

## STUDENT CONDUCT

### **SCHOOL BUS CONDUCT**

Once a student boards a school bus, he/she comes under the authority of school officials. The driver of a school bus carries a heavy burden of responsibility for the lives of 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 students:

1. Railroad Crossing—Be quiet. Do 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 seated in assigned seats.
3. Windows—Keep hands, heads, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened with approval of the driver only.
4. Eating—Eating on the bus is not permitted. Exceptions may be made only with the approval of the superintendent or his/her designee.
5. Quiet—Talk quietly; no yelling inside the bus or out the window.
6. Bus Stops—Wait until the bus stops and the driver gives the signal for crossing before leaving the residence side to board the bus.
7. Crossing—Cross in front of the bus ONLY, approximately ten feet in front of the bus.
8. Time—Students shall be at designated pick-ups on time in the morning and in the evenings when school is dismissed.
9. Carry on Items—Generally, items too large to fit under a passenger seat shall not be permitted on a school bus if, in the judgment of the driver, such objects would interfere.
10. Littering—Littering a school bus shall not be permitted.
11. Unauthorized Passengers—Unauthorized passengers shall not be transported on a school bus. “Unauthorized” refers to non-school children and adults not approved by the principal or superintendent.
12. Unauthorized Entering or Leaving—Students shall 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 building principal.
13. Students are to be at designated bus stops prior to arrival time of bus.

The following rules are considered absolutely vital to the safe operation of the school bus. Violations of these rules shall be considered a major breach of conduct and shall most ordinarily result in denial of the transportation privilege and suspension or expulsion from school.

1. Fighting: Fighting shall not be permitted.
2. Throwing Objects: Do not throw objects inside the bus or out the bus windows.
3. Profanity and Smoking: The use of profanity or smoking while on the bus is not permitted.
4. Firearms: Firearms are absolutely prohibited on a school bus.
5. Tampering with the Emergency Door: This shall not be permitted.
6. Other misconduct and behavior, as listed in policy JGD/JGE, Student Suspension/Expulsion.

### **Electronic Devices and Cellular Phones for School Buses:**

Personal cell phones and other electronic devices may be used in the bus for their technological advantages and must be kept at an appropriate volume. Cell phones should be turned off and kept secure in back packs when not being used. The school district is not responsible for the loss or damage of cell phones or personal electronic devices if parents elect to have their child bring one to school.

## STUDENT CONDUCT

Any phone or electronic device will be subject to confiscation if it creates a disruption. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from any 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.**

### SEARCHES AND INTERROGATIONS

#### **Interrogation of Students by Law Enforcement Officials:**

Whenever possible, law enforcement officials should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities will bring the student to a private room and the contact is made out of the sight of others as much as possible.

#### **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. Building administrators/designees are permitted 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. Building administrators/designees are also permitted to search any unattended bag for safety and identification purposes. The School Resource Officer may serve as a witness for searches.

The cooperation of students in district investigations is critical to the district's efforts to maintain a safe school environment that is also free of discrimination and harassment. A student's silence or refusal to cooperate in a district investigation will be considered and may serve as a negative inference in any district investigation unless otherwise prohibited under the law.

**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.**

### SUSPENSIONS (BOARD OF EDUCATION POLICY)

Unless specified elsewhere in policy or regulations, a principal, or his/her designee may decide whether a suspension shall be in school in the Alternative Learning Center, out-of-school, or be a combination of both. Such a decision shall be based on such factors as gravity of the offense, previous record, and best interests of the total school community.

- A. **Alternative Learning Center (ALC)** - The Alternative Learning Center (ALC) is an alternative for possible out-of-school suspension day(s) for students as assigned by school administration. When assigned to ALC, students/parents can expect:
- A highly structured environment under the guidance of high school staff each period of the school day.
  - A safe place where school rules and expectations are followed.



## STUDENT CONDUCT

- A place where students are assigned for the full day; teachers provide work for students and assigned ALC staff supervises and assists with work.
- A place for students to reflect on reason for room assignment and to complete any reflective/restorative requirements assigned by administration.

### **Procedure / Expectations for ALC (Alternative Learning Center)**

- Upon arrival, all students assigned to the ALC will report directly to the Main Office.
- Students are not permitted to socialize in the commons or hallway before school.
- Cell phones will be turned off and turned in to ALC staff upon entry into room.
- Electronic devices are permitted as long as students are using them for educational purposes only.
- Attendance will be taken in the ALC.
- Students will have supervised breaks, but not during general population hallway transitions.
- Students will be able to purchase lunch in the cafeteria and return to the ALC room to eat.
- Students are not permitted to remain on school grounds unsupervised after school.

### **Attendance**

- If a student is sick and/or absent from school on an assigned ALC day, the assigned day will be re-scheduled for the next school day unless determined otherwise by school administration.
- ALC is not a permanent placement. If a student is disruptive/not meeting goals in ALC, school administration will be notified and a separate, next level consequence will be assigned.

- B. **Out-of-School Suspension** - A student assigned an out-of-school suspension may not be on school grounds during the period of suspension. This precludes his/her participation in any school activities during the period of suspension. Provisions will be made to allow students to make up work to keep current.
- C. **Student Suspension/Expulsion Appeals Board Policy JGD/JGE** - A student remains suspended or expelled for the duration of the suspension or expulsion or until action is taken on any appeal. Alternative Learning Center assignments may not be appealed per Board of Education policy JGD.

Any request for an appeal of a suspension or expulsion must be made in accordance with Board of Education Policy [JGD](#) and/or [JGE](#). Any appeal hearing must be scheduled within one week of the date of the suspension/expulsion, unless the superintendent grants an extension of time at the request of the student and/or his parent or guardian.



## ACADEMIC/GRADUATION INFORMATION

To graduate from a Hilliard City Schools High School, a student must meet the standards adopted by the State of Ohio, and the Hilliard City Schools Board of Education. **The ultimate responsibility for tracking and completing necessary credits for graduation lies with the students and parents. Any student who fails to meet the district’s graduation requirements shall not participate in commencement exercises or receive a diploma.**


Graduation Requirements		
Subject	Minimum Credit Requirement—21.5	
English	4	
World Studies	1	
U.S. History	1	
U.S. Government	1	
Science	3	1 credit Biology; 1 credit Physical Science
Math	4	Must include Alg. 2 or its equivalent
Health	1/2	
Physical Education	1/2	Students may waive the physical education requirement with participation in athletics, marching band, and/or cheerleading (for additional details, check the <a href="#">HS Program of Studies</a> ). Students who pursue this option must earn one half elective credit in another subject-area to meet the minimum credit requirement for graduation (21.5 credits).
Future Ready	1/2	
Financial Literacy Elective	1/2	The financial literacy elective requirement can be fulfilled by taking one of the following courses <b>during the Sophomore, Junior or Senior year</b> : Business Academy, Careers & Money Management, Financial Independence, Personal Finance, College Fundamentals, AP Microeconomics, AP Macroeconomics, Life Skills or CBI 3 Related. Note: Taking one of these prior to the Sophomore year will <b>not</b> fulfill the graduation requirement. This requirement is strongly encouraged for 10th graders who are interested in Tolles Career & Technical Center.
Capstone	1/2	The Capstone can be completed in a variety of ways/courses and must meet defined criteria. (For additional details, check the HS Program of Studies.) <b>The Capstone must be completed by December of the senior year.</b> Athletic Eligibility: Physical Education classes and Capstone <u>do not count</u> as 1 of the 5 (five) 1/2 credit classes.
Additional Electives	5	<b>1 credit must be earned in fine arts unless 2 semesters of fine arts coursework were successfully completed in middle school (grades 7-8).</b> Participation in Tolles or CBI, or Career & Employ Development (“Work Study”) may fulfill the Fine Arts graduation requirement.  Elective credits must include one or any combination of world language, fine arts, business, career-technical education, family and consumer sciences, pre-engineering or English, Mathematics, Science, or Social Studies not otherwise required.  A high school credit can be assigned for fine arts if two YEARS of middle school music were successfully completed AND the second year was an ADVANCED course.  <b>Students must earn 5.0 Elective Credits in content areas other than Wellness.</b>
<b>TOTAL CREDITS</b>	<b>21.5**</b>	


**ACADEMIC/GRADUATION INFORMATION**


**State High School Graduation Requirements**


**First**


Earn 21.5 Credits


 4 Credits English


 4 Credits Math


 3 Credits Social Stud-


 3 Credits Science


 .5 Credit Future Ready

 .5 Credit Financial Literacy Elective

 .5 Credit Physical Education


 .5 Credit Health

 5 Credits Additional Electives


 .5 Credit Capstone

**Second**


Show Competency

 Earn a “competency score” on the Algebra I and ELA II End of Course Test


OR

 Two Career - Focused Activities


OR

 College Credit Plus

OR

 Military Enlistment

OR

 ACT or SAT Remediation - Free Score

**Third**

Show Readiness

Earn 2 Diploma Seals

State Defined



Locally Defined



Students must have a minimum of 1 State Seal

**ACADEMIC/GRADUATION INFORMATION**



**Diploma Seals**

The state of Ohio has created 12 diploma seals for students to demonstrate academic and technical skills for college, careers, or the military. Starting with the class of 2023, students will be required to earn at least two seals, one of which must be state defined, in order to earn a diploma. *Ohio Revised Code sections 3313.618 and 3313.6114.*

**State-Defined Diploma Seals (Must earn at least one)**

Seal	Requirements	Approved Courses and Programs
<b>Military Enlistment Seal</b>	Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces.	
<b>Technology Seal</b>	A student can: <ol style="list-style-type: none"> <li>Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement exam;</li> <li>Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program; or</li> <li>Complete and pass a course offered through the district or school that meets guidelines developed by the Department. Students must complete a portfolio and a culminating project.</li> </ol>	<ul style="list-style-type: none"> <li>AP Computer Science*</li> <li>AP Computer Science Principles*</li> <li>Introduction to Engineering Design</li> <li>Introduction to Engineering Design (Women)</li> <li>Principles of Engineering</li> <li>Digital Electronics</li> <li>Engineering Design/Development</li> </ul> <p><i>*Students must score a “2” or higher on the associated AP test.</i></p>
<b>Industry-Recognized Credential Seal</b>	A student can: <ol style="list-style-type: none"> <li>Earn a 12-point approved industry-recognized credential or group of credentials totaling 12 points in a single career field.</li> <li>Obtaining a state-issued license for a practice in a vocation that requires an examination in one.</li> </ol>	<ul style="list-style-type: none"> <li>Worthington Industries* (Manufacturing)</li> <li>RT Moore* (HVAC, Plumbing)</li> <li>Tolles Programs</li> </ul> <p><i>*These programs are only offered during the second semester of senior year</i></p>
<b>Citizenship Seal</b>	A student can: <ol style="list-style-type: none"> <li>Earn a score of proficient or higher on both the American history and American government end-of-course exams;</li> <li>Earn a final course grade equivalent to “B” or higher in American history and American government;</li> <li>Earn a score that is at least equivalent to proficient on appropriate Advanced Placement exam; or</li> <li>Earn a final course grade that is equivalent to a “B” or higher in appropriate classes taken through the College Credit Plus program.</li> </ol>	<ul style="list-style-type: none"> <li>U.S. History</li> <li>AP U.S. History</li> <li>U.S. Government</li> <li>AP U.S. Government</li> </ul>
<b>OhioMeansJobs-Readiness Seal</b>	Meet the requirements and criteria established for the readiness seal, including demonstration of work-readiness and professional competencies: drug free, reliability, work ethic, punctuality, discipline, teamwork, professionalism, learning agility, critical thinking, leadership, creativity, communication, digital technology, global fluency, career management. Students must work with at least three experienced and trusted mentors who validate the demonstration of these skills in school, work, or the community. <a href="#">Seal verification form</a> (Completed by student and mentors)	<b>Specific courses are not required to meet this seal</b> , but the experiences provided in these courses support the criteria. <ul style="list-style-type: none"> <li>Career Mentorship 1 and 2</li> <li>Academy EDU</li> <li>Business Academy</li> <li>Health Professionals Academy</li> <li>College Jump Start</li> <li>CBI</li> <li>Capstone</li> <li>Tolles Programs</li> </ul>

**ACADEMIC/GRADUATION INFORMATION**

Seal	Requirements	Approved Courses and Programs
<p><b>State Seal of Biliteracy</b></p>	<p>Meet the requirements and criteria, including:</p> <ul style="list-style-type: none"> <li>• Demonstrate eligibility for a high school diploma;</li> <li>• Demonstrate English language arts proficiency; and</li> <li>• Demonstrate world language proficiency</li> </ul> <p>Proficiency is determined by scores on Ohio’s required state tests for English language arts, on the English and reading sections or the ACT or SAT, and/or on Advanced Placement tests for world language.</p>	<ul style="list-style-type: none"> <li>• AP French</li> <li>• AP German</li> <li>• AP Spanish</li> </ul>
<p><b>College-Ready Seal</b></p>	<p>Earn remediation-free scores on the ACT or SAT.</p> <p><b>ACT</b> English - 18 or higher Reading - 22 or higher Mathematics - 22 or higher</p> <p><b>SAT</b> Evidence- Based Reading and Writing score - 480 or higher Mathematics - 530 or higher</p>	
<p><b>Science Seal</b></p>	<p>A student can:</p> <ol style="list-style-type: none"> <li>1. Earn a score of proficient or higher on the biology end-of-course exam;</li> <li>2. Earn a final course grade equivalent to “B” or higher in specified science course*;</li> <li>3. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement exam; or</li> <li>4. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program.</li> </ol>	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Honors Biology</li> <li>• AP Biology</li> <li>• AP Chemistry</li> <li>• AP Physics C: Mech, Elec, and Mag</li> </ul> <p><b>*Specified courses include:</b></p> <ol style="list-style-type: none"> <li>a. AP Biology</li> <li>b. Human Anatomy &amp; Physiology 1 &amp; 2</li> <li>c. Chemistry</li> <li>d. Honors Chemistry</li> <li>e. AP Chemistry</li> <li>f. Conceptual Physics</li> <li>g. Physics</li> <li>h. AP Physics C: Mech/Elect/Mag.</li> <li>i. AP Physics/Mechanics</li> <li>j. Astronomy</li> <li>k. Geology</li> <li>l. Intro. to Forensic Science</li> <li>m. KAP Physics Block</li> <li>n. KAP Chemistry Block</li> <li>o. All CCP Science Courses</li> </ol> <p>*If two semester-long courses are used that are not linked to one another (EX: Forensics &amp; Astronomy), they can count but would need B in each one (not average between the two)</p>
<p><b>Honors Diploma Seal</b></p>	<p>Earn one of five Honors Diplomas outlined below:</p> <ol style="list-style-type: none"> <li>1. Academic Honors Diploma;</li> <li>2. Career-Tech Honors Diploma;</li> <li>3. STEM Honors Diploma;</li> <li>4. Arts Honors Diploma;</li> <li>5. Social Science and Civic Engagement Honors diploma.</li> </ol>	<p>Specific course requirements for each honors diploma are outlined here.</p> <p>Most require a field experience and comprehensive portfolio of the work based on the field experience.</p>

**ACADEMIC/GRADUATION INFORMATION**

**Locally Defined Diploma Seals\*\***

Seals	Requirements
<p><b>Community Service Seal (locally defined)</b></p>	<p><b>During their high school career, students will meet the requirement of the Community Service Seal by completing a community service project that meets the following guidelines:</b></p> <ul style="list-style-type: none"> <li>• helps students make invaluable connections in their community;</li> <li>• gives students an opportunity to explore possible career options in the public, nonprofit and philanthropic sectors and gain valuable work skills;</li> <li>• exposes students to the needs of their community and promotes an understanding of and the value of civic engagement as well as volunteerism; and</li> <li>• provides students with an opportunity to demonstrate social and emotional skills, academic knowledge, leadership, professionalism, and critical reasoning.</li> </ul> <p>Community service experiences must be approved by the building principal or designee prior to the project and evaluated after the project is complete to determine whether it meets qualifications to be provided the Community Service Seal.</p>
	<p><b>OR:</b> 60 hours of community service over 4 years. (Pro-rated to 15 hours for students who transfer to HCSD during their senior year and 30 hours for students who transfer during their junior year)</p> <ul style="list-style-type: none"> <li>• Students can submit multiple community service experiences for a cumulative total of 60 hours</li> <li>• Community service must be pre-approved by the building principal or designee and hours will be logged and verified.</li> </ul> <p><i>A student who transfers into HCSD during freshman, sophomore, or junior year who was working towards the Community Service Seal will get a proportional amount of service hours for the seal. To determine HCSD hours, take the number of hours earned in the previous district(s) divided by the number of hours required by the previous district. Then multiply times 60 (which is the HCSD requirement over four years). That becomes the number of hours earned toward HCSD requirements.</i></p> <p><i>Students who transfer also have the option of creating a service project, as outlined above.</i></p> <p><i>If a student's previous district did not have a Community Service Seal option, and the student wants to pursue the Community Service Seal in HCSD, then both options are available.</i></p>
<p><b>Student Engagement Seal (locally defined)</b></p>	<p>During their high school career, a student will participate in two or more of the following (or one of the following for two or more seasons/years):</p> <ul style="list-style-type: none"> <li>• HCSD Athletics (one full season)</li> <li>• HCSD Marching Band (one full season)</li> <li>• HCSD Play/Musical/Drama Production (one full production)</li> <li>• HCSD-sponsored club (one full year)*</li> <li>• Approved Credit Flex - Educational Option activities</li> </ul> <p><b>*HCSD sponsored clubs include:</b> Class Cabinet, Student Council, eSports, Ethics Bowl, Chess Club, Ceramics (Clay Cats), Debate Club, Diversity Club, E Pluribus Unum, Engineering Club, World Language Clubs, Girls in Science, GSA, Hope Squad, Interact Club, Key Club, Math Club, National Honor Society, Ambassadors, ROX, Ski Club, Student Athletic Council, Drama Club/Theatre Troupe, FBLA, Medical Sciences Club, Leadership Club (PAWS), Model UN, Peer2Peer</p>
<p><b>Fine and Performing Arts Seal (locally defined)</b></p>	<p>During their high school career, a student will:</p> <ul style="list-style-type: none"> <li>• Earn two credits of approved Fine and Performing Arts program electives, <b>OR</b></li> <li>• Complete a pre-approved Fine and Performing Arts field experience (ex: individualized instruction, group instruction, selection into OMEA All State Band, Governor's Art Show)</li> </ul>

\*\*State law requires districts and schools to develop guidelines for at least one of the locally defined diploma seals. Each district or school shall maintain appropriate records to identify students who have met the requirements prescribed under division (C) of Ohio Revised Code section 3313.6114 for earning the state seals established under that division. Districts and schools must attach or affix the diploma seals earned to the student's diploma and transcript. Ohio Department of Education. "Ohio Graduation Requirements: Long-term Requirements 2023 and Beyond." Ohio's Graduation Requirements, February 2020, <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>.

## ACADEMIC/GRADUATION INFORMATION

**Students need to fulfill all but one criterion for any of the following Academic Diploma with Honors for the Class of 2021 & Beyond**

Subject	<a href="#">Academic Diploma with Honors</a>	<a href="#">Career Tech Honors Diploma</a>	<a href="#">STEM Honors Diploma</a>	<a href="#">Arts Honors Diploma (includes dance, drama/theatre, music, and visual art)</a>	<a href="#">Social Science &amp; Civic Engagement Honors Diploma</a>
<b>English</b>	4 units	4 units	4 units	4 units	4 units
<b>Math</b>	4 UNITS, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course OR 4 course sequence that contains equivalent or higher content	4 UNITS, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course OR 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course OR 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course OR 4 course sequence that contains equivalent or higher content
<b>Science</b>	4 units, including two units of advanced science.* Advanced science refers to courses that are inquiry-based with laboratory experiences	4 units, including two units of advanced science.* Advanced science refers to courses that are inquiry-based with laboratory experiences	5 units, including two units of advanced science.* Advanced science refers to courses that are inquiry-based with laboratory experiences	3 units, including two units of advanced science.* Advanced science refers to courses that are inquiry-based with laboratory experiences	3 units, including two units of advanced science.* Advanced science refers to courses that are inquiry-based with laboratory experiences
<b>Social Studies</b>	4 units	4 units	3 units	3 units	5 units
<b>World Language</b>	3 units of one world language, or no less than 2 units of each of two world languages studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
<b>Fine Arts</b>	1 unit	N/A	1 unit	4 units	1 unit
<b>Electives</b>	N/A	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social science and/or civics
<b>GPA</b>	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
<b>ACT/SAT/WorkKeys</b>	27 ACT/1280 SAT These scores are based on the 2016 ACT and SAT assessments.	27 ACT/1280 SAT (These scores are based on the 2016 ACT and SAT assessments.) WorkKeys ( 6 Reading for Information & 6 Applied Math, 1/2 unit physical ed., 1/2 unit health, 1/2 unit American history, 1/2 unit in government, 4 units of English, and 1/2 unit in world history and civilizations)	27 ACT/1280 SAT These scores are based on the 2016 ACT and SAT assessments.	27 ACT/1280 SAT These scores are based on the 2016 ACT and SAT assessments.	27 ACT/1280 SAT These scores are based on the 2016 ACT and SAT assessments.
<b>Field Experience</b>	N/A	Complete a field experience (internship or apprenticeship) and document the experience in a portfolio specific to the student's area of focus	Complete a field experience (internship or apprenticeship) and document the experience in a portfolio specific to the student's area of focus	Complete a field experience (internship or apprenticeship) and document the experience in a portfolio specific to the student's area of focus	Complete a field experience (internship or apprenticeship) and document the experience in a portfolio specific to the student's area of focus
<b>Portfolio</b>	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
<b>Additional Assessments</b>	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment of equivalent	N/A	N/A	N/A

[www.education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Academic-Honors-Diploma](http://www.education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas/Academic-Honors-Diploma)

Writing sections of either standardized test should not be included in the calculation of this score. Academic Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including: ½ unit physical education\*\*; ½ unit in American history; ½ unit in world history & civilizations; ½ unit health; ½ unit in government\*\*\*SB 311 allows school districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons from the physical education requirement. \*\*\*\*Please note: a unit refers to one high school credit \*Please note: Advanced Science includes: Chemistry, Physics, Anatomy 1 and 2, and all AP Science classes.

## ACADEMIC/GRADUATION INFORMATION

### ACADEMIC RECOGNITION

Students will be recognized for academic achievements based on Grade Point Average and the Latin Honor System.

Summa Cum Laude: 4.25 & higher
Magna Cum Laude: 4.0-4.24
Cum Laude: 3.75-3.99

Students in grades 9 - 12 with a cumulative G.P.A. of 3.75 or above will receive the Varsity letter or corresponding Latin Honors Pin.

	B+ 3.25	C+ 2.25	D+ 1.25
A 4.00	B 3.00	C 2.00	D 1.00
A- 3.75	B- 2.75	C- 1.75	D- 0.75

Advanced Placement & Honors courses carry additional point values. For example, an A in an advanced level course carries a weight of 5 points.

**NOTE:** When students enroll in Hilliard City Schools from another school district, the grades and credits Earned at the previous school are honored. However, only Advanced Placement & Honors courses will carry additional point values as described above.

### ADVANCED PLACEMENT (AP) COURSES

The Advanced Placement Program (AP) offers college level courses in various disciplines with the primary aim of preparing a student to master college level material while in a secondary school environment. AP offers a learning experience which is more challenging and requires more work and time than typical high school/college preparatory/honors courses.

The AP Exam is an option for students who wish to earn articulated college credit in the respective AP courses. The Exams are administered in May on national test dates established by the College Board. Scores range from 1 (lowest) to 5 (highest). The determination of an acceptable score, placement and whether or not credit is awarded is at the discretion of the receiving college/university. Regardless, the challenges of learning, preparing for, and taking the exam remain among the best experiences in preparing for college level learning.

The fee for the AP exam is approximately \$94. In some cases (i.e., free/educated lunch participants, hardship, etc.) partial fee waivers are possible. Students with learning disabilities may request extended time or special accommodations by filing paperwork with College Board at least two months prior to the exams.

In recognition of the challenges, higher expectations and requirements of AP courses, one additional point is awarded for each letter grade; i.e., A = 5.0, B = 4.0, C = 3.0, D = 2.0 in the grading scale. (The additional point will be awarded only after completion of the entire course.) Students should obtain a complete understanding of the expectations and requirements of any AP course scheduled.

**Students who wish to enroll in AP courses and their parents will be asked to attend a meeting regarding course requirements.**



## ACADEMIC/GRADUATION INFORMATION

Current AP courses\* offered include:

**\*All AP courses may not be offered at every district high school.**

- Studio Art Portfolio/2D Design
- Biology
- Calculus AB
- Calculus BC
- Chemistry
- Computer Science
- English Language
- English Literature & Composition
- European History
- French
- German
- Physics
- Psychology
- Spanish
- Statistics
- US Government & Politics
- US History

### **AUDITING A COURSE**

Students may audit a course, with principal approval, to improve their skills. The student must attend all classes, participate in all classroom activities, take all tests and quizzes, complete all homework assignments, and follow all teacher guidelines regarding classroom rules and behavior. The student will receive a grade on their report card each grading period, however it will be reflected on the transcript as an audit without credit or a grade, and a grade will not be averaged into the cumulative grade point average. Students must make arrangements for auditing a class during the first ten (10) school days. After that time, teacher recommendation and prior approval are required. Audited courses do not count as one of the five courses all students are required to take each semester.

### **ATHLETIC ELIGIBILITY**

The District adheres to the Ohio High School Athletic Association for eligibility to participate in athletics. In order to be eligible, a high school student **must have passed five courses** during the prior grading period. The five courses may be a combination of high school and college courses. Physical Education and Senior Capstone **do not count** as 1 of the 5. **This includes the nine weeks before the sport begins.**

If you are unsure about your eligibility, please talk to your coach, the athletic department or your school counselor.

### **CAREER ADVISING**

The Board views career advising as helping students understand themselves relative to their abilities, aptitudes, interests, attitudes, strengths and limitations. This process is meant to assist students in the development of their potential and their decisions relating to educational and career matters.

The District will:

1. Provide students with grade-level examples linking schoolwork to one or more career field(s) through use of the State Board adopted career connections.
2. Create a plan to provide career advising to students in grades six through 12.
3. Provide additional interventions and career advising for students who are identified as at risk of dropping out of school using both research- and locally-based methods developed with input from classroom teachers and school counselors.
4. Train employees on advising students on career pathways, including the use of online tools.
5. Develop multiple, clear academic pathways students can use to earn a high school diploma.
6. Identify and publicize courses in which students can earn both traditional academic and career-technical credit.
7. Document career advising provided to each student.
8. Prepare students for their transition from high school to their postsecondary destinations.



## **ACADEMIC/GRADUATION INFORMATION**

### **COLLEGE CREDIT PLUS**

College Credit Plus is a program that gives students in grades 7–12 an opportunity to be enrolled in both high school and college course work at the same time. Students must qualify academically and the tuition will be at a reduced rate. College Credit Plus replaces Ohio's Post-Secondary Enrollment Options program (PSEO) and all dual enrollment programs. The Hilliard City School District has College Credit Plus agreements with several colleges and universities. These agreements allow students to earn both high school and college credit in several different departments and courses.

Students who wish to participate in College Credit Plus courses must be strongly motivated and should have demonstrated success in the subject areas they wish to pursue. Since these are "college classes" the content is demanding and readiness and willingness to work hard are essential for success.

Admission criteria into College Credit Plus courses vary depending on the college/university offering the credit. Students must meet eligibility requirements and may have to pay designated fees to participate at any private institution.

The College Credit Plus program requires that students submit written notice of their intent to participate to the principal by April 1st. Failure to do so will make them ineligible to participate without the permission of the district superintendent. Intent forms are available through the school counseling office, the district college counselor, or at the College Credit Plus Information meeting traditionally conducted in February.

The District implements a policy for awarding grades and calculating class standing for CCP courses that is equivalent to the school's policy for other advanced standing programs or District-designated honors courses. Any grade weighting or class standing enhancements applicable to advanced standing programs or District-designated honors courses are similarly applied to CCP courses. CCP courses will only be weighted if a course in the same "subject area" is weighted in Hilliard's course offerings.

For more information about college credit opportunities, contact your school's counseling department.

### **COMMENCEMENT ELIGIBILITY**

Students participating in commencement exercises must exhibit all eligibility requirements listed under Board Policy [IKFB](#). The administration reserves the right and responsibility to administer Board of Education requirements.

### **CORRESPONDENCE COURSE**

Recognizing that systematic instruction by mail or electronic media between a pupil and instructor is sometimes desirable, students may be permitted to participate in correspondence study with the following guidelines:

1. Total costs of correspondence study will be the student's/parent's responsibility.
2. The course must be selected from a district-approved list.
3. The ultimate responsibility for the timely completion of the correspondence course rests with the student.
4. Class placement and graduation are dependent on the timely receipt of grade(s). This is the responsibility of the student. Course should be completed by May 10<sup>th</sup>.
5. Only a final grade is recorded for a Correspondence Course. Correspondence course grades will not be factored into the student's grade point average until course work is completed and posted. Correspondence Course grades will not show on the report card; however, the final grade will appear on the student's transcript.

## ACADEMIC/GRADUATION INFORMATION

### **CREDIT FLEXIBILITY**

In compliance with Senate Bill 311, the Hilliard City School District will offer students the opportunity to earn high school credit(s) through a credit flexibility program beginning with the 2010-2011 school year. “Credit flex” shifts the focus from evaluating student learning based on “seat time” to assessing students’ demonstrated academic and skill level or performance.

With “Credit Flex,” students will have options to show what they know, earn credit(s), and move on to higher-order content. Students can choose to customize aspects of their learning around their interests and needs, which might include flexible schedules and a choice of modalities (e.g., online learning and community-based projects), as well as options to pursue niche interest areas and combine subjects.

Students interested in learning more about credit flexibility options should contact their school counselor for details.

**It is important to note that there are specific guidelines and timelines that have been established and must be followed in order to be considered for participation in the Hilliard City Schools’ credit flexibility program.**

### **EARLY GRADUATION**

To be considered for early graduation, the application form **must** be turned in to the respective school counselor **a minimum of nine months prior to the completion of all coursework.**

- A. Procedure for applying for **permission** to graduate early:
1. Student receives application from school counselor.
  2. Completed application must be signed by parent, listing reasons for request. Completed application is returned to counselor.
  3. Counselor will verify that the student has a minimum 2.75 accumulative average.
  4. Counselor will send the application to the principal and schedule a parent meeting.
  5. If approved, the principal will send approved application to the superintendent for final approval.
  6. If criteria in 1-5 are not met, principal has discretion to make the final decision.
- B. Students who have declared their intent to graduate early prior to the start of their third year of high school and who have earned at least 15 credits will be considered members of the senior class for class rank and senior academic privileges. Students may choose to walk with the new graduation class.

At semester, the counselor will verify with the student and his/her parent that the early graduate does plan to graduate during the current year.

### **ELEMENTARY AND SECONDARY EDUCATION ACT (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.

## ACADEMIC/GRADUATION INFORMATION

### **EVALUATING STUDENT PROGRESS**

Evaluation of student progress is an essential task of every classroom teacher. Evaluation marks serve as a written record to inform others of the student's progress in each course. Records follow the student if he/she transfers to another school and are frequently used by colleges and employers for reference. The grading marks are important and permanent. It is essential that the student understands how each teacher will determine the grade. The marks must be calculated in a fair manner, which is applicable to all students.

### **Grade Scale for All Students**

	B+ 89-88	C+ 79-78	D+ 69-68	F Below 59
A 100-93	B 87-83	C 77-73	D 67-63	
A- 92-90	B- 82-80	C- 72-70	D- 62-60	

In recognition of the challenges, higher expectations and requirements of:

- AP and College Credit Plus courses, one additional point is awarded for each letter grade; i.e., A = 5.0, B = 4.0, C = 3.0, D = 2.0 in the grading scale.
- Honors courses, .5 additional point is awarded for each letter grade; i.e., A = 4.5, B = 3.5, C = 2.5, D = 1.5 in the grading scale.

### **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 is needed. The data review and referral processes are created to ensure 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](#).

### **GRADE OPTION FOR ENGLISH LANGUAGE LEARNERS (ELL) & FOREIGN EXCHANGE STUDENTS**

A foreign exchange student or ELL student can receive the grade that they earn in a particular course if that grade is an A, B, or C. If the student would be assigned a D or F grade, the teacher could instead designate a P/F (pass/fail) option. Once the teacher and student agreed that the P/F option was no longer needed, the student would receive the letter grade they were earning. (C to A).

### **GRADE LEVEL PROMOTION**

The minimum student load is 5 1/4 credits for 9<sup>th</sup> graders and 5 credits for 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> graders. You must exceed minimum load in order to meet graduation requirements. Students are not permitted more than two study halls per semester. Students are promoted to the next grade level upon completion of the following minimum credit requirements:

- 9<sup>th</sup> = satisfactory completion of 8<sup>th</sup> grade
- 10<sup>th</sup> = completion of 4 credits
- 11<sup>th</sup> = completion of 9 credits
- 12<sup>th</sup> = completion of 15 credits

These guidelines should be viewed as minimum. Usually a student will have earned more credits than are needed for promotion.

## ACADEMIC/GRADUATION INFORMATION

To be promoted to the next higher grade, a student in grades nine through twelve must meet above credit requirements. A student in grades nine through twelve, who fails a subject for the year, shall not receive credit for that subject and may be required to repeat the subject for proper credit.

### **INCOMPLETE GRADE POLICY**

A student with an excused absence who has not made up work during a nine-week grading period is to receive an Incomplete on his/her grade card. Failure to make up work in the specified time (see Excused Absence Policy) could result in a zero being given for all missed work and the nine weeks grade changed from an Incomplete to the appropriate letter grade or the grade could remain as an Incomplete. A student must comply with the course requirements to receive credit. Failure to do so will result in an incomplete grade for the course and no credit being given regardless of the point average. **It is imperative that the teacher communicates this information to students at the beginning of the course.** Teachers are to inform the principal of their requirements early in the semester.

A student who is truant or unexcused for his/her semester exam may receive an Incomplete for the course. Incomplete grades on the grade card are calculated as "F" in the G.P.A.

### **INDEPENDENT STUDY**

Recognizing that learning situations must be organized in such a fashion as to influence the ebb and flow of student interests, the Independent Study may be offered to the student who is willing to abide by the following:

1. The student must be able and willing to work **independently** of the classroom teacher.
2. The student will arrange with a sponsoring teacher a mutually agreeable number of conferences for organizing, planning, and evaluating the Independent Study.
3. The student will meet all teacher requirements, guidelines and deadlines for an Independent Study.
4. The building principal will certify that the study has been completed satisfactorily and will award all credit for the study. (This will be done in concert with the sponsoring teacher.)
5. Independent Study grades will be posted each 9 weeks.
6. Any fees required for the course will be paid by the student and/or parent.
7. This Independent Study is to be completed by a date established by the principal or his/her designee.
8. The teacher is required to submit a letter grade each 9-week grading period as well as a final grade for completion.
9. Paperwork must be finalized by the last day of school in September for a 1st semester (.25/.5 credit) or year-long (1.0 credit) course, OR the last school day in January for a 2nd semester course (.5 credit).

### **NATIONAL HONOR SOCIETY**

All juniors and seniors who have a 3.75 accumulative grade average are eligible for consideration. These academically eligible candidates are notified and asked to submit an application with information on their school and community activities, their leadership roles, and honors and recognition they have received. This requested information must be submitted by a specified deadline for the candidate to be given further consideration. Teachers evaluate these candidates on leadership, willingness to serve, and character traits they exhibit in class and extracurricular activities. A Faculty Council of five (5) teachers reviews information submitted by the

## ACADEMIC/GRADUATION INFORMATION

candidates and teachers to determine which candidates meet the National Honor Society criteria of service, leadership, and character. The Faculty Council selects students who have consistently high evaluations from their teachers, who have demonstrated service to the school and to the community through a considerable commitment of time and active involvement in several extracurricular activities, who show leadership in class and out, and who are positive role models for their peers. The Chapter Advisor regularly reviews the records of chapter members to see that high standards are maintained. The dismissal process follows the policy recommended by the national organization and that of Hilliard City Schools.

### **PHYSICAL EDUCATION WAIVER**

Students in grades 9-11 may be excused from the physical education course requirement by participating in **District-sponsored** interscholastic athletics, marching band, or cheerleading for at least two (2) athletic seasons during high school grades 9-11. Ohio Revised Code defines District-sponsored interscholastic athletics, marching band, or cheerleading as any high school athletic team, high school cheerleading squad, or high school marching band of the Hilliard City School District that participates in the District's regular athletic season(s) and is operated under the supervision of a Board employee. Club activities and/or club sports are not considered part of District-sponsored athletics, marching band, or cheerleading.

High school students in grades 9-11 who meet this requirement will not be required to complete any physical education course as a condition to graduate. However, in order to be eligible for graduation, a high school student, who is excused from the high school physical education class requirement, must complete at least one (1) semester of instruction in another course of study. This semester of instruction must be separate from and in addition to all other courses of study and hours of instruction that are required to graduate. Students still need to earn a minimum of 21 credits to meet the graduation requirements.

A student must choose to meet their physical education requirement **EITHER** through the waiver **OR** through physical education classes (students may not use a combination of both).

A high school student who has not fulfilled his/her physical education requirement prior to the beginning of his/her senior year will be scheduled into physical education classes. Participation in District-sponsored interscholastic athletics, marching band, or cheerleading during the senior year cannot be used to fulfill the physical education graduation requirement.

The following activities can be used to waive the physical education requirement:

- Baseball—Boys
- Basketball—Boys
- Basketball—Girls
- Bowling—Boys
- Bowling—Girls
- Cheerleading—Girls/Boys (Football)
- Cheerleading—Girls/Boys (Basketball)
- Cheerleading—Girls/Boys (Competition)
- Cross Country—Boys
- Cross Country—Girls
- Football—Boys
- Golf—Boys
- Golf—Girls
- Gymnastics—Girls
- Lacrosse—Boys
- Lacrosse—Girls
- Marching Band/Color Guard
- Soccer—Boys
- Soccer—Girls
- Softball—Girls
- Swimming/Diving—Boys
- Swimming/Diving—Girls
- Tennis—Boys
- Tennis—Girls
- Track—Boys
- Track—Girls
- Volleyball—Boys
- Volleyball—Girls
- Wrestling—Boys

## ACADEMIC/GRADUATION INFORMATION

### **REPORT CARDS**

Report cards are issued to students **within 10 school days after each nine-week grading period ends**. The following information appears on the card:

1. Letter grade, A-B-C-D-F, with plus and minus indicated
2. Days absent from each class
3. Days present—days absent, for the grading period
4. Teacher comments
5. Grade point average for the 9 weeks

### **TRANSCRIPTS**

Requests for transcripts of high school grades are made through Naviance. Students and their school counselor receive a time stamp when colleges/universities receive their transcript and/or application.

### **REPEATING A COURSE**

Students may repeat a course one time. The course information and the grade earned the first time remain on the transcript as part of the student's academic record. However, the grade that is earned the second time is the grade that is computed in the calculation of the grade point average. This means students will always receive the second grade earned. Credit is only awarded once for the course. A student may repeat, at most, two year-long courses or four semester courses in one school year.

1. A course and its prerequisite may not be taken at the same time.
2. A course may be repeated only once.
3. Grades from out of district sources and correspondence courses will not be accepted as replacement grades.
4. Hilliard Enrichment summer school coursework and Hilliard online coursework may be used as replacement grades.
5. The dropping of a course that is being repeated will be handled according to the same rules as all other courses.
6. There are some performing arts courses that are exempt from this rule, please consult the teacher of the course for specifics.

### **SEMESTER AND YEARLY AVERAGES**

Although teachers are free to choose their own method for determining nine weeks' grades, semester and yearly averages shall be determined by using the following method:

A. To determine the semester average, use the following formula:

AP/Honors Weighted Courses

$$40\% \times (\text{GE } \%) + 40\% \times (\text{GE } \%) + 20\% \times (\text{GE } \%) = \text{Semester GE } \%$$

**GE % = Grade Equivalent %**

All other courses

$$45\% \times (\text{GE } \%) + 45\% \times (\text{GE } \%) + 10\% \times (\text{GE } \%) = \text{Semester GE } \%$$

B. To determine the yearly average, use the following formula:

AP/Honors Courses

$$20\% \times (\text{GE } \%) + 20\% \times (\text{GE } \%) + 10\% \times (\text{GE } \%) + 20\% \times (\text{GE } \%) + 20\% \times (\text{GE } \%) + 10\% \times (\text{GE } \%) = \text{Yearly GE } \%$$

All other courses

$$22\% \times (\text{GE } \%) + 23\% \times (\text{GE } \%) + 5\% \times (\text{GE } \%) + 22\% \times (\text{GE } \%) + 23\% \times (\text{GE } \%) + 5\% \times (\text{GE } \%) = \text{Yearly GE } \%$$

## ACADEMIC/GRADUATION INFORMATION

- C. If the student earned below 50% for a nine weeks grading period, the grade entered will be:
- 50% for the 1st and 3rd nine weeks
  - The actual percentage earned for the 2nd and 4th nine weeks

### Policy on Passing Year Long Courses

A student will pass a subject for the year if he or she passes both semesters. The student passes each semester earning a minimum of 60% (passing average for the semester).

A student who fails the first semester, passes the second semester, and has a passing average for the year, will pass for the year.

### Policy on Passing Semester Courses

A student will pass a one semester course if he or she has earned a minimum of 60% passing average for the semester.

### **TOLLES CAREER & TECHNICAL CENTER**

Tolles Career & Technical Center offers tuition-free career & technical programming to students who are interested in pursuing their education at a two- or four-year university; students interested in pursuing a career immediately after high school; or a combination of both. As Tolles is considered an extension of Hilliard City Schools, students are required to meet graduation requirements in order to graduate from their respective Hilliard high school. In addition to receiving their high school diploma, students who successfully complete a Tolles program will receive a Certificate of Completion and Career Passport from the Center.

Tolles offers a full range of college preparatory academics. Tolles provides students with several opportunities to receive college credit through the College Credit Plus and articulation agreements. Our articulation agreements with several central Ohio two- and four-year colleges provide students with the opportunity to receive college credit for successful completion of certain programs. Many Tolles students continue their education at the post-secondary level.

Full-day and half-day options are available to students. Students may choose to take their academics at their home school or at Tolles. Transportation is provided to and from the Center.

**Entrance Requirements**—Admission requirements to attend Tolles Career & Technical Center include a minimum of eight (8) high school credits (including six core course requirements in English, Math, Science, and Social Studies). Students with three years of high school must have ten (10) high school credits with eight core courses. It is strongly suggested that students satisfy their Health and Physical Education credits prior to attending Tolles Career & Technical Center. Additional prerequisites may be required depending on the program.

**Additional Information**—For more information about Tolles Career & Technical Center, please contact your school counselor or call Tolles at (614) 873-4666; alternatively, visit the Tolles website at [www.tollestech.com](http://www.tollestech.com).



## STUDENT ACTIVITIES

### EXTRACURRICULAR ACTIVITIES

Our high school offers a wide range of student clubs and activities. These range from interscholastic sports through intramural sports and on to special interest groups such as Ski Club. The nature of the clubs within the school varies with student interest. If the student desires information concerning a special club he or she may make inquiry with the Director of Student Activities. If a club is desired that does not exist, the student may find other students of a like interest, get a staff member for an advisor, organize their group, and present the information to the Student Program Coordinator.

**NOTE:** Student Must Attend School All Day the day of an extracurricular activity or sport in order to participate. If the activity or sport takes place on the weekend, the student must be in attendance the last school day before the event.

Interscholastic Athletics	
<b>Fall</b>	Boys: Cross Country, Football, Golf & Soccer Girls: Cross Country, Soccer, Tennis & Volleyball
<b>Winter</b>	Boys: Basketball, Bowling, Swimming & Wrestling Girls: Basketball, Bowling, Gymnastics & Swimming
<b>Spring</b>	Boys: Baseball, Lacrosse, Tennis, Track & Volleyball Girls: Lacrosse, Softball & Track
<b>Cheerleaders:</b> Football/Basketball/Competition	

All rules pertaining to athletics will be provided to student athletes in the Hilliard City School District Athletic Manual for Parents, Athletes and Coaches.

### Intramurals

We have numerous activities planned throughout the school year. Listen to announcements to sign up for these activities.

### Clubs

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- Art Club
  - District Career Based Intervention
  - Chess Club
  - Computer Club
  - Cultural Awareness Club
  - Dance Team
  - Drama Club
  - Drill Team
  - Environmental Awareness Club
  - Family, Career and Community Leaders of America
  - Foreign Language Clubs
  - Future Medical Careers Club
  - Future Problem Solvers
  - Future Teachers of America
  - In-The-Know
  - Key Club
  - National Honor Society (Grades 11-12)
  - Physics Club
  - Renaissance Club
  - Ski Club
  - Student Council
  - Tech Crew (Stage)
  - Youth to Youth



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## STUDENT ACTIVITIES

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### Opportunities in Music

- Marching & Concert Band
- Orchestra/String
- Select Vocal Groups
- Stage Band/Pep Band

### Opportunities in Drama

- Fall Musical/Spring Musical
- Tech Crew/Thespian Club
- Improv

### Opportunities in Science

- Science Olympiad
- Science Fairs

### Student Publications

- Student Newspaper/Magazine
- Year Book

### TITLE IX INFORMATION

The District does not discriminate on the basis of sex in any education program or activity that it operates, including admission and employment. The District is required by Title IX of the Education Amendments of 1972 and the regulations promulgated through the U.S. Department of Education not to discriminate in such a manner. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The Board designates Executive Director of Human Resources, 2140 Atlas Street, Columbus, Ohio 43228, (614) 921-7000, <http://www.hilliardschools.org/contact-us/>, to serve as the District's Title IX Coordinator.