

COMMUNITY

INNOVATION

EXCELLENCE



HILLIARD CITY SCHOOLS **HIGH SCHOOL**

HANDBOOK

BRADLEY DARBY DAVIDSON

Hilliard City School District High School Student Handbook 2011-2012

Hilliard City School District Mission Statement

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

Welcome to High School

The entire staff of our high schools welcome you to the 2011-2012 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.

We believe your school planner is a valuable tool for bell schedules, the planning and organization of assignments, commitments and due dates. We hope the planner is a useful tool for you throughout your entire school year.

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!

Property of: _____

Address: _____

Phone Number: _____

In case of an emergency, please notify:

Name: _____

Phone Number: _____

Staple Class Schedule Here

**Hilliard Bradley High School
2800 Walker Road
Hilliard, Ohio 43026**



David J. Stewart, Principal
Melinda Mordarski, Assistant Principal
Tim Dellapina, Student Services Coord
Neill Ebert, Athletic Director

Important Phone Numbers

Main Office Phone..... (614) 921-7400
Main Office Fax..... (614) 921-7401
Athletic Office..... (614) 921-7430
Attendance Office..... (614) 921-7440
Guidance Office..... (614) 921-7420

District Website Address: www.hilliardschools.org
Bradley Website Address: www.hilliardschools.org/brd/

Hilliard Bradley High School

Regular Bell Schedule

| | |
|--------------------------------|---------------|
| Period 0..... | 6:50 - 7:40 |
| Warning Bell..... | 7:40 |
| Period 1..... | 7:45 - 8:33 |
| Period 2..... | 8:37 - 9:25 |
| Period 3..... | 9:29 - 10:17 |
| Period 4..... | 10:21 - 11:09 |
| Period 5A...Lunch..... | 11:09 - 11:39 |
| Jaguar Period..... | 11:39 - 12:05 |
| Class..... | 12:05 - 12:53 |
| Period 5B...Jaguar Period..... | 11:13 - 11:35 |
| Lunch..... | 11:35 - 12:05 |
| Class..... | 12:05 - 12:53 |
| Period 5C...Class..... | 11:13 - 12:01 |
| Lunch..... | 12:01 - 12:31 |
| Jaguar Period..... | 12:31 - 12:53 |
| Period 5D...Class..... | 11:13 - 12:01 |
| Jaguar Period..... | 12:01 - 12:27 |
| Lunch..... | 12:27 - 12:57 |
| Period 6..... | 12:57 - 1:45 |
| Period 7..... | 1:49 - 2:37 |

**Hilliard Darby High School
4200 Leppert Road
Hilliard, Ohio 43026**



Ryan McClure, Principal
Michael McDonough, Assistant Principal
Phillip Smith, Student Services Coordinator
Luis Vazquez, Student Services Coordinator
Chad Schulte, Athletic Director

Important Phone Numbers

Main Office Phone.....(614) 921-7300
Main Office Fax.....(614) 921-7301
Athletic Office.....(614) 921-7330
Attendance Office.....(614) 921-7340
Guidance Office.....(614) 921-7320
Music Department.....(614) 921-7368

District Website Address: www.hilliardschools.org
Darby Website Address: www.hilliardschools.org/dby/

Hilliard Darby High School

Regular Bell Schedule

| | |
|----------------------------------------------------|-------------------------------------------------|
| Warning Bell | 7:40 |
| Period 1 | 7:45 - 8:33 |
| Period 2 | 8:37 - 9:25 |
| Period 3 | 9:29 - 10:17 |
| Period 4 | 10:21 - 11:09 |
| Period 5 A Lunch Panther Period Class | 11:09 - 11:39 11:39 - 12:05 12:05 - 12:53 |
| Period 5 B Panther Period Lunch Class | 11:13 - 11:35 11:35 - 12:05 12:05 - 12:53 |
| Period 5 C Class Lunch Panther Period | 11:13 - 12:01 12:01 - 12:31 12:31 - 12:53 |
| Period 5 D Class Panther Period Lunch | 11:13 - 12:01 12:01 - 12:27 12:27 - 12:57 |
| Period 6 | 12:57 - 1:45 |
| Period 7 | 1:49 - 2:37 |

Other Bell Schedules:

2-Hour Delay

48-Minute Late Start

| Warning Bell | 9:40 | 8:25 |
|----------------------------------------------------|------------------------------------------------|------------------------------------------------|
| Period 1 | 9:45 - 10:13 | 8:33 - 9:13 |
| Period 2 | 10:17 - 10:45 | 9:17 - 9:57 |
| Period 3 | 10:49 - 11:17 | 10:01 - 10:41 |
| Period 4 | 10:21 - 11:49 | 10:45 - 11:25 |
| Period 5 A Lunch Panther Period Class | 11:49 - 12:19 12:19 - 12:45 12:45 - 1:33 | 11:25 - 11:55 11:55 - 12:21 12:21 - 1:09 |
| Period 5 B Panther Period Lunch Class | 11:53 - 12:15 12:15 - 12:45 12:45 - 1:33 | 11:29 - 11:51 11:51 - 12:21 12:21 - 1:09 |
| Period 5 C Class Lunch Panther Period | 11:53 - 12:41 12:41 - 1:11 1:15 - 1:33 | 11:29 - 12:17 12:17 - 12:47 12:47 - 1:09 |
| Period 5 D Class Panther Period Lunch | 11:53 - 12:41 12:41 - 1:07 1:07 - 1:37 | 11:29 - 12:17 12:17 - 12:43 12:43 - 1:13 |
| Period 6 | 1:37 - 2:05 | 1:13 - 1:53 |
| Period 7 | 2:09 - 2:37 | 1:57 - 2:37 |

**Hilliard Davidson High School
5100 Davidson Road
Hilliard, Ohio 43026**



John W. Bandow, Principal
Nathan Bobek, Assistant Principal
Chuck Page, Assistant Principal
Jennifer Adams, Student Services Coordinator
Aaron Cookson, Student Program Coordinator
Mark Princehorn, Athletic Director

Important Phone Numbers

Main Office Phone.....(614) 921-7200
Main Office Fax.....(614) 921-7201
Athletic Office.....(614) 921-7230
Attendance Office.....(614) 921-7240
Guidance Office.....(614) 921-7220

District Website Address: www.hilliardschools.org
Davidson Website Address: www.hilliardschools.org/dvd/

Hilliard Davidson High School

Regular Bell Schedule

| | |
|-----------|-------------|
| Period 0 | 6:50-7:40 |
| Period 1 | 7:40-8:30 |
| Period 2 | 8:34-9:24 |
| Period 3 | 9:28-10:21 |
| Period 4A | 10:25-10:45 |
| Period 4B | 10:45-11:14 |
| Period 5A | 11:18-11:39 |
| Period 5B | 11:39-12:07 |
| Period 6A | 12:11-12:32 |
| Period 6B | 12:32-1:00 |
| Period 7 | 1:04-1:54 |
| Period 8 | 1:58-2:48 |

District Late Start

9/21/11 - 12/7/11 - 1/25/12
3/7/12 - 4/26/12

| | |
|------------|-------------|
| In-Service | 7:40-9:40 |
| Period 1 | 9:48-10:22 |
| Period 2 | 10:26-11:00 |
| Period 3 | 11:04-11:38 |
| Period 4 | 11:42-12:16 |
| Period 5 | 12:20-12:54 |
| Period 6 | 12:58-1:32 |
| Period 7 | 1:36-2:10 |
| Period 8 | 2:14-2:48 |

Late Arrival Schedule - OGT

| | |
|----------------------|-------------|
| Testing Period (OGT) | 7:40-10:00 |
| Period 1 | 10:10-10:42 |
| Period 2 | 10:46-11:18 |
| Period 3 | 11:22-11:54 |
| Period 4 | 11:58-12:29 |
| Period 5 | 12:33-1:04 |
| Period 6 | 1:08-1:39 |
| Period 7 | 1:43-2:14 |
| Period 8 | 2:18-2:48 |

Table of Contents

| | <u>Page</u> |
|----------------------------------------------------------------|-------------|
| I. General School Operation..... | 14 |
| Courtyard..... | 14 |
| Directory Information..... | 14 |
| eNews..... | 15 |
| Exams..... | 15 |
| Food/Drinks in the Building..... | 15 |
| Food Services..... | 15 |
| Breakfast..... | 15 |
| Lunch..... | 15 |
| Prepaid Lunches..... | 16 |
| Free and Reduced Pricing..... | 16 |
| Guidance..... | 16 |
| Hazing..... | 17 |
| Homework..... | 17 |
| Lockers..... | 18 |
| Media Center..... | 18 |
| Photo Permission..... | 19 |
| Publications..... | 19 |
| Regulations - Dispensation of Prescription Medication..... | 19 |
| Regulations - Dispensation of Non-prescription Medication..... | 21 |
| Health Screenings..... | 21 |
| Inoculations of Students..... | 21 |
| Restricted Areas of the Building and Grounds..... | 22 |
| School Insurance..... | 22 |
| Sign Posting Policy..... | 22 |
| Surveillance Cameras..... | 22 |
| Visitors..... | 22 |
| Volunteers..... | 23 |
| II. Student Attendance Regulations..... | 23 |
| Reporting An Absence..... | 23 |
| Types of Absences..... | 24 |
| Attendance Supplemental Codes..... | 25 |
| Half Day/Full Day Absence..... | 26 |
| 6-Day Absence Policy..... | 26 |
| 18-Year Old Student..... | 26 |
| Entering/Leaving Building..... | 26 |
| Early Dismissal..... | 26 |
| Illness at Home/School..... | 27 |
| Tardies..... | 27 |
| Truancy..... | 28 |
| Compulsory Education..... | 29 |
| III. Student Conduct..... | 29 |
| Student Conduct: Zero Tolerance..... | 29 |
| Student Rights and Responsibilities..... | 30 |
| Conduct Code..... | 31 |
| Academic Integrity/Cheating..... | 32 |
| Appropriate Use of Force or Restraint..... | 32 |
| Dangerous Weapons in the Schools..... | 32 |

Table of Contents

| | <u>Page</u> |
|--------------------------------------------------------------------------------------------------|-------------|
| Detention..... | 34 |
| Discipline..... | 34 |
| Disruption..... | 35 |
| Dress Code..... | 35 |
| Student Drug, Tobacco & Alcohol..... | 36 |
| Definitions..... | 36 |
| Policy Statement..... | 37 |
| Student Drug, Tobacco & Alcohol Regulations..... | 38 |
| Offenses and Disciplinary Action..... | 38 |
| Follow-up Services..... | 41 |
| Due Process Procedures..... | 41 |
| Costs..... | 41 |
| Electronic Devices and Cellular Phones..... | 42 |
| Sexting, Texting and Emailing..... | 42 |
| Laser Pointer Ban..... | 42 |
| Misuse of School Resources/Facilities..... | 42 |
| Misuse/Use of Technology..... | 42 |
| Non-Discrimination, Intimidation & Harassment..... | 43 |
| Harassment..... | 45 |
| Parking Regulations and Procedures..... | 45 |
| Procedure for Channeling Complaints/Appeals..... | 47 |
| Relationship of these Policies and Regulations to the District's Code of Student Conduct..... | 48 |
| Saturday School and Wednesday School..... | 48 |
| School Bus Conduct..... | 49 |
| Searches and Interrogations..... | 50 |
| Suspensions..... | 50 |
| | |
| IV. Academic/Graduation Information..... | 52 |
| Graduation Requirements..... | 52 |
| Commencement Eligibility..... | 54 |
| Ohio Graduation Test (O.G.T.)..... | 55 |
| Early Graduation..... | 55 |
| Physical Education Waiver..... | 56 |
| Diplomas with Honors Criteria..... | 57 |
| Eligibility Criteria for Award of Merit..... | 58 |
| Evaluating Student Progress..... | 59 |
| Grade Scale for All Students..... | 59 |
| Semester Examinations..... | 59 |
| Semester and Yearly Averages..... | 60 |
| Policy on Semester Exams for Seniors for Second Semester..... | 60 |
| Policy on Passing Year Long Courses..... | 60 |
| Policy on Passing Semester Courses..... | 60 |
| Grade Option for English Language Learners (ELL) and Foreign Exchange Students..... | 61 |
| Report Cards..... | 61 |
| Interim Reports..... | 61 |
| Incomplete Grade Policy..... | 61 |
| Athletic Eligibility..... | 61 |

Table of Contents

| | <u>Page</u> |
|----------------------------------------------|-------------|
| Auditing a Course..... | 62 |
| Grade Level Promotion..... | 62 |
| Repeating a Course..... | 62 |
| Transcripts..... | 63 |
| Academic Recognition..... | 63 |
| 12th Grade Academic Awards..... | 63 |
| Honors Recognition Grades 9, 10 and 11..... | 63 |
| Top Academic Awards..... | 63 |
| Top Ten Academic Award..... | 63 |
| Honors Recognition Award..... | 63 |
| Academic Award Letter..... | 64 |
| Academic Awards - Seniors..... | 64 |
| Honor Roll..... | 64 |
| National Honor Society..... | 64 |
| Advanced Placement (AP) Courses..... | 65 |
| Dual Enrollment Opportunities..... | 66 |
| Post Secondary Enrollment Option (PSEO)..... | 66 |
| Credit Flexibility..... | 67 |
| Independent Study..... | 67 |
| Correspondence Course..... | 68 |
| Tolles Career & Technical Center..... | 68 |
| Gifted Notification..... | 69 |
| ESEA Notification..... | 69 |
| V. Student Activities..... | 69 |
| Extracurricular Activities..... | 69 |
| Clubs..... | 70 |
| Intramurals..... | 71 |
| Opportunities in Music..... | 71 |
| Opportunities in Drama..... | 71 |
| Opportunities in Science..... | 71 |
| Student Publications..... | 71 |
| Title IX Information..... | 71 |

INFORMING STUDENTS OF EXPECTATIONS

Each student in the Hilliard City School District shall receive annually a copy of current policies, rules, regulations and procedures commonly known as a student/parent handbook. The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined. A copy of the 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.

I. 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.

COURTYARD

Students are allowed to pass through the courtyard during class changes. No food or beverage will be permissible in this area. The courtyard will be available for students during their lunch periods. Inclement weather will required the courtyard to be off-limits.

DIRECTORY INFORMATION

It is the intent of Hilliard City Schools to limit the disclosure of information contained in a student's education record. The District occasionally receives requests for public information concerning students, which is defined in the "Student Records" policy adopted by the Board of Education (file: JO). Requests for Directory Information come from, but are not limited to, the media, colleges and universities, public and private high schools, local PTO groups, recruiters of the United States Armed Services, etc. Directory Information can be disclosed without prior written consent, except when the request is for a profit-making plan or activity. Directory Information includes:

1. Student's name
2. Student's address
3. Student's date of birth
4. Student's extracurricular participation
5. Student's achievement awards or honors
6. Student's weight and height, if a member of an athletic team
7. Student's dates of attendance
8. Student's date of graduation

Parents or eligible students may advise the District of any or all items which they refuse to permit as Directory Information. Such requests must be made through the building principal of the school of attendance.

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

eNEWS

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

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

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

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

EXAMS - Semester and Final

Exam dates and the school calendar are established a year in advance. Parents and students should understand that exams and projects are the culminating educational experience offered by our instructors. Therefore, make up exams will only be offered to a student for an Official Absence. Documentation must be provided and an Administrator must approve them before a make up exam can count for credit. An out-of-town trip/vacation does not warrant a make up exam. To maintain the integrity of the educational experience, no early exams will be offered.

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. Food brought 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

Students are not permitted to leave the premises for lunch. All students will eat in the cafeteria.

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.

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/menus/lunchMenus.cfm. Lunches may be purchased with cash at the cashier or by an automated prepaid account. Charges will only be permitted on an emergency basis.

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:

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

Prepaying can be done in one of two ways:

- Cash or Check
 - ◆ Please send a sealed and labeled envelope to the school office with the following information on the front of the envelope:
 - Student's name
 - Student's PIN
 - Total amount of money included
 - Type of account (Meal or General) in which the money should be placed
- MealpayPlus (www.mealpayplus.com or 1-877-237-0946)
 - ◆ Once registered with MealpayPlus, you can add money to your account using your bank account or Visa or MasterCard credit card. Payments can be made at any time using the standard payment or auto-payment options. Please note, a \$2 fee is assessed for each transaction.
 - ◆ To create an account online:
 - Go to www.mealpayplus.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 in all school offices. If your child receives free or reduced lunch, the computerized cashier's station protects confidentiality.

GUIDANCE

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

HAZING POLICY

Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act of coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately.

All hazing incidents shall be reported immediately to the superintendent. Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action, and may be liable for civil and criminal penalties in accordance with Ohio law.

HOMEWORK

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

1. Promotes growth in self-responsibility and self-direction in learning.
2. Promotes good work habits.
3. Enriches and extends school experiences.
4. Brings students into contact with out-of-school learning resources.
5. Helps students budget their time.
6. Provides essential practice in developing needed study and practice skills.

Homework is to be used as a positive learning experience for students. Most teachers will require out of class assignments to be completed to enhance a student's grade. Some classes will be assigned homework daily, others on a periodic basis. In some cases the purpose of homework is to provide you with necessary practice at a skill just learned. In other cases you are expected to use materials not available in the classroom. Whatever the purpose, homework is extremely important to your success. ***Parents should expect their student to have homework or studying equal to 10 minutes per grade level or 20 minutes per class every day school is in session.*** Students with **excused absences** will be given an equal amount of days to make up work due to their absence.

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, at lunch-time, and after school.**

School lockers are the property of the Board of Education. 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.

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.

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.

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 must have the medication authorization form completed by their physician and parent stating they may do this.
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.

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.

HEALTH SCREENINGS

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

INOCULATIONS OF STUDENTS

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

Students who are not in compliance may be excluded from school attendance no later than the fifteenth day after admissions. Compliance with any current Ohio Department of Health requirement will supercede our current practice until such time 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 and rubella vaccine (MMR), hepatitis B vaccine (Hep B), and (for grade K beginning 2006-2007) varicella. However, they must make satisfactory progress in completing all the required vaccines to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance.

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

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 cafeteria or in the courtyard, when weather permits. Students are not allowed to leave the building at any time including lunch without approval through the office. *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.

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.

VISITORS

Parents are encouraged to visit school. We ask that if they plan to visit a class, they make arrangements with the teacher a day or two in advance. All visitors to the school must report to the office for a visitor's pass. **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, effective August 31, 2005, a background check and ID badge with photo is required for all volunteers who **may** be left alone with students.

The Hilliard City Schools Department of Human Resources will perform all background checks at the district's Central Office, located at 5323 Cemetery Road. We accept walk-ins Tuesday through Thursday from 9-11am and 1-3pm, except during Winter Break, Spring Break and Summer Break when we complete volunteer background checks by appointment only. You may schedule an appointment by contacting the Department of Human Resources at 614-921-7099.

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

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

Beginning in January of 2011, volunteers will be required to renew their badges every 5 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 (see above).

II. STUDENT ATTENDANCE REGULATIONS

REPORTING AN ABSENCE

Call the school attendance office before 9:00 AM to report an absence.

- Before and after school and during the weekends our voicemail system will take your call. Please leave the students name, grade level and reason for being absent. It is often helpful if the student's last name is spelled out.
- Parents will be notified of any student absence by the auto-dialer beginning at 6:00 p.m. Parents are urged to call the attendance office with any questions that may arise due to an auto-dialer call.
- In the event a parent has been unable to call the school 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 suspension.

Only the administration may 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.

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 do not count in the 6-day absence policy but only with proper verification. However, **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. It is the student's responsibility to get work from teachers. Assignments and class work missed because of absences shall be made up within a period of time equal to the same amount of time missed. **An absence does count toward the 6-day absence policy.**

3. Unexcused Absence/Truancy

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. Make-up work may not be made up for credit and tests missed carry an automatic "0."

* An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

* Disciplinary action may result from an unexcused absence.

* 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 10 consecutive days or a total of at least 15 days during a semester or term.

Any student unexcused/truant will be liable for punishment as follows:

- Detention
- Saturday/Wednesday School
- In-school Suspension (TOR)
- Out-of-school Suspension
- Filing with Juvenile Court System
- Suspension of temporary driving permit or license until the student turns 18, returns to school, or receives a GED

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. Students absent for more than 10 consecutive school days, due to a family vacation or being out of the country, will be withdrawn. Parents will need to re-enroll the student upon their return.

4. School Business - (does not count toward 6 day policy)

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 - (does not count toward 6 day policy)

- **Out of school (OSS)** suspensions do not count against the student in the 6-day policy, however, students will not receive credit for missed work.
- **In school suspension (ISS)** students report to the in-school suspension room and are allowed to make up work and are not counted as absent for the day, or from class.

HALF DAY/FULL DAY ABSENCE

Students arriving after 1st period and before the end of 3rd period will be considered absent half day. Students arriving from the beginning of 4th period on will be considered absent a full day

6-DAY ABSENCE POLICY

- A student will receive an F if he/she accumulates more than 6 total class absences, **absent or unexcused**, excluding official absences during any nine-week grading period.
- Class absences are not cumulative and do not carry over from one nine-week grading period to another.
- When a student accumulates 4 & 6 class absences, the parent will be notified by letter.
- *If a student misses more than 15 minutes of a class, this is considered a class absence.*

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. Students who are 18 years old or older may be withdrawn from school for excessive unexcused absences.

ENTERING/LEAVING BUILDING

- Students are not to enter or leave the building during school hours without reporting to the attendance office.
- **Failure to sign in or out of school will result in disciplinary action.**
- Phone calls or notes from a parent to excuse a student **AFTER** they have left the building will not be accepted.

EARLY DISMISSAL (Leaving for the remainder of the day and/or returning)

- A note/or phone call must be received by the attendance office prior to a student leaving. The note must be signed by a parent or legal guardian, with the student's name, time of early dismissal, and a phone number where the parent can be reached for confirmation.
- 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.**
- In case of emergency, a parent must come into the building and sign a student out of school through the attendance office.
- A student gone one period or less on an early dismissal will not be counted absent on the daily attendance record. **Students gone two to three periods will be counted a half day absent. Students**

gone more than three periods will be counted a full day absent.

- 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
- an undiagnosed rash
- an earache or draining ear
- diarrhea or vomiting
- severe sore throat
- persistent or severe cough
- persistent or severe headache
- known communicable disease
- pink eye

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 emergency card
- **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 arriving between 7:40 and 8:00 will sign in with the attendance officer handling tardies and is marked tardy by the teacher.

- Any student entering school after 8:00 AM must report directly to the attendance office designee for a class admittance slip. The student 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, 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. After 15 minutes to the end of 3rd period will be considered .5 day absent. Students arriving from the beginning of 4th period on will result in a full day absence. 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 or loss of privilege.
A student arriving more than 15 minutes late to class may be counted absent for that class.

TRUANCY

Board policy JEDA provides two separate definitions of truancy. They are:

- A habitual truant is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or 12 or more school days in a school year.
- A chronic truant is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.

Students and parents will be notified when the school has determined their child to be truant. A conference will be held either with the attendance officer or an administrator. Repeated instances of truancy after this conference will lead to filing a complaint jointly against the student and parent with juvenile court.

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 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.
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. Death of a relative. The absence arising from this situation is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Work at home due to absence of parents or guardians. Any absence arising because of this situation shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observance of religious holidays. Any child of any religious faith shall be excused if his/her creed or belief.
7. Emergency or set of circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.
8. Field trips or school activities. Absence as a result of an approved field trip or school-sanctioned or sponsored activity shall be an excused absence.

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

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.

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

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, or other improper language.
16. Violation of special rules of conduct for school buses.
17. Violation of the smoking policy including smokeless tobacco products.
18. Establishment and conduct of clubs and organizations without official approval.
19. Stealing and/or cheating on tests or other school assignments.
20. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.

21. Publication, display and/or distribution of unauthorized materials.
22. Tardiness to class or school.
23. Truancy and other unexcused absences from class or school.
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/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 answers, and plagiarism/internet plagiarism. Students who violate this policy will receive zero credit for assignments or work involved and may be subject to further consequences by an administrator.

APPROPRIATE USE OF FORCE OR RESTRAINT

The use of corporal punishment as a means of discipline is prohibited in the Hilliard City School District. This policy shall not prohibit the use of force or restraint in accordance with the Ohio Revised Code, division (G) of section 3319.41:

“Persons employed or engaged as teacher, principals, or administrators in a school, whether public or private, and non-certificated school employees and school bus drivers may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of the weapons or other dangerous objects upon the person or within the control of the pupil, for the purpose of self-defense, or for the protection of persons or property.”

DANGEROUS WEAPONS IN THE SCHOOLS

| |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

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

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

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument 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 detained before or after school as a disciplinary measure provided the student is given notice a day prior to the date the detention is to be served. The school assumes no responsibility for transportation of a detained student. Detentions may be issued by teachers and/or administrators and will be supervised by the staff person assigning the detention.

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.

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.
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 operation 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 Hilliard City Schools Board of Education in accordance with ORC 3313.665 believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and their schools. Any form of dress or grooming that attracts undue attention or violates the previous statement is obviously unacceptable. The following dress code rules are provided to students to assist them in selecting clothing and grooming practices which shall serve as an indication of their pride in themselves and in their school and should be considered in effect during the regular school day as well as at any academic awards or presentation activities. Violators are not allowed in class until clothes are appropriate.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include but not be limited to inappropriate or bizarre dress that presents a health or safety issue; distracting hairstyle or color; distracting body piercing; gang related dress (including bandanas) or gang related jewelry, including chains; or any other inappropriate accessories.
3. In addition, the following dress items shall not be permitted:
 - a. Extremely short shorts (boys and girls) & mini-skirts
 - b. Tube tops, spaghetti straps and off the shoulder shirts
 - c. Halters
 - d. Bare midriffs (boys and girls)
 - e. Bare feet
 - f. **Clothing with profane, violent, suggestive, racially intimidating or offensive pictures and/or lettering**
 - g. Clothing that advertises or bears the logo of alcohol, drug or tobacco products
 - h. Indiscreet patches on clothing (boys and girls)
 - i. Hats, scarves or any head covering (except for religious or health reasons) to be placed in lockers during the school day
 - j. Muscle shirts
 - k. Sagging pants and shorts
 - l. Inappropriate or unsafe footwear
 - m. Outerwear coats worn while inside the building

It is expected that parents will assist their students in compliance with this dress code policy. Violation of this policy may result in suspension or expulsion. **Administration will be the final judge of the appropriateness of attire that is in question.**

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.

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

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

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

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

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

Extra-Curricular: Extra-curricular activities are those activities sponsored by, supported by, and identified by the Board and are an extension of the "normal" school day. Activities included are: all athletics, 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 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. 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

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

1. First offense:

- a. Parent(s) will be notified immediately.
- b. The police shall be notified.
- c. Consultation with the parent(s) and student emphasizing available counseling services for drug assessment will be conducted.
- d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- e. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.
- f. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.
- g. A reinstatement conference will occur and drug education may be required for re-entrance.

2. Second and subsequent offenses:

- 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 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.
- g. A reinstatement conference will occur and drug education may be required for re-entrance.

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

1. First offense:

- a. Parent(s) will be notified immediately.
- b. The police will be notified.
- c. The student shall be suspended out of school for ten (10) days.
- d. Following a consultation with parent(s) and student, the administrator may offer the following options:
 - i. The student will be suspended out of school for

eight (8) days if the student receives an assessment in a certified drug/alcohol counseling program within ten calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation. The student must agree to carry out the recommendations.

- ii. The student will be suspended out of school for five (5) days if they complete all of the assessment requirements above and the student and parents agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours by the student and at least one parent, of alcohol, drug education as agreed to by school officials. A written proof of attendance is required to be sent to the school officials.

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.

- e. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- 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 will be notified.
- c. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.
- 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 forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third offense:

- a. Parent(s) will be notified immediately.
- b. The police will be notified.
- c. The student will be suspended out of school for ten (10) days and recommended for expulsion.
- 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.

C) **Possession of drug paraphernalia**

When the student is found in possession of drug paraphernalia:

1. **First offense:**
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned a five (5) day out of school suspension.
 - d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
2. **Second offense:**
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned a seven (7) day out of school suspension.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
3. **Third and subsequent offenses:**
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned a ten (10) day out of school suspension.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

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

Possession/Use of Tobacco

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

Possession of Matches, Lighter, Paraphernalia

1. **First offense:**
 - a. Two (2) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension may be reduced to one (1) day.
 - b. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
2. **Second offense:**
 - a. Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension may be reduced to two (2) days.
 - 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 may be provided:

1. Student, parent(s), 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).
3. Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or student assistance coordinator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor for a minimum of eight weeks.

Due Process Procedures

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

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.

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 of cell phones or personal electronic devices if parents elect to have their child bring one to school in their back pack.

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.

SEXTING, TEXTING & EMAILING

In accordance with HB 1, HB 132 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.

LASER POINTER BAN

Laser pointers are banned from school buildings, school vehicles and on school property with the exception of usage by an adult or someone supervised by an adult for educational purposes.

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; and
6. accessing and/or viewing inappropriate material.
7. by passing or attempting to bypass state mandated internet filters

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

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

Students engaging in any of the 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

NON-DISCRIMINATION, 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, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

Ethnic intimidation is the harassment or intimidation of a person or group through the use of racial or religious slurs, 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.

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.

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.

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 PURCHASE 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 purchase a student-parking permit. Permits may be purchased in the main office. The permits must be displayed on the vehicle as designated by the high school administration. Permit fees are as follows:
 - a. **Full year:** permits may only be purchased for the full year at a cost of \$36.00. If a student starts driving later in the year, the cost will be pro-rated on a quarterly basis. A pro-rated refund will be given if a student withdraws from school or stops driving.
 - b. **Daily:** students may purchase a daily general parking pass in the main office for a maximum of 3 days per school year. After 3 days, students must purchase a permanent pass.
 - c. **Replacement:** replacement cost for a lost sticker will be pro-rated based upon when the sticker was purchased. Senior stickers will be issued only once, and will be replaced with general parking stickers.
5. Students driving to school who have purchased permits 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 such as Saturday/Wednesday School or suspension
 - b. Suspension or revocation of parking privileges
 - c. Towing at owner's expense
7. No student is permitted to use his/her vehicle during the school day, with the exception of work-study and approved early dismissal students without the permission of the building principal.
8. 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 privileges. Students who continue to drive after privileges have been revoked may be immediately suspended from school.
9. Students may not exceed the posted 10 M.P.H. speed limit.
10. Parking privileges, Renaissance discounts and stickers are non-transferable. Renaissance discounts are only valid during the semester that the Renaissance card is in force.
11. All school rules also apply in the parking lot, as well as inside vehicles on school property.

12. All students must produce school identification or a driver's license when asked to do so by school officials or the School Resource Officer.
13. Loss of Driving Privileges
 - Excessive absenteeism Withdrawal from school
 - Substance abuse offenses
 - Reckless driving
14. 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's office where the concern will be referred to the appropriate central office administrator. The concern may be discussed by phone or an appointment may be set to discuss the matter. The central office administrator will review the concern with the parent and, if necessary, with other involved parties.
4. If the complaint remains unresolved after the response of the central office administrator, the matter may be referred to the

Superintendent who will meet with the parent to discuss the complaint. The Superintendent will also review the responses made earlier. The superintendent will inform the parent of his/her findings in writing at the earliest opportunity and share that response with other involved parties.

5. If the parent remains dissatisfied, 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.

RELATIONSHIP OF THESE POLICIES AND REGULATIONS TO THE DISTRICT'S CODE OF STUDENT CONDUCT

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

SATURDAY SCHOOL AND WEDNESDAY SCHOOL

Saturday School - 8:00 - 11:15 AM

AM & PM Detentions – Tuesdays & Wednesdays AM 6:50-7:35 PM 3:00-4:00

Rules:

1. Students **MUST** provide their own transportation to and from Saturday/Wednesday School.
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 from without the permission of the staff supervisor.
7. Students **ARE NOT** allowed putting their heads down or sleeping.
8. No headphones, cell phone use allowed in Detentions or Saturday School.

Violation of a Saturday/ AM/PM Detention Rule will result in additional Saturday School/Detention/Loss of Privilege or out-of-school suspension.

An **Unexcused Absence** from Saturday School or AM/PM Detention will result in an out-of-school suspension.

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. Students wait for buses—buses do not wait for students.
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. Students must remain on the bus from the time of boarding until the approved place of departure.
13. Students are to be at designated bus stops prior to arrival time of bus.
14. Students are not to play their radios on the bus.

Electronic Devices and Cellular Phones for School Buses

Students are strongly encouraged to leave their cellular phones and other electronic devices at home. These are expensive items and the School Transportation Department cannot be held responsible for the loss, theft or damage of any phone or electronic device. Any phone or electronic device will be subject to confiscation if it creates a disruption to the bus. A student using an electronic device which creates a disruption or refusing to follow a 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.

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.

Whole busloads of students shall not be taken back to a school because of misconduct, the driver shall report misconduct to the principal at the earliest opportunity, using Form SBIR. The principal shall then proceed in accordance with the usual discipline procedures.

SEARCHES AND INTERROGATIONS

Interrogation of Students by Law Enforcement Officers: Whenever possible, police officers 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 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. Administrators and teachers shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the School District. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. The School Resource Officer may serve as a witness for searches.

| |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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, 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. **In-School Suspension (TOR/ISS)** - When a student is assigned an in-school suspension, he/she will be assigned to a specific location within a school to which that student must report for the regular school day hours. Additional restrictions pertaining to rest room use and lunch facilities may occur during such a suspension. Provision shall be made for students to stay current for all class work missed. The student will receive credit for in-school suspension if assignments are completed satisfactorily. Students are not permitted to participate in any school activities during the period of suspension.

RULES FOR TOR/ISS (In-School Suspension)

1. Students will report to the designated area by the start of the school day. A student who arrives late will not be admitted. The student may be sent home.
2. Students should bring all the books and study materials needed to the TOR/ISS. Students will not be allowed to go to the lockers.
3. Students must bring a bag lunch to TOR/ISS. Milk and/or a sack lunch may be ordered from the cafeteria, if needed. No food may be ordered or brought in.
4. All students, regardless of school program, i.e., OWE, OWA, zero-period, must remain in TOR/ISS the entire day.
5. Students will have two escorted restroom breaks.
6. Students may not talk, or sleep, or put their heads down on the desks.
7. Students must complete all of their work for the day or they will not be released.
8. Students may not have games, playing cards, electronic games, radios, or tape/CD players.
9. A student who needs to take a prescription medication during the TOR/ISS assignment must notify the TOR/ISS supervisor. The student must turn in the medication to the TOR/ISS supervisor, along with a signed note from the parent about how to use the medicine.
10. Students must stay in TOR/ISS all day, and may not participate in other school activities before, during, or after the school day.
11. In addition to these rules, all school rules and policies apply to students in TOR/ISS. The supervisor may establish additional rules to maintain an environment conducive to study.

Violation of a TOR/ISS rule will result in additional TOR/ISS time or an out-of-school suspension. An Unexcused Absence from TOR/ISS will result in an out-of-school suspension.

- 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; however, credit will not be given. Exceptions will be made at the discretion of the principal involved.

- 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. In-School Suspensions may not be appealed per Board of Education policy JGD.

Any request for an appeal of a suspension or expulsion must be made within twenty-four hours after receipt of the suspension/expulsion notice to the superintendent of schools.

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

IV. ACADEMIC/GRADUATION INFORMATION

GRADUATION REQUIREMENTS

Graduation Classes of 2011, 2012, 2013

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 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.**

A minimum of **twenty-one (21) credits** is required to graduate. Within the required number of credits, the successful completion of the following specific credits is required:

| | | |
|----------------------------------------|-----------|---------|
| English | 4 | Credits |
| World Studies | 1 | Credit |
| U.S. History | 1 | Credit |
| U.S. Government | ½ | Credit |
| Civics or Economics | ½ | Credit |
| Science ¹ | 3 | Credits |
| Math | 3 | Credits |
| Health | ½ | Credit |
| Physical Education ² | ½ | Credit |
| Information & Communication Technology | ½ | Credit |
| Required Elective ³ | 1 | Credit |
| Additional Electives | 5½ | Credits |
| Total Credits | 21 | |

¹One unit Biology and one unit Physical Science.

²Students may waive the physical education requirement with participation in athletics, marching band, and/or cheerleading (see Physical Education section). Students who pursue this option must earn one half elective credit in another subject-area to meet the minimum credit requirement for graduation (21 credits).

³One unit or two half units from: Fine Arts, Foreign Language or Business Technology - any course in the Business, Computer Science or Pre-Engineering Dept.)

Students who attend the Tolles Technical Center for the eleventh and twelfth grade years are to successfully complete a **total of 21 credits**:

| | | |
|----------------------------------------|-----------|---------|
| English | 4 | Credits |
| Social Studies | 2 | Credits |
| U.S. History | ½ | Credit |
| U.S. Government | ½ | Credit |
| Science ¹ | 3 | Credits |
| Math | 3 | Credits |
| Health | ½ | Credit |
| Physical Education ² | ½ | Credit |
| Information & Communication Technology | ½ | Credit |
| Required Elective ³ | 1 | Credit |
| Additional Electives | 5½ | Credits |
| Total Credits | 21 | |

¹One unit Biology and one unit Physical Science.

²Students may waive the physical education requirement with participation in athletics, marching band, and/or cheerleading (see Physical Education section). Students who pursue this option must earn one half elective credit in another subject-area to meet the minimum credit requirement for graduation (21 credits).

³One unit or two half units from: Fine Arts, Foreign Language or Business Technology - any course in the Business, Computer Science or Pre-Engineering Dept.) **Tolles Labs count toward this elective.**

Students who attend the Tolles Technical Center and return to their home school shall complete the prescribed requirements for graduation as indicated above.

GRADUATION REQUIREMENTS

Graduation Classes of 2014

A minimum of **twenty-one (21) credits** is required to graduate. Within the required number of credits, the successful completion of the following specific credits is required:

| | | |
|-------------------------------------------|------------|---------|
| English | 4 | Credits |
| World Studies | 1 | Credit |
| U.S. History | 1 | Credit |
| U.S. Government | ½ | Credit |
| Civics or Economics | ½ | Credit |
| Science ¹ | 3 | Credits |
| Math ² | 4 | Credits |
| Health | ½ | Credit |
| Physical Education ³ | ½ | Credit |
| Information & Communication Technology 21 | ½ | Credit |
| Financial Literacy Elective ⁴ | ½ | Credit |
| Additional Electives ⁵ | 5 | Credits |
| Total Credits | 21* | |

¹One unit Biology and one unit Physical Science.

²Must include Algebra II, Honors Algebra II or equivalent.

³Students may waive the physical education requirement with participation in athletics, marching band, and/or cheerleading (see Physical Education section). Students who pursue this option must earn one half elective credit in another subject-area to meet the minimum credit requirement for graduation (21 credits).

⁴The financial literacy elective requirement can be fulfilled by taking one of the following courses: Careers & Money Management, Financial Independence, Personal Finance, College Fundamentals, or Principles of Entrepreneurship or CBI 3 Related.

⁵One credit must be earned in fine arts unless two semesters of fine arts coursework were successfully completed in middle school (grades 7-8). Participation in Tolles or CBI may fulfill the Fine Arts graduation requirement. The remaining 4 elective credits must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, pre-engineering or English, Mathematics, Science or Social Studies not otherwise required.

*Per State House Bill 1, graduation requirements will be changing; however, a definitive timeline has not yet been established by the State Department of Education. The implementation of the timeline may impact graduation requirements.

COMMENCEMENT ELIGIBILITY

Students participating in commencement exercises must exhibit all eligibility requirements listed under Board Policy 1KFB. The administration reserves the right and responsibility to administer Board of Education requirements.

OHIO GRADUATION TEST (O.G.T.)

(first administered in grade 10 - if a student has obtained sophomore status – 4 or more credits earned)

Students must pass all five parts of the Ohio Graduation Test (reading, writing, mathematics, citizenship, and science) to receive a diploma.

NOTE: For those students (Class of 2007 and beyond) who do not pass one section of the OGT, there is an alternative pathway for receiving a diploma:

1. Pass 4 of 5 tests
2. Miss “proficient” score by 10 points or fewer on the failed test
3. Maintain 97% attendance, no expulsion
4. Earn 2.5 GPA in courses of test not passed
5. Participate in intervention (as defined by state requirements)
6. Receive letters recommending graduation from principal and teachers

Per State House Bill 1, the Ohio Graduation Test will be replaced by different assessments and graduation requirements. A definitive timeline for this implementation has not yet been established by the State Department of Education.

EARLY GRADUATION

To be considered for early graduation, the application form **must** be turned in to the respective guidance 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 guidance 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 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.

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 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.

A high school student who has earned physical education credit prior to the start of the 2009-2010 school year can finish the physical education requirement either through completion of another physical education course or through participation in two (2) athletic seasons. Participation in District-sponsored interscholastic athletics, marching band, or cheerleading seasons prior to the 2009-2010 school year cannot be used to fulfill the physical education requirement.

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

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

DIPLOMAS WITH HONORS CRITERIA

Students need to fulfill all but one criterion for any of the following Diplomas with Honors.

| Subject | High School Academic Diploma with Honors Graduating Classes 2011 and Beyond | Career-Technical Diploma with Honors for Graduating Classes 2011 and Beyond |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English | 4 units | 4 units |
| Mathematics | 4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contact equivalent content | 4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contact equivalent content |
| Science | 4 units, including physics and chemistry | 4 units, including physics and chemistry |
| Social Studies | 4 units | 4 units |
| Foreign Language | 3 units, including at least 2 units in each language studied | Not counted toward requirements |
| Fine Arts | 1 unit | Not counted toward requirements |
| Career-Technical | Not counted toward requirements, and may not be used to meet requirements | Now counted in Electives |
| Electives | Not counted toward requirements | 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. |
| Grade Point Average | 3.5 on a 4.0 scale | 3.5 on a 4.0 scale |
| ACT/SAT Score (excluding scores from the writing sections)* | 27 ACT / 1210 SAT | 27 ACT / 1210 SAT |
| Additional Assessment | Not applicable | Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent |

*Writing sections of either standardized test should not be included in the calculation of this score. Diploma with Honors requirements pre-suppose completion of all high school diploma requirements in Ohio Revised Code including:

- ½ unit physical education**
- ½ unit health
- ½ unit in American history
- 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.

ELIGIBILITY CRITERIA FOR AWARD OF MERIT

The requirements listed below have been adopted for the "Award of Merit." This certificate will be awarded by the State Board of Education to all seniors who meet the criteria.

| Subject | College Prep Curriculum Requirements | Career-Technical Curriculum Requirements |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | Complete a vocational occupational preparation program |
| English | 4 credits (may include 1 credit of Fundamentals of Speech) | 4 credits |
| Mathematics | 3 credits (must include 1 credit of Algebra and 1 credit of Geometry) | 3 credits |
| Science | 3 credits (must include 2 credits from among Biology, Chemistry and Physics) | 2 credits |
| Social Studies | 3 credits (must include 2 credits of History and ½ credit of Civics or Governments) | 3 credits (applied academics credits earned via vocational education shall apply to the criteria for the "Award of Merit") |
| Foreign Language | 3 credits (must include no less than 2 credits of any language for which credit is sought, i.e., 3 credits of one language or 2 credits of each of two languages) | |
| | Complete 2 credits from one or more of the following, or 2 additional credits from one or more of the areas listed above. <ul style="list-style-type: none"> • Business • Computer Science • Visual or Performing Arts | Complete 2 credits from one or more of the following, or 2 additional credits from one or more of the areas listed above. <ul style="list-style-type: none"> • Business • Computer Science • Foreign Language • Visual or Performing Arts |
| | Courses, for which high school credit has been given in the eighth grade, or as part of the post-secondary option, apply to the criteria for "Award of Merit." However, at least 18 credits must be earned in grades 9-12 for graduation. | |

Performance Criteria (**applies to both curricula**):

1. Maintain above average attendance for grades 9-12 (compared to a rolling four-year state average).
2. Demonstrate outstanding achievement in the curriculum as evidenced by one of the following, whichever is most inclusive:
 - a. earning the equivalent of an overall grade point average of 3.25 on a four-point scale for grades 9-12;
 - b. earning the equivalent of an overall grade point average of 3.5 on a four-point scale for grades 11 and 12;
 - c. ranking in the top 25 percent of the class.

3. Participate in at least one verifiable co-curricular, extra-curricular, or community activity per year in at least three of the four years, grades 9-12.

NOTE: These activities could include, but not be limited to, membership in good standing of clubs, student government, sports and/or performance groups, community service activities, or other types of volunteer service activities.

4. Demonstrate outstanding citizenship/character traits by:
 - a. maintaining an outstanding record of school citizenship and an acceptable discipline record.
 - b. meeting the requirement of number 3 above.

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

| | | | |
|----|---|------|----|
| 98 | - | 100 | A+ |
| 93 | - | 97.9 | A |
| 90 | - | 92.9 | A- |
| 88 | - | 89.9 | B+ |
| 83 | - | 87.9 | B |
| 80 | - | 82.9 | B- |
| 78 | - | 79.9 | C+ |
| 73 | - | 77.9 | C |
| 70 | - | 72.9 | C- |
| 68 | - | 69.9 | D+ |
| 63 | - | 67.9 | D |
| 60 | - | 62.9 | D- |
| 50 | - | 59.9 | F |

SEMESTER EXAMINATIONS

Semester exams are based on the work covered during each semester and are evaluated as 20% of the semester grade. Students are required to take exams. Teachers are to turn in a copy of their exams to the office after examinations are given. Grading keys and scales will also be required after the examinations are given.

Semester exams will be computed using the numerical grade received. Incompletes for exams may be given until such time students make up the exams. Scheduling for the next year may be denied until requirements are fulfilled.

If an exam day is missed due to inclement weather during the exam schedule, the exams scheduled for that day will be given the first day students return. Subsequent exam schedules will resume in order after the initial exam day is completed.

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 using the following formula:

$$40\% \times (\text{grade equivalent } \%) + 40\% \times (\text{grade equivalent } \% + 20\% \times (\text{grade equivalent } \%) = \text{semester grade equivalent } \%$$

- B. To determine the semester average of a student exempting the semester exam use the following formula:

$$50\% \times (\text{grade equivalent } \%) + 50\% \times (\text{grade equivalent } \%) = \text{semester grade equivalent } \%$$

- C. To determine the yearly average use the following formula:

Multiply each nine weeks' grade equivalent % by 40% (.40) and each semester exams' grade equivalent % by 20% (.20) and then divide by 2.0 if no exams were exempted or 1.8 if one exam was exempted or 1.6 if two exams were exempted.

- D. All students in grades 9-12 will take 1st and 2nd semester examinations according to an established examination schedule.
- E. If the student has excessive absences (over 6), the grade will be 59.9% (highest possible F). The grade will be 50% - 59.9% if this is what the student earned. If the student earned below 50%, the grade entered will be 50%.

Policy on Semester Exams for Seniors for the Second Semester:

Seniors are excused from second semester exams if they meet the following criteria: Have at least a D average in each course at the end of the fourth grading period and have passed the two grading periods during the second semester and passed the 1st semester of a year long course.

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 **by passing two of the three** evaluations (two nine-week periods and exam) each semester and earning a minimum of 60% (passing average for the semester).

A student who fails the first semester, but passes all three evaluations the second semester, and has a passing average for the year, will pass for the year. A student who fails a subject the second semester may fail the subject for the entire year, regardless of the first semester grades.

Policy on Passing Semester Courses

A student will pass a one semester course if he or she has received a passing grade in two of the three evaluations and has earned 60%.

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).

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

INTERIM REPORTS

Interim grade reports will be completed and distributed to all students during the middle of each grading period. (Refer to the school calendar for interim week dates.)

INCOMPLETE GRADE POLICY

A student with an excused absence who has not made up work during a nine-weeks 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.

Athletic Eligibility

If you are an athlete, you must be signed up for at least 5 (five) 1/2 credit classes each semester and carry the minimum GPA requirements as established by the district. PE and Fitness for Life **do not count** as 1 of the 5. It is recommended students take at least 6 classes each semester. To be eligible, you also must pass at least 5 (five) 1/2 credit classes, with

no more than 1 F, with the required GPA. **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.

ALL STUDENTS MUST CARRY FIVE COURSES EACH SEMESTER. TO MAINTAIN ELIGIBILITY, AN ATHLETE MUST TAKE SIX CLASSES IF ONE IS PHYSICAL EDUCATION.

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.

GRADE LEVEL PROMOTION

The minimum student load is 5 1/4 credits for 9th graders and 5 credits for 10th, 11th & 12th 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:

- 9th = satisfactory completion of 8th grade
- 10th = completion of 4 credits
- 11th = completion of 9 credits
- 12th = completion of 15 credits

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

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.

TRANSCRIPTS

Requests for transcripts of high school grades are made through the guidance office. As a general rule, official transcripts will **only** be released and mailed directly to colleges/universities/scholarships/agencies by the guidance office. The administrative fee for each transcript is \$2.00. Please allow at least ten school days for processing of transcript **and** the application packet/secondary school report. To receive a transcript only, please allow three days. A parent must sign release forms, if the student is under 18.

ACADEMIC RECOGNITION

12th Grade Academic Awards

- Academic Letter
- Lamp of Learning Pin
- 3.5 Cumulative GPA for Current School Year
- Award of Merit
- President's Education Award

Honors Recognition - Grades 9, 10 and 11

All students and their parents are invited to a special event in the spring.

Top Academic Award

This is the #1 academic student in the class based on cumulative G.P.A. This student receives the Scholarship Award and a medallion.

Top Ten Academic Award

This award is given to the Top 10 Academic students in the class based on cumulative G.P.A. These students receive a Silvertext certificate and a medallion. (G.P.A. is figured after the first semester final grades.)

Honors Recognition Award

Students who have an average G.P.A. of 3.50 or above for the current school year receive a certificate.

Academic Award Letter

Students in grades 9 - 11 with cumulative G.P.A. as follows: Grades 9 and 10 - 3.75 or above and Grade 11 - 3.50, will receive the Varsity letter (or Lamp of Learning pin) for academic excellence and an award certificate.

Academic Awards – Seniors

The academic top 10 students, as well as Valedictorian and Salutatorian, are determined by calculating their accumulative grade point average through the 1st semester of their senior year. Final calculations do not occur until after graduation. Senior awards are equivalent to the awards noted above for 9-11 students.

HONOR ROLL

Honor Roll recognition will be based on a 3.0 average of all grades received for each nine-weeks grading period, as follows:

1. Those students who receive a 4.0 GPA or higher for the nine week grading period will receive special recognition for their achievement.
2. Computations are figured by adding the total points and dividing by the student's total credits per semester.

| | | | |
|-----------|-----------|-----------|-----------|
| A+ = 4.25 | 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 courses carry additional point values. *Example:* A-5 points.

NOTE: When students enroll in Hilliard City Schools from another school, the grades and credits earned at the previous school are honored. However, only Advanced Placement courses will carry additional point values as described above. Any deviation from this policy will be determined on an individual basis and approved by the building principal.

NATIONAL HONOR SOCIETY

Selection of new members is made once a year near the end of the second semester. All juniors and seniors who have a 3.5 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 extra-curricular activities. A Faculty Council of five (5) teachers reviews information submitted by the 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.

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 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 \$85. In some cases (i.e., free/reduced 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.

Current AP courses offered include: *

| | | |
|----------------------------------|------------------|------------------|
| English Literature & Composition | Calculus BC | Physics |
| French | English Language | European History |
| German | Computer Science | U.S. History |
| Spanish | Biology | U.S. Government |
| Calculus AB | Chemistry | Statistics |

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

DUAL ENROLLMENT OPPORTUNITIES

The Hilliard City School District has dual enrollment 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 dual enrollment 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 dual enrollment courses varies depending on the college/university offering the credit. Students must meet eligibility requirements and pay designated fees to participate.

For more information about dual enrollment opportunities, contact your school's guidance department.

POST SECONDARY ENROLLMENT OPTION (PSEO)

The Post-secondary Enrollment Options Program has been established to permit high school students in grades nine through twelve to earn college and high school graduation credit through the successful completion of college courses. The program is intended to provide expanded opportunities for appropriately qualified high school students to experience coursework at the college or university level. Any high school student admitted to a course by an institution of higher education will be expected and required to perform at the same level as the institution's regular students. High schools continue to be responsible for providing a comprehensive and challenging college preparatory curriculum, including advanced placement and other advanced level courses, for their students. **College courses should either contribute to or supplement the broad academic preparation needed by high school students. Credit for highly specialized content college courses generally should not substitute for important broader content college preparatory courses.**

A student participating in this program elects one of two options. Under Option "A" the student may elect to earn only college credit, in which case the cost is borne entirely by the student and the student's parents. Under Option "B" the student may elect to earn both college and high school credit, in which case the student's attendance will be subsidized by direct payments to the college out of the school district's state foundation funds. "The student and parent" **may** be liable for "all costs incurred by the district when and if a student fails to complete a college course..." Parents and students must meet/talk with the college counselor prior to participation. The PSEO program requires that students indicate to school officials their intent to participate by March 30. Failure to do so will make them ineligible to participate without the permission of the district superintendent. Intent forms are available through the college counselor and at the PSEO Information meeting traditionally conducted in February.

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 guidance 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.**

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 a "full time" student (carrying five (5) academic credits). An Independent Study **does not** count as a fifth credit.
2. The student must be able and willing to work **independently** of the classroom teacher.
3. The student will arrange with a sponsoring teacher a mutually agreeable number of conferences for organizing, planning, and evaluating the Independent Study.
4. The student will meet all teacher requirements, guidelines and deadlines for an Independent Study.
5. 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.)
6. Only a final grade is recorded for an Independent Study. Independent Study grades will not be factored into the student's grade point average until course work is completed and posted. Independent Study grades will not show on the report card; however, the final grade will appear on the student's transcript.
7. Any fees required for the course will be paid by the student and/or parent.
8. **This Independent Study is to be completed by a date established by the principal or his/her designee.**

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 10th.
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.

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 expected 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 and Spanish. Tolles provides students with several opportunities to receive college credit through the PSEO (for qualifying students) 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, receiving close to \$400,000 in college scholarships.

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 guidance counselor or call Tolles at (614) 873.4666; alternatively, visit the Tolles website at www.tollestech.com.

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 insure the work and behavioral characteristics of all students are reviewed and considered in a fair and equitable manner. Further information is available from the Gifted Services department, your building principal or designee, and the Hilliard City Schools website (select gifted services department).

ESEA NOTIFICATION

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

V. 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.

ATHLETICS (INTERSCHOLASTIC)

| | <u>BOYS</u> | <u>GIRLS</u> |
|---------------|-------------------------------------------------------|-------------------------------------------------|
| FALL | Football Cross Country Soccer Golf | Volleyball Cross Country Soccer Tennis |
| WINTER | Basketball Wrestling Swimming | Basketball Gymnastics Swimming |
| SPRING | Baseball Lacrosse Tennis Track Volleyball | Lacross Softball Track |

CHEERLEADERS

Football/Basketball/Competition

All rules pertaining to athletics will be provided to student athletes in the Hilliard City School District Athletic Manual.

CLUBS

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

INTRAMURALS

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

OPPORTUNITIES IN MUSIC

Marching Band/Concert Band
Orchestra/String
Select Vocal Groups
Stage Band/Pep Band
Senior Choir/Concert Choir

OPPORTUNITIES IN DRAMA

Fall Musical/Spring Musical
Tech Crew/Thespian Club
Improv

OPPORTUNITIES IN SCIENCE

Science Olympiad/Science Fairs

STUDENT PUBLICATIONS

Student Newspaper/Magazine
Yearbook

TITLE IX INFORMATION

(PROVIDED FOR PARENTS AND STUDENTS OF THE HILLIARD CITY SCHOOL DISTRICT)

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

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

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