

2011-12

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HERITAGE

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MEMORIAL

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MIDDLE SCHOOL

BOOK

HILLIARD CITY SCHOOLS

Hilliard City School District  
Middle 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 21<sup>st</sup> century.

**Welcome to Middle School**

We are glad you are a student in our school and hope that this school year will be your very best ever!

Our Middle Schools are dedicated to caring about students and providing a school climate that is safe and conducive to learning. An atmosphere of trust, consistency and respect for individual differences will enable and encourage learners to achieve their goals. In a combined effort with parents, students will recognize and understand what is expected of them as we continue to focus on educational achievement and self-discipline.

If you are a new student in our school district, we extend a special welcome to you and your family. Hilliard City Schools have a proud tradition of providing quality educational programs to all students. We believe that all students can achieve if they have a sincere desire to learn.

A quality teaching staff will assist you in every way. Don't hesitate to ask questions if you don't understand. Be prepared every day to do your very best, to make a genuine effort and to develop a positive attitude about school and success.

We will also continue to proudly care for and respect our school home. We have a beautiful school to share with the community.

It's going to be an exciting school year, and we are happy that you are here to be a part of it!

**STAPLE CLASS SCHEDULE HERE**



# HILLIARD HERITAGE MIDDLE SCHOOL

5670 Scioto Darby Road  
Hilliard, Ohio 43026

## STUDENT/PARENT HANDBOOK 2011-2012

### ADMINISTRATIVE TEAM

Ms. Joyce Brickley, Principal  
Mr. Kevin Buchman, Assistant Principal  
Mrs. Kerry Mendenhall, 8th Grade Counselor  
Mr. Michael Daubenmier, 7th Grade Counselor  
Mr. Billy Martin, Athletic Director

OFFICE (614) 921-7500                      MAIN OFFICE FAX: (614) 921-7501  
ATTENDANCE (614) 921-7511            ATTENDANCE FAX: (614) 921-7541  
GUIDANCE (614) 921-7520              GUIDANCE FAX: (614) 921-7521  
ATHLETIC DIRECTOR (614) 921-7526    ATHLETIC FAX: (614) 921-7531  
MUSIC DEPARTMENT (614) 921-7532

### **HMS Library Media Center & Database Information**

**Destiny** (Library media Center Catalog) <http://www.destiny.hboe.org>  
Click Hilliard Heritage Middle School

User name/password: the user name and password used to login to school computers.

**INFOhio** <http://www/infohio.org>

User name: think                      Password: infohio

### **Novelist and Points of View Reference Center**

<http://search.ebscohost.com/login.aspx?authtype=uid>

User name: hms                      Password: panthers

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

## HILLIARD HERITAGE MIDDLE SCHOOL 2011—2012 BELL SCHEDULE

7:20 A.M. *Doors open. Students may enter building. During inclement weather students may be permitted to enter the building prior to 7:20 a.m., provided they stay in designated areas.*

7:25 A.M. *Warning Bell*

7:30 A.M. *Tardy Bell. All students are to be in 1st period class. Late arrivals are to report to the attendance office window.*

### REGULAR BELL SCHEDULE

#### DAYS

PERIOD	TIMES	MINUTES
1	7:30 – 8:20	50 Attendance
2	8:23 – 9:17	54 Announcements
3	9:20 – 10:09	49
4	10:12 – 11:01	49
5A	11:04 – 11:34	30 Lunch A
	11:37 – 12:26	49 Class A
5B	11:04 – 11:53	49 Class B
	11:56 – 12:26	30 Lunch B
6	12:29 – 1:18	49
7	1:21 – 2:10	49

### LATE ARRIVAL FOR INSERVICE

(Sept. 21, 2011 / Dec. 7, 2011 / Jan. 25, 2012 /  
March 7, 2012 / April 26, 2012)

PERIOD	TIMES	MINUTES
1	9:30 – 10:03	33 Attendance
2	10:06 – 10:42	36 Announcements
3	10:45 – 11:17	32
4	11:20 – 11:52	32
5A	11:55 – 12:25	30 Lunch A
	12:28 – 1:00	32 Class A
5B	11:55 – 12:27	32 Class B
	12:30 – 1:00	30 Lunch B
6	1:03 – 1:35	32
7	1:38 – 2:10	32

### A.M. ASSEMBLY SCHEDULE

PERIOD	TIMES	MINUTES
1	7:30 – 8:12	42 Attendance
Assembly	8:15 – 9:08	53
2	9:11 – 9:57	46 Announcements
3	10:00 – 10:41	41
4	10:44 – 11:25	41
5A	11:28 – 11:58	30 Lunch A
	12:01 – 12:42	41 Class A
5B	11:28 – 12:09	41 Class B
	12:12 – 12:42	30 Lunch B
6	12:45 – 1:26	41
7	1:29 – 2:10	41

### P.M. ASSEMBLY SCHEDULE

PERIOD	TIMES	MINUTES
1	7:30 – 8:12	42 Attendance
2	8:15 – 9:01	46 Announcements
3	9:04 – 9:45	41
4	9:48 – 10:29	41
5A	10:32 – 11:02	30 Lunch A
	11:05 – 11:46	41 Class A
5B	10:32 – 11:13	41 Class B
	11:16 – 11:46	30 Lunch B
6	11:49 – 12:30	41
7	12:33 – 1:14	41
Assembly	1:17 – 2:10	53

### LUNCH ACTIVITY SCHEDULE

PERIOD	TIMES	MINUTES
1	7:30- 8:15	45
2	8:18- 9:08	50 Announcements
3	9:11- 9:56	45
4	9:59- 10:48	45
5A	10:51-11:16	25 Activity
	11:16-11:46	30 Lunch
	11:49-12:34	45 Class
5B	10:51-11:36	45 Class
	11:39-12:04	25 Activity
	12:04-12:34	30 Lunch
6	12:37- 1:22	45
7	1:25- 2:10	45





5600 Scioto Darby Road  
Hilliard, Ohio 43026  
Phone - 921-7600; Fax – 921-7601  
Direct Number to Attendance – 921-7635  
Direct Number to Guidance – 921-7609

**STUDENT/PARENT HANDBOOK 2011-2012**

**ADMINISTRATIVE TEAM**

Barry Bay, Principal  
Sam DiSalvo, Assistant Principal  
Carolyn Sweder, 7<sup>th</sup> Grade Counselor  
Stephanie Bobek, 8<sup>th</sup> Grade Counselor

Infonet Number – 777-2222

Extensions to Remember:

General Information - 3600

Directions to School – 3605

Attendance – 3607

Athletic Director – 3606

Athletic Information - 3620

Memorial Team – 3615

Jaguars Team – 3617

Silver Team – 3613

Blue Team – 3609

Black Team – 3611

Paw Team - 3624

***This agenda belongs to:***

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_

## HILLIARD MEMORIAL MIDDLE SCHOOL 2011—2012 BELL SCHEDULES

- 7:20 A.M. Doors open. Students may enter building early if weather is inclement provided that students entering front of building stay in main gym lobby.
- 7:25 A.M. Warning bell - indicates five minutes until tardy bell. Students may go to lockers, office, or guidance office and on to class.
- 7:30 A.M. Tardy bell. All students should be in assigned seats prior to the sounding of the bell. Late arrivals are to report to the attendance office.

### Regular Bell Schedule

Period 1	7:30 – 8:18
Period 2	8:21 – 9:11
Period 3	9:14 – 10:02
Period 4	10:05 – 10:53
Period 5	10:56 – 12:28
<b>8<sup>th</sup> grade: Lunch</b>	<b>10:56 – 11:26</b>
<b>Homeroom</b>	<b>11:29—11:40</b>
<b>Class</b>	<b>11:40 – 12:28</b>
<b>7<sup>th</sup> grade: Class</b>	<b>10:56 – 11:44</b>
<b>Homeroom</b>	<b>11:44 – 11:55</b>
<b>Lunch</b>	<b>11:58 – 12:28</b>
Period 6	12:31 – 1:19
Period 7	1:22 – 2:10

### A.M. Assembly Bell Schedule

Assembly	7:30 - 8:17
Period 1	8:20 - 9:01
Period 2	9:04 - 9:47
Period 3	9:50 - 10:31
Period 4	10:34 - 11:15
Period 5	11:18 - 12:42
<b>8<sup>th</sup> grade:</b>	
<b>Lunch –</b>	<b>11:18 - 11:48</b>
<b>Homeroom –</b>	<b>11:48 - 11:58</b>
<b>Class –</b>	<b>12:01 - 12:42</b>
<b>7<sup>th</sup> grade:</b>	
<b>Class –</b>	<b>11:18 - 11:59</b>
<b>Homeroom –</b>	<b>11:59 - 12:09</b>
<b>Lunch—</b>	<b>12:12 - 12:42</b>
Period 6	12:45 - 1:26
Period 7	1:29 - 2:10

### Late Start Bell Schedule

(9/21/11, 12/7/11, 1/25/12, 3/7/12, 4/26/12)

Period 1	9:30- 10:01
Period 2	10:04- 10:37
Period 3	10:40- 11:11
Period 4	11:14- 11:45
Period 5	11:48- 1:02
<b>8<sup>th</sup> grade: Lunch</b>	<b>11:48-12:18</b>
<b>Homeroom</b>	<b>12:21- 12:31</b>
<b>Class</b>	<b>12:31- 1:02</b>
<b>7<sup>th</sup> grade: Class</b>	<b>11:48- 12:19</b>
<b>Homeroom</b>	<b>12:19- 12:29</b>
<b>Lunch</b>	<b>12:32- 1:02</b>
Period 6	1:05- 1:36
Period 7	1:39- 2:10

### P.M. Assembly Bell Schedule

Period 1	7:30 - 8:11
Period 2	8:14 - 8:57
Period 3	9:00 - 9:41
Period 4	9:44 - 10:25
Period 5	10:28 - 11:52
<b>8<sup>th</sup> grade:</b>	
<b>Lunch –</b>	<b>10:28 - 10:58</b>
<b>Homeroom –</b>	<b>10:58 - 11:08</b>
<b>Class –</b>	<b>11:11 - 11:52</b>
<b>7<sup>th</sup> grade:</b>	
<b>Class –</b>	<b>10:28 - 11:09</b>
<b>Homeroom –</b>	<b>11:09 - 11:19</b>
<b>Lunch –</b>	<b>11:22 - 11:52</b>
Period 6	11:55 - 12:36
Period 7	12:39 - 1:20
Assembly	1:23 - 2:10



# HILLIARD WEAVER MIDDLE SCHOOL



4600 Avery Road  
Hilliard, Ohio 43026

Main Office: (614) 921-7700

Fax: (614) 921-7701

Attendance Office: 921-7709

Attendance Inphonet: (614) 777-2222 ext 2505

Guidance Office: (614) 921-7711

Athletic Inphonet: (614) 777-2222 ext 2901

## STUDENT HANDBOOK 2011-2012

### ADMINISTRATIVE TEAM

Mr. Craig Vroom, Principal

Mrs. Katie Windham, Assistant Principal

Mrs. Laurie Abele, 7th Grade Counselor

Mrs. Lori Porter, 8th Grade Counselor

Mr. Jim Dougherty, Athletic Director

*District Web Address: [www.hilliardschools.org](http://www.hilliardschools.org)*

*Weaver Web Address: [www.hilliardschools.org/wms/](http://www.hilliardschools.org/wms/)*

*This planner belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_



## HILLIARD WEAVER MIDDLE SCHOOL 2011 — 2012 BELL SCHEDULES

- 7:40 A.M. **Doors open.** Students may enter building if weather is inclement provided that students entering front of building stay in vestibule.
- 7:45 A.M. **Warning bell.** Indicates five minutes until tardy bell. Students may go to lockers, office, or guidance office and on to class.
- 7:50 A.M. **Tardy bell.** All students should be in assigned seats prior to the sounding of the bell. Late arrivals are to report to the attendance window.

### Daily Bell Schedule

1st Period	7:50 - 8:39
2nd Period	8:42 - 9:31
3rd Period	9:34 - 10:28
Announcements: 9:34 - 9:39	
4th Period	10:31 - 11:20
5th Period	11:23 - 12:46
5A Class:	11:23 - 12:12
5B Class:	11:57 - 12:46
Lunch A:	11:23 - 11:53
Lunch B:	12:16 - 12:46
6th Period	12:49 - 1:38
7th Period	1:41 - 2:30

### PM Assembly Schedule

1st Period	7:50 - 8:34
2nd Period	8:37 - 9:21
3rd Period	9:24 - 10:11
Announcements: 9:24 - 9:27	
4th Period	10:14 - 10:58
5th Period	11:01 - 12:15
5A Class:	11:01 - 11:45
5B Class:	11:31 - 12:15
Lunch A:	11:01 - 11:28
Lunch B:	11:48 - 12:15
6th Period	12:18 - 1:02
7th Period	1:05 - 1:49
<b>Assembly</b>	<b>1:52 - 2:30</b>

### AM Assembly Schedule

<b>Assembly</b>	<b>7:50 - 8:28</b>
1st Period	8:31 - 9:15
2nd Period	9:18 - 10:02
3rd Period	10:05 - 10:52
Announcements: 10:05 - 10:08	
4th Period	10:55 - 11:39
5th Period	11:42 - 12:56
5A Class	11:42 - 12:26
5B Class	12:12 - 12:56
Lunch A:	11:42 - 12:09
Lunch B:	12:29 - 12:56
6 <sup>th</sup> Period	12:59 - 1:43
7 <sup>th</sup> Period	1:46 - 2:30

### Late Start, Weather Delay and/or In-Service 9/21/11, 12/7/11, 1/25/12, 3/7/12, 4/26/12

1st Period	9:50 - 10:23
2nd Period	10:26 - 10:59
3rd Period	11:02 - 11:38
Announcements: 11:02 - 11:05	
5th Period	11:41 - 12:42
5A Class	11:41 - 12:14
5B Class	12:12 - 12:56
Lunch A:	11:41 - 12:06
Lunch B:	12:17 - 12:42
4th Period	12:45 - 1:18
6th Period	1:21 - 1:54
7th Period	1:57 - 2:30

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## **TEAMING**

In Middle School, all students are "teamed" by grade level in order to more thoroughly coordinate teaching and learning opportunities.

Each individual team represents a blend of students with a diversity of interests, backgrounds, and experiences. Our team approach helps to make our school a special place to learn and share with each other! Meeting new friends and working together, we believe, is an important part of middle school life!

## **YOUR DAILY SCHEDULE**

The school day is divided into 7 periods. Your schedule is printed by computer and may seem hard to understand at first.

Not every subject meets daily all year long, but must be listed on your schedule period by period. Most students are scheduled for a two period language arts block which meets daily.

It will be helpful to read the period, class meeting days, and corresponding room numbers. Your classroom teacher will gladly help you interpret your schedule. **DO NOT HESITATE TO ASK.**

The following letter and number codes will be helpful:

M	=	Monday	1	=	1st Grading Period
T	=	Tuesday	2	=	2nd Grading Period
W	=	Wednesday	3	=	3rd Grading Period
R	=	Thursday	4	=	4th Grading Period
F	=	Friday			

## **SCHEDULE CHANGES**

All schedule changes must be approved by the principal. Teachers, guidance counselors, students, parents, or administrators may initiate schedule changes. Since any schedule change is liable to disrupt a number of classes or have other hidden implications, requests for changes are considered very carefully. Reasons for which schedule changes might be approved include:

- To improve class load balance
- To change grouping if recommended by a teacher
- To drop an elective that is too difficult
- To add an elective within the first two weeks of the semester
- To improve a discipline situation.

Schedule changes will not be approved for these reasons:

- Do not like the teacher
- Want to be with certain friends
- Want different lunch period

### **Course Drop Policy (Student Initiated)**

A student may withdraw from an elective course without grade penalty if he/she withdraws within the following grade period and if total elective period requirements are otherwise met:

- Nine weeks course: 10 school days
- Semester course: 15 school days
- Year course: 20 school days

A student withdrawing from an elective course after the grace period will have the following letter grade penalty applied:

- Nine weeks course: "F" for the course
- Semester course: "F" for the nine weeks grade and the semester final grade
- Full year course: "F" for the nine weeks grade and for the semester of withdrawal

### **GETTING TO AND FROM SCHOOL**

#### **Bicycles**

Students may ride bicycles to school. Bicycles are to be parked in the racks provided. Bikes should always be locked and chained to the rack. Do not chain bikes to school signs. Bike racks are provided at each building and are not supervised. Park at your own risk.

#### **Cars**

Students arriving by car should be dropped off at the designated entrance. After school students should be picked up at the same location.

#### **Walkers**

There is no school patrol for middle school students. All students who walk to and from school are expected to observe usual safety procedures. Also, students are expected to use public walkways and not cut through or damage private property.

#### **Motor Vehicles**

Middle school students are prohibited from operating motor vehicles on school grounds. This includes mopeds and motorcycles.

#### **Leaving School Grounds**

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

## **School Bus Transportation**

Many students are transported to and from school by school bus. All students must get off their buses at the middle school. They are not to get off at the high school or other places between home and school.

If a bus arrives after the tardy bell has rung, the students are to report to the attendance office before going to first period. Upon dismissal, all students are expected to board their buses at the school. Students desiring to ride a bus other than one assigned should present a written request from their parents to the principal or assistant principal at the start of the day. The following rules and regulations are part of the Board of Education Policy and apply to Hilliard City School students.

### **Student Conduct on School Buses**

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:

- Railroad Crossing – Be quiet. Do not talk when the bus is approaching a railroad crossing or highway intersection.
- Seats – Drivers will assign seats and have a seating chart with them. Students must remain seated in assigned seats.
- 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.
- Eating – Eating on the bus is not permitted. Exceptions may be made only with the approval of the superintendent of his/her designee.
- Quiet – Talk quietly; no yelling inside the bus or out the window.
- Bus Stops – Wait until the bus stops and the driver gives the signal for crossing before leaving the residence side to board the bus.
- Crossing – Cross in front of the bus ONLY, approximately ten feet in front of the bus.
- 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.
- Carry on items – Generally, items too large to fit under the passenger seat shall not be permitted on a school bus if, in the judgment of the driver, such objects would interfere.

- Littering – Littering a school bus shall not be permitted.
- 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.
- 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.
- Students are to be at designated bus stops prior to arrival time of bus.
- Students are not to play their radios on the bus.

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

- Fighting – Fighting shall not be permitted.
- Throwing Objects – Do not throw objects inside the bus or out the bus windows.
- Profanity and Smoking – The use of profanity or smoking while on the bus is not permitted.
- Firearms – Firearms are absolutely prohibited on a school bus.
- Tampering with the Emergency Door – This shall not be permitted.
- 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.

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

of their use. Using a cellular phone or an electronic device to film/record/take picture of any student or staff member is prohibited.

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

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

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

### **ACTIVITIES AND SERVICE GROUPS**

Our Middle Schools have a number of activities and service groups open to select or all students. Activities may include Ski Club, Tech Club, SODA, Destination Imagination, Winners Choice Camp, Math Counts, Future Problem Solvers, Drama, Power of the Pen, FCA, Leadership opportunities or others organized on a year-to-year basis.

Students should pay careful attention to morning announcements, and postings for information about activities and service groups.

#### **Social Activities**

Social activities will be scheduled periodically. Admission will be charged at most events to defray costs and to provide funds for the sponsoring organization.

Students will be expected to demonstrate high standards of conduct at social activities the same as in school. Failure to do so may result in restriction from future activities. In general, social activity guidelines are as follows:

- Students will not be permitted to leave a social activity early without parent pickup.
- Inappropriate dress will result in refusal of admission. School dress code is enforced at social activities.
- Middle School social activities are open ONLY to Middle School students from that particular school.
- All adopted Hilliard Board of Education policies regarding student conduct and behavior will be enforced at all school social activities.
- Students who accumulate disciplinary referrals will be restricted from social activities.

- **A student wishing to attend a Middle School social activity must be in attendance at school for the full day the activity is scheduled, this includes all athletics.**

**Athletics - Ohio Capital Conference Member**

The Ohio Capital Conference middle school members believe that interscholastic competition involving member schools should be governed by the basic principles of good middle level education and by the principles of good sportsmanship.

The basic philosophy guiding middle level competitive athletics is the same as that guiding the middle level educational program. Middle grade students are in the process of undergoing tremendous physical, emotional and social changes. They are young people moving toward young adulthood, and just as the regular educational program must respect the special needs and vulnerabilities of this age group, so too must the interscholastic athletic program.

The following inter-scholastic athletic teams are available for middle school students to participate on:

**Fall Sports**

7th grade Football	7th grade Volleyball (girls)	Gymnastics
8th grade Football	8th grade Volleyball (girls)	Girls Tennis
Soccer (boys & girls)	Cross Country (boys & girls)	Golf
7th grade Football Cheerleaders	8th grade Football Cheerleaders	

**Winter Sports**

7th grade Boys Basketball	7th grade Girls Basketball
8th grade Boys Basketball	8th grade Girls Basketball
7th grade Basketball Cheerleaders	Wrestling
8th grade Basketball Cheerleaders	

**Spring Sports**

Track (boys & girls)	7th & 8th grade Softball
Boys Tennis	7th & 8th grade Baseball
Boys & Girls Lacrosse	Boys Volleyball

**STUDENT INSURANCE**

A school insurance program is available to all students for purchase. The insurance can be used as a secondary policy and protects your child against accidents that may occur on school property during the



**All rules pertaining to athletics will be provided to student athletes in the HCSD Athletic Manual.**

school day. Students who participate in extra-curricular activities must either have school insurance or provide documentation that parent/guardian carries insurance by another health carrier.

## **ATTENDANCE**

### **Attendance Philosophy**

One factor that research continually connects to student achievement is attendance. It is the philosophy of our Middle Level Buildings that establishing positive attendance patterns will increase student achievement and encourage a life-long habit that will prepare students for their future. Make-up work cannot replace the learning activities that take place in our classrooms everyday. We also understand that from time to time, students do have cause to miss school. This policy strongly encourages daily attendance while allowing for a reasonable number of excused absences from school. As your child enters the middle grades, we are committed to your child's success. Forming positive attendance habits is just one way we will help reinforce skills which will last a lifetime.

### **Student Attendance Accounting (Missing and Absent Children)**

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, effort will be made to identify possible missing children and notify the proper adults or agencies.

A pupil, at the time of his/her initial entry to school, shall present to the person in charge of admission a copy of his/her certificate of birth, proof of guardianship or custody, and copies of these records pertaining to him/her maintained by the school that he/she most recently attended. If the student does not present copies of the required documents within 14 days of the initial enrollment, the principal shall notify the police department having jurisdiction in the area where the student resides of this fact and of the possibility that the student may be a missing child. The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

The Board shall designate the superintendent to develop informational programs for students, parents, and community members relative to missing children issues and matters.

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

### **Types of Absences**

- **Official Absence** -- Doctor or dental appointment that is **verified** by a medical statement, required court appearance **verified** by a document, funeral of a family member, observance of religious holiday 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**. Forgery of an official absence will result in a suspension.
- **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.**
- **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".

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

- Detention
- Saturday/Wednesday School
- In-school suspension (T.O.R.)
- Out of school suspension
- Filing with Juvenile Court System

### **Attendance Supplemental Codes**

- **Family vacation** – Application for approval must be made by a parent or guardian at least **ten school days in advance**. Each student is limited to one approved trip of ten (10) school days or less per school year without the loss of academic standing, provided make-up work is completed, including final exams. Students who do not apply for approval 10 days in advance will be coded **Absent**, not **Official**.

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

- **School Business** – Field trips, performing arts, voting booth, shadowing and anything deemed school-related are considered “**School Business**.” Students will be issued a school business/field trip permission form by the teacher prior to the event. These forms must be signed by a parent/guardian and all applicable teachers, and returned to the teacher organizing the event at least 24 hours prior to the absence. The teacher will supply the attendance office with an alphabetized list of students attending the event. **School business does not count as an absence on the student’s record.**
- **Suspensions - Out of school (OSS)** suspensions do **not** count against the student in the 6-day policy, however, students will **not** receive credit for work missed. **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.

Call the **Attendance Office before 9:00 AM** to report an absence.

- A voice mail will take calls before and after school, in the evening and on weekends.
- Parents will be notified of student absences by phone during the day.
- A follow-up note must be sent if a call is received after 9:00 AM on the day of the absence. This note must be turned in to the attendance office within 3 days.
- All notes/documents reporting an ABSENCE or OFFICIAL must be submitted to the attendance office within 3 days of student returning to school.
- Phone calls made after the day of absence will not be accepted. A note will be needed to report the ABSENCE.

### **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.

- A student will be given an F for the semester and/or final exams if they accumulate more than 6 total class absences during the 2nd or 4th nine-week grading periods.
- 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 mail.
- If a student misses more than 15 minutes of a class, this is considered a class absence.

### **Early Dismissal**

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

- A note may be turned into the attendance office, 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.
- After verification, an early dismissal pass will be issued to the student.
- A parent must sign their student out through the attendance office before leaving the building.
- 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 .5 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.

### **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.

### **Illness at Home/School**

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

- a fever of 100 degrees or greater
- persistent or severe cough
- an undiagnosed rash
- persistent or severe headache

- an earache or draining ear
- known communicable disease
- diarrhea or vomiting
- pink eye
- severe sore throat

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 most days.
- 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, secretary/principal on duty will contact the parent. Students are not to stay in restrooms unattended or without staff approval.
- 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.
- If your child is sent home with a fever of 100 degrees or greater, or this diarrhea or vomiting, they must be symptom free without medication for 24 hours before returning to school.

**Tardies**

- **Tardiness to School** - Any student arriving after the tardy bell will report directly to 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.]**

**Students must be signed out by a parent at the attendance office before leaving the building.**



- 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.**

**Excessive Tardies to School** - Students having excessive tardies, excused and unexcused, will be disciplined as follows:

- 4 tardies per grading period = Wednesday school
- 8 tardies per grading period = Saturday school
- 12 tardies per grading period = 2 Saturday schools
- 16 & subsequent tardies per grading period = Out of school suspension days

**Excessive Tardies to Class** - Students having excessive tardies to class will be disciplined in the following manner:

- 3 tardies = 1 teacher detention with parental phone call
- 5 tardies = 1/2 Saturday/Wednesday school
- Chronic tardiness will result in stronger discipline. A student arriving more than 15 minutes late to class may be counted absent for that class.

### **Leaving School for Lunch**

Middle School students are not permitted to leave school grounds at lunch time. Exceptions can be made if a parent desires to take his or her child to lunch. Students may leave only during their designated lunch time. Students returning late to their next class will be counted tardy. Parents can not sign other students out of the building for lunch.

### **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:

- Personal Illness
- Illness in family

- Quarantine of the home
- Death of a relative
- Work at home due to absence of parents or guardians
- Observance of Religious holidays
- Emergency
- Family Trip

### **PERFECT ATTENDANCE**

Perfect attendance awards will be given only to those students that are in attendance all day, everyday of the school year.

### **ADMISSION OF INTRA-DISTRICT TRANSFER STUDENTS**

The Board of Education does not wish to participate in an open enrollment program and will entirely prohibit intra-district open enrollment from any other school district (except where tuition is paid per Board policy JECB).

### **NOTIFICATION/ADVANCED HOMEWORK ASSIGNMENTS**

If a student is absent from school for three(3) or more days, the parents may call the school office requesting assignments (excused absence). Assignments will then be available in the office after school the next day. Parents may also obtain daily homework assignments via updated teacher websites or the InPhonet Homework Hotline Team Extension, as available.

### **HOMEWORK (BOARD POLICY)**

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

- Promotes growth in self-responsibility and self-direction in learning.
- Promotes good work habits.
- Enriches and extends school research experiences.
- Brings students in contact with out-of-school learning resources.
- Helps students budget time.
- Provides essential practice in developing skills.

In general, homework is to be used as a positive learning experience for students, and never as punishment for disciplinary reasons. Homework assignments are to be made in accordance with the regulations approved by the Board.

Homework definition: Work assigned to the student to be accomplished without direct supervision and guidance by the teacher. It may be accomplished during studyhalls, independent study time

allotments, as seatwork during reading group sessions, or outside school hours.

Teachers shall consider the following factors when making homework assignments:

- The grade level of the student.
- Level and degree of difficulty of the subject being studied.
- Maturity level of the student.
- Instructional needs of the student.
- Purpose of the assignment and its relation to the objectives of the course under study.
- Length of the assignments and the amount of time that will be required to complete it.
- Homework demands being made in other subject areas.
- Availability of required materials.
- Homework should be limited over weekend and holiday periods.

It is the responsibility of the school staff to assure quality and value in homework through making assignments which are:

- An outgrowth of classroom instructions.
- Clear and definite in purpose.
- Clearly related to the objectives being pursued in classroom.

Principals will be responsible for:

- Communicating the Board Policy on homework to staff members, students and parents.
- Reviewing the Board Homework Policy to the total school staff.
- Encouraging parents to communicate with the school if a student's homework assignments are excessive or not sufficiently challenging to the student, according to parent's view.
- Monitoring the implementation of the homework policy.

Teachers will be responsible for:

- Teaching independent study skills.
- Making specific assignments.
- Checking, reviewing, evaluating, and/or grading student home work, according to the teacher's individual methods, in keeping with a system that is clearly explained to the class.

Students will be responsible for:

- Completing assigned homework as directed.
- Returning homework to the teacher by the designated time.
- Submitting homework assignments which reflect careful attention to detail and quality work.

Parent's responsibilities include:

- Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned.
- Indicating an interest about assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
- Supporting the school in regard to the student being assigned homework.
- Requesting assignments for students when long term absences are involved.

It is understood that it is not the parent's responsibility to have to give a great deal of assistance to the student in completing homework. It is the school's responsibility to make homework instructions clear and provide, when necessary, a short period of supervised study or a period of questioning to insure that the student understands the assignment.

### **CONDUCT (STANDARDS)**

Middle School students are expected to live up to high standards of personal conduct. Such standards are important for personal pride and achievement as well as school pride and reputation.

#### **Student Discipline (Board Policy)**

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

The Board recognizes that it has a solemn obligation to protect the public property entrusted to its care and to protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so. Any student who demonstrates that he/she is unable to differentiate between right and wrong, or who has no apparent desire to profit from the course of instruction, or who has no regard for the rights of other students, or any combination of the above is subject to severe disciplinary action including exclusion from school.

## **STUDENT CONDUCT ZERO TOLERANCE (Board Policy)**

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:

- 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
- 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/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.

## **POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

### **Detention**

Teachers and administrators may assign after-school detention for misconduct, irresponsibility, or attendance related matters. Advance notice is required. It becomes the parents responsibility to arrange transportation.

### **Lunchtime Privilege Removal**

Students who accumulate lunchtime privileges removed for a period of time for misconduct, irresponsibility, or matters pertaining to attendance. When this occurs a student must report to an assigned room during his/her lunchtime and remain there the entire period. The student may bring a packed lunch or buy lunch if he/she desires to eat during the detention. Parents will be notified when an excessive number of lunchtime penalties occur.

### **Denial of Privileges**

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

### **Saturday School / Wednesday School**

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

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

- Excessive tardiness to school or class.
- Unexcused absence from school or class.
- Excessive disciplinary referrals.
- Failure to serve teacher assigned, after school detentions.
- Failure to serve lunch detentions assigned by an administrator.
- Other school rule infractions or violations of policy.

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

- Students must report to Saturday School and Wednesday School by the designated times.

- There will be no talking among students once the supervisor calls the session to order.
- Students will remain seated unless otherwise directed by the supervisor.
- A student wishing to ask a question will raise his/her hand and wait until the supervisor attends to the question.
- A restroom break of 5 minutes will be permitted to each student.
- Each student is to bring sufficient school-type work to remain the entire time they are in Saturday School or Wednesday School. Sleeping, listening to radios or other electronic items, playing with toys, and eating or drinking are not permitted.

Violation of any of these rules will result in the student being dismissed and additional sessions added. Failure to serve the assigned Saturday School session will result in out of school suspension.

Transportation will be the responsibility of the student and/or parent. For Saturday School, students will be admitted in the building 5 minutes prior to the designated start time. Rides should be available immediately at the end of Saturday School. For Wednesday School students will be dismissed at the designated time and rides should be arranged then.

### **Types of Misconduct Resulting in Suspension, Expulsion or Removal (Board Policy)**

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

1. The possession, use; arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug, intoxicant of any kind, or "look alike" drug.
2. Theft or damage or destruction of personal or school property, or possession of stolen or personal or school property, including copyrighted materials.
3. An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.

8. Sexual contact, defined as any touching of an erogenous zone of another.
9. Sexual harassment, assaults, acts, or gestures directed toward students or other individuals.
10. Ethnic intimidation as defined in this handbook.
11. Disruption or interference with curricular or extracurricular activities.
12. Insubordination, including intentional interference with the teacher's conduction of the class, failure to obey a reasonable request, or failure to identify oneself to school personnel when requested.
13. Inciting to riot or to disrupt the operation of the school.
14. 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 absence from class or from school.
24. Fraud or forgery of school or parental documents.
25. Inappropriate or bizarre attire or violation of rules as set forth in student handbooks.
26. Failure to accept discipline or punishment.
27. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
28. Misuse of Technology/Computers
29. At the September 22, 1998, Board of Education meeting, the Board passed a resolution that 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. The banning of laser pointers, from this time forward, will be stated in the Student/Parent handbooks.

30. Bullying: Repeated intimidation/harassing behavior.

**In/Out of School Suspensions (Board 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.

**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.

**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.

**Student Suspensions/Expulsion Appeals Board Policy** – 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 are not appealable 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 school. 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.

**T.O.R. EXPECTATIONS**

Upon arrival to school, the student should go to his/her locker.

The student should bring all materials needed for the day's work. This includes ALL class textbooks, lunch, pens, pencils, paper, calculator, etc.

- The student will not be permitted to return to his/her locker until the end of the day.
- Upon arrival at the T.O.R. room at the start of the day, the student should begin to work promptly.
- The atmosphere in the T.O.R. is as follows:
  - No communication between other students
  - Communication between students and T.O.R. teacher will be limited.
  - T.O.R. teacher can assist in explaining assignments to the students.
  - No sleeping, dozing or putting one's head down or other non-academic postures.
  - NO PASSES ANYWHERE
  - Students are to be seated at all times and working on school assignments. Supplemental assignments will be given if student has nothing to do.
  - Restroom privileges are given only at the following times: 9:35 a.m., 11:20 a.m. and 1:35 p.m. These privileges are not to be abused without consequences. There will be absolutely no restroom privileges during normal class changes.
  - No eating or drinking permitted outside normal lunch period. Student is permitted to buy lunch or bring his/her own and must eat lunch in the office conference room, under the supervision of the office staff or in the T.O.R. room with the T.O.R. teacher. Violations of school rules, while in T.O.R. will result in further disciplinary consequences.
- The T.O.R. teacher, including work completed, pages read and work in progress, will document student behavior.
- Students are to be working until instructed by the teacher to pack up for the day. Students are to remain quiet and seated until dismissed by the teacher indicating the end of the day.

### **Informing Students of Expectations (Board Policy)**

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 handbook.

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

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

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

### **DANGEROUS WEAPONS IN THE SCHOOLS**

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

**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 ordinance into a school safety zone.**

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 consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

The Superintendent may establish a community service program 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.

## **INTERROGATIONS AND SEARCHES (BOARD POLICY)**

### **Interrogations of Students by Law Enforcement Officers**

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

### **Search and Seizure**

Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of the school district. Administrators and teachers shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn

up evidence that the student has violated or is violating either the law or the rules of the School District. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

### **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.

### **NETWORK ACCEPTABLE USE POLICE FOR SECONDARY STUDENTS**

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:

- Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
- Using profanity, obscenity or other language which may be offensive to another user;
- Reposting (forwarding) personal communication without the author's prior consent;
- Copying commercial software in violation of copyright law;

- Using the network for financial gain, for commercial activity or for any illegal activity; and
- Accessing and/or viewing inappropriate material.

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

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

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

- Denial of access to computer and network equipment and resources.
- Verbal or written reprimand.
- Detention.
- Suspension.
- Criminal charges.
- Expulsion.

### **USE/POSSESSION OF LASER POINTERS**

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.

### **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 AND EMAILING**

In accordance with House Bill 1, House Bill 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.

### **NON-DISCRIMINATION, INTIMIDATION AND HARRASSMENT**

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

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

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

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

### **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 a three to five (3 - 5) day 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 five to ten (5 - 10) day 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.

### **HAZING AND BULLYING**

(Harassment, Intimidation & Dating Violence-Board Policy)

Hazing, bullying behavior and/or date violence by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing, bullying and/or date violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or

convert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

- Physical violence and/or attacks
- Threats, taunts and intimidation through words and/or gestures
- Extortion, damage or stealing of money and/or possessions
- Exclusion from the peer group or spreading rumors
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as “cyber bullying”), such as the following:
  1. Posting slurs on web sites, social networking sites, blogs or personal online journals
  2. Sending abusive or threatening e-mails, web site postings or comments and instant messages
  3. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  4. Using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students
- Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

### **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 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. Students will be prohibited from carrying beepers, cellular phones or wearing personal stereo devices in school. The following dress code rules are provided to students to assist them in selecting clothing and grooming practices, which shall serve as an indication of their pride in themselves and in their school and should be considered in effect during the regular school day as well as at any academic awards or presentation activities. Violators are not allowed in class until clothes are appropriate.

- Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
- Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include but not be limited to inappropriate or bizarre dress; distracting hairstyle or color; distracting body piercing; or gang related dress (including bandanas) or gang related jewelry, including chains. Also clothing or accessories that create a health or safety issue will not be permitted.
- In addition, the following dress items shall not be permitted:
  - a. Extremely short shorts (boys and girls)
  - b. Tube tops and spaghetti straps
  - c. Halters/off the shoulder tops
  - d. Bare midriiffs (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.

**Physical Education Attire**

During scheduled physical education classes, all students will be expected to change from school clothes to the appropriate gym class attire. NOTE: "Street" shoes are not acceptable for Physical Education activities and not suitable for most indoor sports.

Students are required to change from regular school clothes to the school Physical Education uniform to ensure a standard of personal hygiene. Physical Education uniforms are to be purchased through the school.

**HILLIARD STUDENT DRUG, TOBACCO AND ALCOHOL  
POLICIES REGULATIONS  
(Board Policy)**

**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, as 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 re- tained, 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.

**Policy Statement**

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

The Board recognizes that use of illicit drugs and unlawful possession and use of alcohol is wrong, harmful and illegal. It also recognizes that individuals who are experiencing problems with alcohol and other drugs need assistance, which may vary; the District is committed to working cooperatively with student and family to help provide beneficial alternatives. Information will be available about drug and alcohol

counseling and rehabilitation and re-entry programs for students. Such District resources as student groups, parent groups, school psychologists, student assistance coordinator, core team and special transitional programs are to be encouraged, made available, and recommended. Students and parents will also be given information about outside agencies and encouraged to take advantage of their services and programs. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions through Parent/Student Handbooks. Compliance with these standards of conduct is mandatory for students.

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

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

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

Actions set forth below will be considered normal disciplinary measures for each category and occurrence of offense and shall be administered in accordance with the policies and regulations of the Board. Students who voluntarily request assistance or counseling/self referral in situations where no offense, as specified below, has been detected, will not be subject to disciplinary action based on information divulged.

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

Offenses and violations of this policy are accumulative:

- During a student's participation in co-curricular and extracurricular activities at the elementary years (K-6)

- During a student's participation in co-curricular and extracurricular activities at the middle school years (7-8) and
- During a student's participation in co-curricular and extra curricular activities at the high school years (9-12).

**Offenses and Disciplinary Action**

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

1. First offense:

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

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

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

1. First offense:

- a. Parent(s) will be notified immediately.
- b. The police shall be notified.
- c. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted. Following the consultation, parents and student must agree to one of the following options;
  - The student shall be suspended out of school for ten (10) days or
  - 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.
  - 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 including the findings of the evaluation and the student agrees to carry out the recommendations. A written proof of attendance is required to be sent to the school officials.
- d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- e. Parking privileges will be removed for one calendar year (365 days), where applicable as of the date of the offense.

2. Second offense:

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

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

**C. Possession of drug paraphernalia.**

When the student is found in possession of drug paraphernalia:

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

**D. Possession and/or use of tobacco, matches, lighters, or other**

**paraphernalia. No student shall possess or use tobacco.**

**Failure to comply will result in disciplinary action:**

Possession/Use of Tobacco

1. First offense:
  - a. Three(3) days out of school suspension. If student Chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension will be reduced to two(2) days.

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

Possession of Matches, Lighter, Paraphernalia

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

**Follow-up Services**

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

- Student, parent(s), counselor and administrator(when available) may have a readmission conference to develop educational plans.
- It will be recommended to parents that they attend parent support group meeting(s).
- Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or student assistance coordinator recommends otherwise. The student may remain in the student support group after this requirement is

satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor or student assistance coordinator for a minimum of eight weeks.

### **Due Process Procedures**

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

This policy will be included in all student handbooks.

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

### **Relationship of these Policies and Regulations to the District's Code of Student Conduct**

These policies and regulations supplement the District's Code of

Student Conduct and are administered independently of that Code.

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

### **FEES**

Students will receive a sheet describing the required fees and their amounts on the first day of school. This list should be taken home and shared with parents.

### **FIRE ALARM**

Students will be informed as to what signal constitutes a fire alarm. When the signal is given, all students are to leave the building by the exit assigned for the room. Your teacher will direct you to the proper exit. Students are to observe the following during emergency evacuation:

- Use the directed exit.
- Walk fast, but do not run.
- Keep your hands to your sides.
- Stay in single file.

- Be quiet during fire drills so that you can hear all directions that may be given.
- Do not stop in front of doors or on the steps.

### **GUIDANCE SERVICES**

Counselors are available during the day to assist students in solving problems or in making decisions. All individuals have the need from time to time to plan courses of study, get information about occupations, study alternatives for senior high education, solve problems of a social nature, or other personal problems. These are the types of services which are called guidance.

If scheduling permits, students may also be invited to participate in small group discussions and guidance activities.

The guidance counselor directs the testing program which includes ability achievement tests. The counselor will discuss the test results with the student either in a classroom situation or privately in the guidance office.

Parents or students may meet with the counselor to discuss any problem which relates to the student or the school situation. Appointments should be made by the student in the morning before going to first period. Such appointments can be made through the guidance secretary.

### **HEALTH SCREENINGS**

Health screenings are conducted by the HCSD nursing staff in accordance with Ohio Department of Health and Ohio Department of Education guidelines. Seventh graders will be screened for adequate vision. Referral forms will be mailed to parents when visual acuity is tested at 20/40 or worse.

Eighth graders will be checked for scoliosis. Referral forms will be mailed to parents when a follow up evaluation by a physician is recommended.

### **LOCKERS**

Each student will be assigned a locker to store personal belongings such as books and materials. These lockers are as secure as your efforts to keep your combination known only to yourself. Each year possessions are lost or stolen because of carelessness with lockers. Make certain your lock is locked when you leave your locker and be sure to report any problem to the office. Only school related items should be brought to school.

All students are to be out of the locker area by 10 minutes after the dismissal bell at the end of the day. You will find that your locker will operate best and keep your belongings safe if you follow these precautions:

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

**IMPORTANT:** Students found guilty of abusing their assigned lockers, causing damage or need for repair will forfeit their locker privilege for a determined period of time. In addition, a repair charge will be assessed.

### **ATHLETIC/P.E. LOCKERS**

Each year theft occurs in our locker rooms. Please lock up all materials when utilizing this space.

### **LOCKER SEARCH AND SEIZURE POLICY**

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.

### **LOST AND FOUND**

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

### **LUNCH PERIOD**

Each student is assigned a lunch period. Before going to the cafeteria, your books must be taken to your locker. The cafeteria is too crowded for books.

Options and prices pertaining to the food service program will be reviewed in first period at the beginning of the year. Students may bring packed lunches. Packed lunches should always be labeled

with the student's name. The office will notify students of lunches or lunch money turned in to the office. Lunches or lunch money will not be delivered to the classroom.

The middle school has a closed lunch period. Students ARE NOT TO LEAVE THE BUILDING AT LUNCH TIME UNLESS ACCOMPANIED BY A PARENT and with an early dismissal note approved by the principal or assistant principal.

PLEASE clean off your eating area so that others may have a clean place to eat. Students may use first floor restrooms before or after eating under the direction of lunch supervisors. Use of restrooms in other parts of the building by lunch students will result in penalty. Students are NOT permitted to be in the locker area or in any "classroom areas" of the building during lunch period without written permission from the cafeteria supervisors.

Every student must report to the cafeteria within 3 minutes after being dismissed for lunch. Every student must report to the cafeteria during his/her lunch period whether the student plans to eat or not.

Failing to leave the eating area clean, failing to report to the lunch room on time or other lunchtime misconduct, may result in lunchroom restriction. Lunchroom restriction means that a student is assigned to a specific table where he/she is to sit his/her entire lunch period.

## **SCHOOL LUNCHES**

### **Breakfast**

Hilliard City Schools provides a breakfast program to all students in all schools in accordance with federal regulations. For pricing and menu information, please check with your child's school, or see the Parents section of the district's website at [www.hilliardschools.org](http://www.hilliardschools.org).

### **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](http://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 cafeteria with the following information on the front of the envelope:

Student's name      Students PIN

Total amount of money included

Type of account(Meal or General)in which the money should be placed

- MealpayPlus ([www.mealpayplus.com](http://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](http://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 Lunches**

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.

## **MEDIA CENTER**

The library is open daily. It is for the students' use and should be used frequently. Seventh graders will be given an orientation to the school library soon after the start of school. All students are encouraged to make full use of the library. The procedure for using the library will be discussed in your Language Arts classes. Library books may be checked out for a week at a time and renewed for an additional week if necessary. Fines will be assessed for overdue books.

## **MEDICATION (Board Policy)**

### **Administration of Prescription Medication to Students**

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



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

## **Regulations Regarding Dispensation of Prescription Medication**

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 medication will receive a statement signed by both parent/guardian and physician which includes all of the following information:
    - The name and address of the student;
    - The school and class in which the student is enrolled;
    - The name of the drug and the dosage to be administered;
    - The times or intervals at which each dosage of the drug is to be administered;
    - The date on which the administration of the drug is to begin;
    - The date on which the administration of the drug is to cease;
    - Any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed medication can be reached in case of an emergency, and
    - 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 com-

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

pleted 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 Non-Prescription Medication-Grades 7-12**

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. This note must be presented to a administrator for their signature. 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.

## **OFFICE**

The office is a place to transact school business and every student is welcome to come in for that purpose. The principal, assistant principal and secretaries are housed in the main office of the middle school; each is willing to help with any problem you have during a normal school day. When reporting to the office, please remember the following:

- When in the office, be courteous and quiet.
- If you are requested to report to the office, report directly.
- You must obtain a pass from your teacher.

## **PROMOTION AND RETENTION OF STUDENTS K-12**

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors. The teachers takes into consideration: reading level, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Guidelines may include the following elements:

- A student receiving passing grades in the core courses is promoted.
- A student having failing grades in the cored courses at the end of each year is evaluated by the teachers, guidance counselor and principal for placement.
- No conditional promotions are permitted
- A student having failing grades may be assigned to the next higher grade with discretion only with approval of the principal.
- No student having passing grades, "D" or above, throughout the year is failed.
- No student should be retained more than twice in the elementary grades.
- Documentary and anecdotal evidence should be available to justify retention.
- A student with failing grades during any academic term may be provided with intervention services.

## **Secondary 7-12 Promotion & Retention**

Students shall be promoted from one grade to the next higher grade when they have achieved the skills and/or knowledge necessary to accomplish the work in the next higher grade level.

In grades seven and eight, when a passing grade is attained in all subjects but one, a student shall be placed in the next higher grade. To be promoted to the next higher grade, a student in grades nine through twelve must meet the credit requirements established in policy JECD, Assignment of Students to Class. A student in grades seven or eight who receives failing, incomplete or less than satisfactory marks in two or more subjects may be retained in that grade for the subsequent school year. A student in grades nine through twelve, who fails a subject for the year, shall not receive credit for that subject and may be required to repeat the subject for proper credit. A student who fails a subject the second semester may fail the subject for the entire year, regardless of the first semester grade.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

### **REPORT CARDS**

Report cards will be issued after each 9 weeks of instruction. Report cards will be issued to students to take home and need not be returned to school. The last report card is mailed after school closes for the summer.

Students will receive letter grades of A, B, C, D, or F with optional pluses or minuses in each subject. Explanation of letter grades is listed on the report card form. A letter grade of I indicates that some part of the 9 week grade is incomplete and must be made up. All work should be made up within 2 weeks after the end of the grading period when possible. Incomplete work not made up within this time period may result in a failing mark being recorded.

Students may also receive printed teacher comments on their grade cards. Parents should pay careful attention to these comments as they represent an additional source of communication.

### **Interim Reports**

Supplemental reports will be sent home each grading period to parents. This interim report consists of a checklist form to indicate to parents the progress a student is experiencing.

## **Grading Scale**

<b>A+</b>	100-98	<b>B+</b>	89-88	<b>C+</b>	79-78	<b>D+</b>	69-68	<b>F</b>	below 59
<b>A</b>	97-93	<b>B</b>	87-83	<b>C</b>	77-73	<b>D</b>	67-63		
<b>A-</b>	92-90	<b>B-</b>	82-80	<b>C-</b>	72-70	<b>D-</b>	62-60		

## **Grade Averaging Policy**

In a full-year required course, a student in grade 7 or 8 must receive at least one passing grade the second semester or receive an F for the final grade average in that course.

## **Graduation Requirements (Credits toward High School Graduation)**

Student work completed prior to the ninth grade is applied towards graduation credit if the course is taught by a licensed teacher and is designated by the Board as meeting the curriculum requirements.

Currently Advanced Art, Advanced Physical Education, Advanced Symphonic Band, Advanced Choir 8, Advanced Concert Orchestra, Spanish 1, French 1, German 1, Algebra 1, Geometry and Honor's Science are the only subjects that students may earn high school credit by successful completion.

## **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 high-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 School's credit flexibility program.**

### **Honor Roll**

Following each grading period a Honor Roll posting will include names of students who have achieved ALL A'S and ALL A'S AND B'S AND ONE C during the grading period. Special recognition will be awarded to students who have achieved ALL A'S during the grading period.

### **TELEPHONES**

The office telephones may be used by students for school business with permission of the principal, assistant principal, a teacher, or secretary. Students are not to call home if ill, BUT MUST REPORT TO THE CLINIC. The nurse will call if arrangements must be made for the student to leave school. Students using cell phones without permission during the school day may be subject to disciplinary consequences.

### **TORNADO DRILL**

Each year middle school students are instructed on procedures to follow in case of an impending tornado. One or more drills will be held to familiarize students with these procedures and to help them learn of the shelter areas to be used.

### **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.

**School-aged visitors are not usually permitted to attend school in company of a student.**

### **GIFTED NOTIFICATION**

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

## **RELEASE OF STUDENT INFORMATION**

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

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

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

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

Parents and eligible students have the right to:

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

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

## **VOLUNTEERS**

### **Who is required to have a background check?**

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

### **Where do I go for a background check?**

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

### **Do I need an appointment?**

We accept walk-ins Tuesday through Thursday from 9-11 a.m. and 1-3 p.m., except during Winter Break, Spring Break and Summer Break when we complete volunteer background checks by appointment only. Appointments for other times are accepted by contacting the Department of Human Resources at 614-921-7099.

### **What is the cost?**

The cost for a background check is \$9, through IntelliCorp. If you have not lived in Ohio for 5 years, we require a nationwide background check, which is \$18. If you have been fingerprinted within the last 12 months and you have a copy of the results, you may submit those to us with a \$2 charge. 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.

**When will I be approved?**

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

**Is there a renewal policy?**

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 the 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).

**PHOTO PERMISSION**

From time to time, Hilliard City School District staff takes 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.

**YOUR SCHOOL. YOUR E-MAIL**

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

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

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

To sign up, visit [www.hilliardschools.org](http://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.

### **HILLIARD CITY SCHOOLS NON-DISCRIMINATION STATEMENT**

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

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

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

### **HILLIARD CITY SCHOOLS PROCEDURE FOR CHANNELING COMPLAINTS**

We believe it is in the best interest of the child to have complaints or concerns resolved early and among those most directly affected.

Parents and teachers working together in a cooperative and supportive manner lead to the best solutions. With this belief in mind, the following procedures for resolving complaints are established.

- 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.
- 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.

- Matters that remain unresolved at the building level may be referred to the Superintendent's office where the concern will be referred to the appropriate central office administrator. The concern may be discussed by phone or an appointment may be set to discuss the matter. The central office administrator will review the concern with the parent and, if necessary, with other involved parties. After this review the parent will receive a verbal or written response. That response will also be shared with other involved parties
- If the complaint remains unresolved after the response of the central office administrator, the matter may be referred to the Superintendent who will meet with the parents to discuss the complaint. The Superintendent will also review the responses made earlier. The Superintendent will inform the parent of his/her findings in writing at the earliest opportunity and share that response with other involved parties.
- If the parent remains dissatisfied, the complaint and the relief sought may be addressed, in writing to the President of the Board of Education. The Board President will review the complaint and determine whether the issue warrants review by the Board as a whole, referral to the Policy Review Committee, or no further action. Such determination and time frame of further review will be shared with all parties.

### **Notification Protocol for Threats or Emergency Events**

HB1 Parent Notification Provision: "School districts, community schools, STEM Schools, and chartered nonpublic schools are required to inform, prior to opening day each school year, each enrolled student and the student's parent of the parental notification procedures in the school's protocol for responding to threats and emergency events, which are established under existing law."

