



2017-2018

# STUDENT HANDBOOK

6th, 7th, & 8th Grades



Hilliard City School District  
Sixth Grade & Middle School Student Handbook

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## HILLIARD STATION SIXTH GRADE SCHOOL

3859 Main Street, Hilliard, Ohio 43026

Mrs. Lauren Schmidt, Principal  
Mr. Jacob Grantier, Administrative Intern  
Mr. Scott Foster, Guidance Counselor

### Important Phone Numbers

Main Office Phone..... (614) 921-6800

Main Office Fax..... (614) 921-6801



### Daily Schedule

~~7:20 AM~~  
**7:50 AM** Doors open—students may enter building, go to their locker and report to home-room.

~~7:30 AM~~  
**8:00 AM** Tardy bell. All students should be in their assigned homeroom seats prior to the sounding of the bell. Late arrivals must report to the office.

~~2:15 PM~~  
**2:45 PM** Dismissal.

- The student school day will begin at ~~7:20~~ **7:50** am and conclude at ~~2:15~~ **2:45** pm.
- No student should be dropped off at the building before ~~7:20~~ **7:50** am for any reason due to our inability to supervise students prior to that time.
- Office hours are 7:00 am to 3:30 pm, Monday through Friday.

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Station Website: [www.hilliardschools.org/hst/](http://www.hilliardschools.org/hst/)

## HILLIARD THARP SIXTH GRADE SCHOOL

4681 Leap Road, Hilliard, Ohio 43026

Mrs. Cori Kindl, Principal  
Mr. Scott Snyder, Administrative Intern  
Mrs. Taryn Price, Guidance Counselor

### Important Phone Numbers

Main Office Phone..... (614) 921-6900

Main Office Fax..... (614) 921-6901



### Daily Schedule

**7:35 AM** Doors open—students may enter building, go to their locker and report to home-  
**7:50 AM** room.

**7:45 AM** Tardy bell. All students should be in their assigned homeroom seats prior to the  
**8:00 AM** sounding of the bell. Late arrivals must report to the office.

**2:30 PM** Dismissal.  
**2:45 PM**

- The student school day will begin at **7:35** am and conclude at **2:30** pm.  
**7:50** **2:45**
- No student should be dropped off at the building before **7:35** am for any reason due to our inability to supervise students prior to that time. **7:50**
- Office hours are 7:00 am to 3:30 pm, Monday through Friday.

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Tharp Website: [www.hilliardschools.org/hth/](http://www.hilliardschools.org/hth/)

## HILLIARD HERITAGE MIDDLE SCHOOL

5670 Scioto Darby Road, Hilliard, Ohio 43026

Mr. Matthew Trombitas, Principal  
Mr. Nicholas Gaston, Assistant Principal  
Mr. Chris Ludban, Athletic Director

Mr. Michael Daubenmier, 7th Grade Counselor  
Mrs. Kerry Mendenhall, 8th Grade Counselor  
Mr. Jay Smith, Assistant Athletic Coordinator

### Important Phone Numbers

Main Office Phone.....(614) 921-7500  
Main Office Fax.....(614) 921-7501  
Athletic Office.....(614) 921-7530  
Athletic Fax.....(614) 921-7531  
Music Department.....(614) 921-7532

Attendance Office.....(614) 921-7540  
Attendance Fax.....(614) 921-7541  
Guidance Office.....(614) 921-7520  
Guidance Fax.....(614) 921-7521



### Hilliard Heritage Middle School Bell Schedule

**7:20 AM** Doors open— students may enter building. During inclement weather, students may be permitted to enter the building prior to 7:20 AM provided they stay in designated areas. **7:50 AM** Bell for students to go to their locker.

**7:30 AM** 5 minute warning bell.  
**7:55 AM**

**7:30 AM** Tardy bell. All students are to must be in their 1st period class. Late arrivals are to report to the attendance office window.  
**8:00 AM**

**2:10 PM** Dismissal.  
**2:45 PM**

Period	A Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4	10:39 am—11:09 am (Lunch)
5/6	11:12 am—12:06 pm
7/8	12:09 pm—12:59 pm
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

Period	B Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4/5	10:39 am—11:33 am
6	11:36 am—12:06 pm (Lunch)
7/8	12:09 pm—12:59 pm
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

Period	C Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4/5	10:39 am—11:33 am
6/7	11:36 am—12:26 pm
8	12:29 pm—12:59 pm (Lunch)
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Heritage Website: [www.hilliardschools.org/hms/](http://www.hilliardschools.org/hms/)

## HILLIARD MEMORIAL MIDDLE SCHOOL

5600 Scioto Darby Road, Hilliard, Ohio 43026

Mr. Barry Bay, Principal  
Mr. Jon Way, Assistant Principal  
Mr. Eric Ryan, Athletic Director

Mrs. Carolyn DiSalvo, 7th Grade Counselor  
Mrs. Stephanie Bobek, 8th Grade Counselor  
Mr. Brian Rawlins, Assistant Athletic Coordinator

### Important Phone Numbers

Main Office Phone.....	(614) 921-7600	Attendance Office.....	(614) 921-7640
Main Office Fax.....	(614) 921-7601	Attendance Fax.....	(614) 921-7641
Athletic Office.....	(614) 921-7630	Guidance Office.....	(614) 921-7620
Athletic Fax.....	(614) 921-7631	Guidance Fax.....	(614) 921-7621



### Hilliard Memorial Middle School Bell Schedule

**7:20 AM** Doors open— students may enter building. During inclement weather, students may be permitted to enter the building prior to 7:20 AM provided they stay in designated areas. **7:50 AM** Bell for students to go to their locker.

**7:30 AM** 5 minute warning bell.  
**7:55 AM**

**7:30 AM** Tardy bell. All students are to must be in their 1st period class. Late arrivals are to report to the attendance office window.  
**8:00 AM**

**2:10 PM** Dismissal.  
**2:45 PM**

Period	A Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4	10:39 am—11:09 am (Lunch)
5/6	11:12 am—12:06 pm
7/8	12:09 pm—12:59 pm
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

Period	B Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4/5	10:39 am—11:33 am
6	11:36 am—12:06 pm (Lunch)
7/8	12:09 pm—12:59 pm
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

Period	C Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4/5	10:39 am—11:33 am
6/7	11:36 am—12:26 pm
8	12:29 pm—12:59 pm (Lunch)
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Heritage Website: [www.hilliardschools.org/mms/](http://www.hilliardschools.org/mms/)

## HILLIARD WEAVER MIDDLE SCHOOL

4600 Avery Road, Hilliard, Ohio 43026

Mr. Craig Vroom, Principal  
Mrs. Samantha Althouse, Assistant Principal  
Mr. Nathan Bobek, Athletic Director

Mrs. Laurie Abele, 7th Grade Counselor  
Mrs. Lori Porter, 8th Grade Counselor  
Mr. Jay Cauley, Assistant Athletic Coordinator

### Important Phone Numbers

Main Office Phone.....	(614) 921-7700	Attendance Office.....	(614) 921-7740
Main Office Fax.....	(614) 921-7701	Attendance Fax.....	(614) 921-7741
Athletic Office.....	(614) 921-7730	Guidance Office.....	(614) 921-7720
Athletic Fax.....	(614) 921-7731	Guidance Fax.....	(614) 921-7721



### Hilliard Weaver Middle School Bell Schedule

**7:20 AM** Doors open— students may enter building. During inclement weather, students may be permitted to enter the building prior to 7:20 AM provided they stay in designated areas. **7:50 AM** Bell for students to go to their locker.

**7:25 AM** 5 minute ~~W~~ warning bell.  
**7:55 AM**

**7:30 AM** Tardy bell. All students ~~are to~~ **must** be in their 1st period class. Late arrivals are to report to the attendance office window.  
**8:00 AM**

**2:10 PM** Dismissal.  
**2:45 PM**

Period	A Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4	10:39 am—11:09 am (Lunch)
5/6	11:12 am—12:06 pm
7/8	12:09 pm—12:59 pm
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

Period	B Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
4/5	10:39 am—11:33 am
6	11:36 am—12:06 pm (Lunch)
7/8	12:09 pm—12:59 pm
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

Period	C Schedule
1	8:00 am—8:50 am
2	8:53 am—9:43 am
3	9:46 am—10:36 am
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6/7	11:36 am—12:26 pm
8	12:29 pm—12:59 pm (Lunch)
9	1:02 pm—1:52 pm
10	1:55 pm—2:45 pm

District Website: [www.hilliardschools.org](http://www.hilliardschools.org)  
Hilliard Heritage Website: [www.hilliardschools.org/wms/](http://www.hilliardschools.org/wms/)



## **DISTRICT MISSION STATEMENT**

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

## **WELCOME**

Our 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. Your success will depend upon the development of effective study habits, regular attendance and self-discipline.

The goal of our schools is for each student to achieve his/her greatest potential. To reach this goal, a cooperative effort on the part of students, teachers, administrators and parents must exist. Be prepared every day to do your very best, to make a genuine effort and to develop a positive attitude about school and success.

It is generally recognized that participation in school activities increases one's academic success. For this reason, we encourage you to become involved in the wide variety of activities available this year.

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

We hope you will find this year challenging, exciting and rewarding!

**Unless otherwise specified, all contents of this handbook applies to all students in sixth, seventh and eighth grades.**

### **Informing Students of Expectations**

Each student in the Hilliard City School District shall receive annually an electronic copy of current policies, rules, regulations and procedures commonly known as a student/parent handbook. The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined. A copy of the type of misconduct, which may result in suspension or expulsion, shall be posted in a central location in each school. Copies of the policy pertaining to suspension and expulsion shall be available to all students upon request.

## GENERAL SCHOOL OPERATIONS

### **STUDENT ARRIVAL/DEPARTURE**

- **Bicycles**—Students may ride bicycles to school. Bicycles are to be parked in the racks provided. Recreational riding is not permitted at any time. 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.
- **Skateboards**—are not permitted on school grounds during school time. Skateboards present a danger to the student and others at the busiest times of the day.
- **Cars—Sixth Grade**—Students arriving by car are to be dropped off and picked up at the designated area (contact your building principal). The roadway behind the building is the school bus loading zone and is not to be used by any other vehicles.
- **Cars—Middle School**—Students arriving by car should be dropped off at the designated entrance. After school, students should be picked up at the same location.
- **Walkers**—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. NEVER walk between buses.
- **Motor Vehicles**—Sixth grade and 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.

### **TEAMING**

Students may be “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 your sixth, seventh and eighth grade years!

### **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).

### **AUTHORITY OF SCHOOL EMPLOYEES** *(Including Substitute Teachers)*

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

## GENERAL SCHOOL OPERATIONS

### CLASSROOM EXPECTATIONS **FOR SIXTH GRADE STUDENTS**

- **Materials:** Students will always be expected to have proper materials when they report to classes. Proper materials include a three-ring binder with pencil pocket, subject dividers, and a supply of notebook paper. This notebook is to be carried to each class and home each day. It will be the focus for the organization of all study materials. In addition, some classes will require a textbook. **All students are expected to bring proper materials as determined by their classroom teacher.** Teachers will provide information pertaining to other required materials. **In the event a textbook is issued, students are expected to maintain care and return the book in the same condition that it was issued.**
- **Textbook Care:** In most classes, student will be issued a textbook for use for the entire year. Upon receiving a book, look through it carefully, making notes about damage caused by previous users. Make a note of the page number and the damage. Also, be sure to enter your name in ink in the place provided. This is **extremely important** so that your book can be returned if it is lost or stolen. Each year many students go without textbooks for long periods of time because they have failed to put their names in their textbooks. **District-Assigned iPads:** iPads are assigned to students for use in class and at home during the school year. iPads will be labeled in the manner specified by the school and can be identified by the serial number. Do not remove your iPad's identifying labels or markings. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. Please see page 41 for additional information regarding acceptable use and cost of repairing or replacing an iPad.

### DAILY SCHEDULE FOR MIDDLE SCHOOL STUDENTS

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:

Letter Codes		Number Codes	
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		

### RELEASE OF STUDENT INFORMATION

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

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

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

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

## GENERAL SCHOOL OPERATIONS

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

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."

There may be times when it is necessary because of some emergency to dismiss school early. Parents are urged to make arrangements with a neighbor or friend so that the child will have a place to go if the parents are not home. The District may choose to make up a maximum of three (3) days via online lessons and/or alternate make-up plan.

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

**Emergency School Closing**—If it becomes necessary to close, dismiss early or delay the opening of schools due to unexpected emergencies or inclement weather, announcements will be made over the following radio and television stations:

AM Radio: 610 WTVN, 820 WOSU, 920 WMNI & 1230 WCOL Real Oldies

FM Radio: 89.7 WOSU, 90.5 WCBF, 92.3 WCOL, 93.3 Lite, 94.7 Sunny 95, 95.5 WHOK, 96.3 WLWQ, 97.9 WNCI, 99.7 WBZK, 103.5/104.3 WNND, 103.9 WTDA, 105.7 The Brew, and 107.9 WVMX The Mix

Television: WBNS/ONN Channel 10, WCMH Channel 4, WOSU Channel 34, WSYX Channel 6 and WTTE Fox 28

### **FEES**

A fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates.

### **FIELD TRIPS**

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

### **FIRE AND TORNADO DRILLS**

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

## GENERAL SCHOOL OPERATIONS

### **FOOD SERVICES**

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

#### **Breakfast**

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

1. Meal Accounts are for meals only
2. General Accounts are for meals and/or snack items

#### **Prepaying can be done in one of two ways:**

1. Cash or Check
  - Please send a sealed and labeled envelope to the school office with the following information on the front of the envelope:
    - Student's name
    - Student's PIN
    - Total amount of money included
    - Type of account (Meal or General) in which the money should be placed
2. MyPaymentsPlus ([www.mypaymentsplus.com](http://www.mypaymentsplus.com))
  - Once registered with MyPaymentsPlus, you can access the system 24/7 via the internet or by phone (where available, pay with check, VISA or MasterCard. Please check website for current transaction rates.
  - To create an account online:
    - Go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com)
    - Click on "Register" and complete the registration process
    - Select state (OH) and school district (Hilliard)
    - Enter your child's Hilliard City Schools Student ID number
    - Finish the transaction using the directions received in the email confirmation.

#### **Free and Reduced Pricing**

Forms to determine qualification for the Free and Reduced-price Lunch Program are available in all school offices. If your child receives free or reduced lunch, the computerized cashier's station protects confidentiality.

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## GENERAL SCHOOL OPERATIONS

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### **FUNDRAISING SALES**

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

### **GUIDANCE SERVICES**

#### **Sixth Grade Students**

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

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

#### **Middle School Students**

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.

### **LOCKERS**

Lockers are made available for student use in storing school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably cause, or can reasonably be foreseen to cause an interference with school purposes or any educational function or which are forbidden by state law or school rules.

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.

## GENERAL SCHOOL OPERATIONS

Lockers will be assigned by the office only. Students who experience difficulty with a locker and need repairs should report the information to the main office. Do **NOT** store money or valuable items in the locker. You will find that your locker will operate best and keep your belongings safe if you follow these precautions:

- 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 may forfeit their locker privilege for a determined period of time. In addition, a repair charge will be assessed.

Students are encouraged to go to their lockers **before school, at lunchtime, and after school.**

### **Athletic/PE Lockers for Middle School Students**

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

- School lockers are the property of the Board of Education. The student’s use of the locker does not diminish the school district’s ownership or control of the locker.
- Lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.
- A copy of this policy must be posted in a conspicuous place in each school building that has lockers. Disciplinary action will result for rule violations.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the school office. Students are expected to check frequently in the office for lost items. Don’t wait for long periods of time before checking for lost articles.

### **LUNCH PERIOD**

Our schools have a closed lunch period. **Students are not to leave the building at lunchtime** unless accompanied by a parent and with an early dismissal note approved by the principal or assistant principal.

Options and prices pertaining to the food service program will be reviewed at the beginning of the year. Students may bring packed lunches. Packed lunches should always be labeled with the student’s name. Please do not bring carbonated drinks like Pepsi or Coke to school.

## **GENERAL SCHOOL OPERATIONS**

### **LUNCH PERIOD**

#### **Information Specific to Middle School Students**

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. 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 a 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 lunchroom 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 during his/her entire lunch period.

### **MAIN 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 and 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.

### **MEDIA CENTER FOR MIDDLE SCHOOL STUDENTS**

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.

### **ADMINISTERING MEDICINES TO STUDENTS (Board Policy)**

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.

## GENERAL SCHOOL OPERATIONS

- 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**

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

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

## GENERAL SCHOOL OPERATIONS

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

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

### Regulations Regarding Dispensation of Non-Prescription Medication

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

### 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.

## GENERAL SCHOOL OPERATIONS

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

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

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

When reporting student absences, please report any of the following communicable diseases: chicken pox, conjunctivitis (pink eye), fifth disease, hepatitis, influenza, measles, mumps, meningitis, strep throat, lice, ringworm and scabies. 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 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 on duty will contact the parent.
- If it is determined that the student needs to go home, the certified nurse on duty or the principal's designee will contact the parent/guardian. It is the parent's responsibility to update all emergency contact information using the Home Access Center.
- No student may be released from school without direct contact with a person authorized on the student's emergency card.
- **Students must sign out at the attendance office before leaving the building.**
- If your child is sent home with a fever of 100 degrees or greater, or with diarrhea or vomiting, they must be symptom free without medication for 24 hours before returning to school.

### **INOCULATIONS OF STUDENTS**

Students enrolled in grades K-12 are required to have written proof on file at their school verifying that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps and rubella, hepatitis B, varicella (for grades K-10) and meningococcal (for grades 7 and 12 beginning 2016-2017 school year). The varicella immunization requirement is progressive up to the 2018-2019 school year when it will be required for all students in grades K through 12.

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

Students who have received at least one of each of the following immunizations may remain in school: diptheria, tetanus, pertussis (DPT/DT/Td); polio vaccine (OPV or IPV); measles, mumps, rubella, hepatitis B vaccine (Hep B), and varicella (for grades K-10). However, they must make satisfactory progress in completing all the required vaccines to maintain their "in process" status. Failure to do so is cause for exclusion from school attendance.

Exemptions include students who present a written statement that immunization is objectionable for religious reason or other reasons of "good cause". Similarly, a student is exempt if he/she presents a physician's statement that immunization against a particular disease (or all diseases) is "medically contraindicated." A history of measles, mumps and/or varicella disease may be substituted for the measles, mumps, and/or varicella

## GENERAL SCHOOL OPERATIONS

vaccinations. However, a history of rubella disease may not be substituted for rubella vaccine, except that laboratory test results, submitted by a physician, demonstrating detectable rubella antibody will be accepted in lieu of vaccination.

### **NON-DISCRIMINATION STATEMENT**

*No student shall, on the basis of sex, **gender, sexual orientation,** marital or parental status, pregnancy, race, color, **ethnicity,** national origin, religious belief, **economic status, military status, age,** or **handicap disability** 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 **the District's compliance officer/civil rights** coordinator of such policies and procedures. Concerns or questions may be directed to her office at 2140 Atlas Street, Columbus Ohio, 43228, telephone (614) 921-7000.

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

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

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

### **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.

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

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

1. Request an appointment with the teacher(s) or counselor to discuss the concern or complaint. It is reasonable to expect that discussion to occur at an early, mutually agreed upon time. At the end of the discussion the teacher or counselor will provide an oral response. A written response may be requested and if so will be provided within three school days unless otherwise mutually agreed upon.

## GENERAL SCHOOL OPERATIONS

2. If the response at step one is considered unsatisfactory, the parent may refer the complaint to the building principal. Again the parent may expect a prompt appointment to discuss the issue. The principal may request that the issue be presented in writing as well as orally. After a reasonable time to investigate the issue, the principal will provide the parent an oral response and, upon request, a written response.
3. Matters that remain unresolved at the building level may be referred to the Superintendent's office where the concern will be referred Superintendent/designee, who may handle the complaint personally or refer it to the appropriate central office administrator. The concern may be discussed by phone or an appointment may be set to discuss the matter. The central office administrator will review the concern with the parent and, if necessary, with other involved parties.
- ~~4. If the complaint remains unresolved after the response of the central office administrator, the matter may be referred to the Superintendent who will meet with the parent to discuss the complaint. The Superintendent will also review the responses made earlier. The superintendent will inform the parent of his/her findings in writing at the earliest opportunity and share that response with other involved parties.~~
5. If the parent remains dissatisfied, he/she may address the complaint and the relief sought, in writing, to the Board of Education. The Board, upon receipt of the complaint, at its next regular meeting, will review the complaint and render a decision as to whether to grant the relief requested, to deny relief, or to refer the matter elsewhere within the school district for further study and recommendation. The Board's decision will be shared with all parties involved. Discussion of the concern may take place in executive session.

### **STUDENT ACCIDENTS/INJURIES**

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

### **STUDENT INSURANCE**

A school insurance program is available to all students for purchase. The insurance can be used as a secondary policy and protects your child against accidents that may occur on school property during the school day. Students who participate in extra-curricular activities must either have school insurance or (1) provide documentation that the parent/guardian carries insurance by another health carrier, or (2) a signed note stating that the parent/guardian assumes full responsibility for medical expenses.

### **SURVEILLANCE CAMERAS**

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

## GENERAL SCHOOL OPERATIONS

### **TELEPHONES**

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

### **VISITORS**

All parents and visitors are required to report directly to the school office immediately upon arrival. School-aged visitors are not usually permitted to attend school in company of a student.

**Sixth Grade Schools:** The building should be entered through the front doors. Books, assignments, lunches, money, etc. should be left in the office where school personnel will deliver them to the student. At no time during the school day should these items be taken directly to a classroom. Parents who wish to visit the classroom must call the school office to arrange a visitation time and day.

**Middle Schools:** 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.

### **VOLUNTEERS**

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

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

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

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

## STUDENT ATTENDANCE REGULATIONS

### **COMPULSORY EDUCATION**

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

1. Personal Illness. The approving authority may require the certificate of a physician if he/she deems it advisable.
2. Illness in the family. The absence under this condition shall not apply to children under fourteen years of age.
3. Quarantine of the home. The absence of a child from school under this condition is limited to length of quarantine as fixed by the proper health officials.
4. Death of a relative. The absence arising from this situation is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
5. Work at home due to absence of parents or guardians. Any absence arising because of this situation shall not extend for a period longer than that for which the parents or guardians were absent.
6. Observance of religious holidays. Any child of any religious faith shall be excused if his/her creed or belief.
7. Emergency or set of circumstances which in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school.
8. Field trips or school activities. Absence as a result of an approved field trip or school-sanctioned or sponsored activity shall be an excused absence.

**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.**

### **ATTENDANCE PHILOSOPHY**

One factor that research continually connects to student achievement is attendance. It is the philosophy of our intermediate and 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. Forming positive attendance habits is just one way we will help reinforce skills which will last a lifetime.

## STUDENT ATTENDANCE REGULATIONS

### 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.

### ATTENDANCE SUPPLEMENTAL CODES

1. **Family Vacation**—It is recognized that planned family trips often provide enrichment to regular classroom instruction. It is further recognized that employers cannot always grant vacation periods which fall within the school vacation and holiday period and for families to be together, some trips must necessarily be schedule during the academic year.
  - Application for approval (JED-E) must be made by a parent or guardian at least two weeks in advance. If the student is not a member of the immediate family, his/her parent or guardian must complete the application.
  - Each student is limited to one approved trip of 10 school days or less per school year without loss of academic standing, provided proper assignment make-up work is completed, including tests and final examinations. More than one trip with a cumulative of 10 days or less may be approved by the building principal or his/her designee.
  - Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the building principal or his/her designee. **If a student is absent for family travel outside of the ten (10) days of excused absences allowed by the District/ he/she will be considered unexcused from school and subject to truancy regulations. The school district may be obligated to report the parent/guardian to the Franklin County Juvenile Court System and file lack of compliance with the compulsory education rules.** Communication with the school and family is crucial and attempts can be made to design online or other opportunities when applicable. ~~If no status is communicated after the time involved, in accordance with state standards, the parents will need to re-enroll the student upon return.~~
2. **School Business (does not count toward 6-day policy)** - Field trips, performing arts, voting booth, shadowing and anything deemed school-related are considered "School Business." Students will be issued a school business/field trip permission form by the teacher prior to the event. These forms must be signed by a parent/guardian and all applicable teachers, and returned to the teacher organizing the event at least 24 hours prior to the absence. The teacher will supply the attendance office with an alphabetized list of students attending the event. School business does not count as an absence on the student's record.

## STUDENT ATTENDANCE REGULATIONS

### 3. Suspensions (does not count toward 6 day policy)

- **Out of school (OSS)** suspensions do not count against the student in the 6-day policy, however, students may not receive credit for missed work. Exceptions may be made at the discretion of the principal involved.
- **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.

### REPORTING AN ABSENCE—SIXTH GRADE STUDENTS

1. If it is necessary for a student to be absent, the following procedure must be followed:

**For Hilliard Station:** Call the main number, (614) 921-6800, and report your child's name, team number and reason for absence.

**For Hilliard Sharp:** Call the main number, (614) 921-6900, and report your child's name, team number and reason for absence.

- If the office doesn't receive the phone call by 9:00 am, we will attempt to contact you. If we are unable to reach you by phone, a post card will be mailed.
- On the day the child returns to school, please send a note to the office listing the date(s) and reason for absence. Please refer to the following example:

Dear School:

Please excuse **John Doe**, Team # **1**, from school on **October 10**, for the following reason: **Personal illness**.

Parent Signature

Phone Number

- If the school does not receive a note explaining the student's absence within three days of the student's return to school, the parent will be contacted as to the reason. If a student is dismissed early for a doctor's appointment or for another valid reason, the student must bring a note signed by his/her parent or guardian. The parent must meet the child in the school office before the child will be excused.
  - Students who accompany their families on a vacation of 10 days or less shall not be considered truant. However, the principal and the student's teacher must be notified of such absence two weeks in advance. Make-up work shall be at the discretion of the teacher and building principal. Trips of more than 10 school days shall not be approved except in extraordinary circumstances as determined by the principal/designee.
2. **Excused absences** shall be those that are included as reasons for absence according to the Ohio Revised Code:
    - Personal illness
    - Illness in the family
    - Quarantine of the home
    - Death of a relative
    - Work at home due to absence of parents/guardians
    - Observance of religious holidays
    - Emergency set of circumstances
    - Field trip or school activity

## STUDENT ATTENDANCE REGULATIONS

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

**Unexcused Absence/Ttruancy**—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.

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

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

- Family/home emergency
- Personal illness
- Medical appointment
- Severe weather

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

5. **Attendance Problem Procedures**

a. **Chronic Tardiness to Class**

Disciplinary measures including detentions (before, during or after school) may be issued by the classroom teacher.

b. **Chronic Tardiness to School**

The following disciplinary action may be taken due to excessive school tardiness:

Tardies Per Grading Period	Disciplinary Action
4	Behavior Incident
8	Detention
12	In School Suspension
16 & higher	Out of School Suspension

c. **Chronic Absenteeism**

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

## STUDENT ATTENDANCE REGULATIONS

### REPORTING AN ABSENCE—MIDDLE SCHOOL STUDENTS

1. 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 absence** must be submitted to the attendance office within 3 days of student returning to school.
  - Phone calls made after the day of the absence will not be accepted. A note will be needed to report the absence.

### 2. Types of Absences

- a. **Official Absence**—Doctor or dental appointment that is verified by a medical statement, required court appearance verified by a document, funeral, observance of religious holiday or 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.
- b. **Absence**—Personal illness, illness in family, and family emergencies are considered absent. However, we must receive notification from a parent/guardian to upgrade from an unexcused absence. Work missed may be made up without penalty. Regular attendance is mandatory. However, if illness or other absences cause a student to miss school or classes, it is the student's responsibility to make arrangements to make up the work missed. The student will be allowed one day make-up for each one day absent. Students will be allowed to make up work for days missed up to two (2) days per grading period. The days of absence covered by a medical excuse will not count against the 2 days per grading period. All make-up work extended beyond ten (10) school days will require administrative approval. **An absence does count toward the 6-day absence policy.**
- c. **Unexcused Absence/Tuancy**—Any student who is absent from school/class without his/her parent's permission/ notification or is absent from an assigned area within the school is unexcused/truant.

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

- Detention—Before, During or After School (including any non-school day)
- In-school Suspension (TOR)

- Out-of-school Suspension
- Filing with Juvenile Court System

### 3. 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.

## STUDENT ATTENDANCE REGULATIONS

### 4. 6-Day Absence Policy

- Achievement and attendance are highly related. As a result, attendance records become a significant factor in awarding credit to students at the close of each grading period.
- A student may receive an F or may lose privileges to attending in school performances or extracurricular activities if he/she accumulates more than 6 total class absences, absent or unexcused, excluding official absences during any nine-week grading period.
- Class absences are not cumulative and do not carry over from one nine-week grading period to another.
- When a student accumulates 4 & 6 class absences, the parent will be notified by letter.
- *If a student misses more than 15 minutes of a class, this is considered a class absence.*

### 5. Entering/Leaving the 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.

### 6. Early Dismissal (Leaving and/or returning for the remainder of the day)

- 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.

### 7. 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.**
- 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.**

### 8. Excessive Tardiness to School

- Students having excessive tardies, excused or unexcused, may be disciplined as follows:

Tardies Per Grading Period	Disciplinary Action
4	Before or After School Detention on a School Day
8	After School Detention on a Non-School Day
12	2 After School Detentions on Non-School Days
16 & higher	Out of School Suspension

## STUDENT ATTENDANCE REGULATIONS

### 9. Excessive Tardies to Class

- Students having excessive tardies, excused or unexcused, may be disciplined as follows:

Number of Tardies	Disciplinary Action
3	1 Teacher Detention with call to parent
5	Half-day After School Detention

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

### 10. Truancy

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

**The parent/guardian is required to have the child attend school immediately after notification. If the parent/guardian fails to get the child to attend school, the school may send notice requiring the child's parent/guardian to attend a parental educational program.**

- A habitual truant** is any child of compulsory school age who is absent without a legitimate excuse for ~~five~~ **30** or more consecutive school days ~~hours (5 days), seven~~ **42** or more school days ~~hours (7 days)~~ in one month or ~~12~~ **72** or more school days ~~hours (12 days)~~ in a school year.
- ~~A chronic truant~~ is any child of compulsory school age who is absent without legitimate excuse for ~~seven or more consecutive school days, 10 or more school days in one month or 15 or more school days in a school year.~~

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

**Regarding "habitual truants," the Board's designee must take as an intervention strategy any appropriate action contained in Board Policy JEDA. When a student's absences surpass the threshold for a habitual truant, the principal or the Superintendent/designee assigns the student to an absence intervention team. The team will develop a specific intervention plan to work to reduce or eliminate further absences. By law, the plan shall include a statement the District will file a complaint in juvenile court if the student refuses to participate or fails to make satisfactory progress.**

### 11. Notification/Advanced Homework Assignments

If a student is absent from school, the parents may call the school office requesting assignment (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.

## STUDENT CONDUCT

### **CONDUCT (Standards)**

All 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;
- 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. The school administration has the right to talk to a student without parent/custodian knowledge and/or consent.

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

## STUDENT CONDUCT

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.
- **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.
- **Lunchtime Privilege Removal**: Students may have their 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.

### **After School Detention for Students Grades 6—8**

After School Detention 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 After School Detention 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 After School Session , the following rules will apply:

- Students must report to After School Detention 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.
- Students are responsible for bringing sufficient schoolwork to keep them working on school material for the entire time. 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 After School session will result in out of school suspension.

Transportation is the responsibility of the student and/or parent. For After School Detention, students will be dismissed at the designated time and rides should be arranged then.

## STUDENT CONDUCT

### TYPE 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. Non-Ethnic Intimidation/Harassment
  - a. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related activity.
  - b. Threat (only) of fight/intimidation/harassment.
15. Use of profane, vulgar, or other improper language.
16. Violation of special rules of conduct for school buses.
17. Violation of the smoking policy including smokeless tobacco products.
18. Establishment and conduct of clubs and organizations without official approval.
19. Stealing and/or cheating on tests or other school assignments.
20. General misconduct and misbehavior, disrespect and/or inappropriate social behavior.
21. Publication, display and/or distribution of unauthorized materials.
22. Tardiness to class or school. **(Loss of privileges)**
23. Truancy and other unexcused absence from class or from school. **(Loss of privileges)**
24. Fraud or forgery of school or parental documents.
25. Inappropriate or bizarre attire or violation of rules as set forth in student handbooks.
26. Failure to accept discipline or punishment.
27. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
28. Misuse of Technology/Computers.
29. Laser pointers are banned from school buildings, vehicles and on school property except for educational purposes.
30. Bullying: Repeated intimidation/harassing behavior.

## STUDENT CONDUCT

### **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. Provision shall be made for students to stay current for all class work missed. The student will receive credit for out-of-school suspension if assignments are completed satisfactorily.

### **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~~ **three (3) school days** after receipt of the suspension/expulsion notice ~~to the superintendent of schools~~. Any appeal hearing must be scheduled within one week of the date of the suspension/expulsion, unless the superintendent grants an extension of time at the request of the student and/or his parent or guardian.

### **T.O.R. EXPECTATIONS FOR MIDDLE SCHOOL STUDENTS**

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.

## STUDENT CONDUCT

- 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 will document student behavior including work completed, pages read and work in progress. 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.

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

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

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

### **Restraint**

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

Restraint may be used only:

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

## STUDENT CONDUCT

### **Seclusion**

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

Seclusion may be used only:

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

### **Repeated Dangerous Behaviors**

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

### **Data and Reporting**

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

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

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

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

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

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

## STUDENT CONDUCT

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

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

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

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

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

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

### SEARCHES AND INTERROGATIONS

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

Search and Seizure: Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of the school district. **Building Administrators and teachers shall be authorized are permitted** to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the School District. The measures adopted for the search will be reasonably related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. **Building administrators are also permitted to search any unattended bag for safety and identification purposes.** The School Resource Officer may serve as a witness for searches.

**Lockers are the property of the Board of Education. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.**

## STUDENT CONDUCT

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

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

### **MISUSE/USE OF TECHNOLOGY**

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

1. violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. using profanity, obscenity or other language which may be offensive to another user;
3. reposting (forwarding) personal communication without the author's prior consent;
4. copying commercial software in violation of copyright law;
5. using the network for financial gain, for commercial activity or for any illegal activity;
6. accessing and/or viewing inappropriate material; and
7. using software or web sites intended to circumvent the district's web filtering system;
8. Using the Network in any way that would disrupt the operation of the network; intentionally abuse the software and/or hardware; or extensively using the Network for noncurriculum-related purposes exceeding this policy.

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

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access on-line services are withdrawn from users who do not respect the rights of others or we do not follow the rules and regulations established.

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

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

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

## STUDENT CONDUCT

### Acceptable Use of District-Assigned iPad

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

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

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

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

### Protecting and Storing your iPad Computer

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

### Cost to Repair or Replace your iPad

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

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

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

### LASER POINTER BAN

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

## STUDENT CONDUCT

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

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

Any phone or electronic device will be subject to confiscation if it creates a disruption to the academic environment. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from a staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. Using a cellular phone or an electronic device to film/record/take pictures of any student or staff member is prohibited.

### **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 & HARASSMENT**

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

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

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

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

### **Disciplinary Actions**

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

#### **First Offense**

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.

## STUDENT CONDUCT

- b. The student will be assigned an out of school suspension.

### Second Offense

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

### Third Offense

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

**Note: 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 & BULLYING POLICY**

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

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

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

### Physical Bullying

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

### Verbal Bullying

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

### Cyberbullying

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

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

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

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

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

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

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

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

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

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

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

### **DISRUPTION**

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

### **DRESS CODE**

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

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include but not be limited to inappropriate or bizarre dress that presents a health or safety issue; distracting body piercing; gang related dress (including bandanas) or gang related jewelry, including chains; or any other inappropriate accessories.
3. In addition, the following dress items shall not be permitted:
  - a. Extremely short and/or revealing apparel (boys and girls)
  - b. Tube tops, spaghetti straps and off the shoulder shirts

## STUDENT CONDUCT

- a. Halters
- b. Bare midriffs (boys and girls)
- e. Bare feet (flip flops are discouraged due to them being a possible safety hazard)
- 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 for Middle School Students**—During scheduled physical education classes, all students will be expected to change from school clothes to the appropriate gym class attire. **“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 appropriate gym class attire to ensure a standard of personal hygiene.

### **SCHOOL BUS TRANSPORTATION**

Many students are transported to and from school by school bus. All students must get off their buses at their school. They are not to get off at another 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 all Hilliard City School students.

### **SCHOOL BUS CONDUCT**

Once a student boards a school bus, he/she comes under the authority of school officials. The driver of a school bus carries a heavy burden of responsibility for the lives of boys and girls—his/her passengers. He/she must give full attention to driving while students are in transit.

In order to do this, the following rules must be followed by students:

- 1. Railroad Crossing—Be quiet. Do not talk when the bus is approaching a railroad crossing or highway intersection.
- 2. Seats—Drivers will assign seats and have a seating chart with them. Students must remain seated in assigned seats.
- 3. Windows—Keep hands, heads, books, and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened with approval of the driver only.
- 4. Eating—Eating on the bus is not permitted. Exceptions may be made only with the approval of the superintendent or his/her designee.
- 5. Quiet—Talk quietly; no yelling inside the bus or out the window.

## STUDENT CONDUCT

6. Bus Stops—Wait until the bus stops and the driver gives the signal for crossing before leaving the residence side to board the bus.
7. Crossing—Cross in front of the bus ONLY, approximately ten feet in front of the bus.
8. Time—Students shall be at designated pick-ups on time in the morning and in the evenings when school is dismissed. Students wait for buses—buses do not wait for students.
9. Carry on Items—Generally, items too large to fit under a passenger seat shall not be permitted on a school bus if, in the judgment of the driver, such objects would interfere.
10. Littering—Littering a school bus shall not be permitted.
11. Unauthorized Passengers—Unauthorized passengers shall not be transported on a school bus. Unauthorized refers to non-school children and adults not approved by the principal or “Unauthorized” refers to non-school children and adults not approved by the principal or superintendent.
12. Unauthorized Entering or Leaving—Students shall not be permitted to enter or leave the bus at other than their regular stop, unless written permission is given by the parents and approved by the building principal. Students must remain on the bus from the time of boarding until the approved place of departure.
13. Students are to be at designated bus stops prior to arrival time of bus.

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

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

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

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

Any phone or electronic device will be subject to confiscation if it creates a disruption. A student using an electronic device which creates a disruption or refusing to follow a reasonable request from any staff member pertaining to the phone or device may be subject to disciplinary action. Staff will be the final judge of the appropriateness of their use. **Using a cellular phone or an electronic device to film/re-cord/take pictures 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.

## STUDENT CONDUCT

### **STUDENT DRUG, TOBACCO & ALCOHOL**

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

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

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

**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.

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

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

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

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

## STUDENT CONDUCT

### STUDENT DRUG, TOBACCO & ALCOHOL

#### **Policy Statement**

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

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

Hilliard students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol. They shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds, at all times. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. The Board prohibits the use or possession of alternative nicotine products and electronic cigarettes, personal vaporizers and electronic nicotine delivery systems by any student in any area or vehicle under the control of the District or at any activity supervised by any school within the District. All items will be subject to confiscation.

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

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

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

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

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

## STUDENT CONDUCT

### **STUDENT DRUG, TOBACCO & ALCOHOL REGULATION**

#### *Offenses and Disciplinary Action*

#### **Selling or Distributing Any Quantity of Drugs and/or Alcohol**

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

#### **Possession and/or Use of Drugs and/or Alcohol**

1. First offense:
  - A. Parent(s) will be notified immediately.
  - B. The police shall be notified.
  - C. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted. Following the consultation, parents and student must agree to one of the following options:
    - 1) The student shall be suspended out of school for ten (10) days—OR—
    - 2) The student will be suspended out of school for a minimum of eight (8) days if the student and parents ask for and receive an assessment in a certified drug/alcohol counseling program within 10 calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations—OR—

## STUDENT CONDUCT

- 3) The student will be suspended out of school for five (5) days if they complete all of the assessment requirements in C.2. above and the student and parents must agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours, by the student ~~and at least one parent~~, of alcohol and drug education as agreed to by school officials. A written proof of attendance is required to be sent to the school officials. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations.
- D. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
- E. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

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

2. Second and subsequent offenses:
  - A. Parent(s) will be notified immediately.
  - B. The police shall be notified.
  - C. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
  - D. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
  - E. Parking privileges will be removed for one calendar year (365 days), where applicable.
  - F. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.

### **Possession of Drug Paraphernalia**

When the student is found in possession of drug paraphernalia:

1. First offense:
  - A. Parent(s) will be notified immediately.
  - B. The item(s) will be confiscated.
  - C. The student will be assigned out of school suspension.
  - D. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
2. Second offense:
  - A. Parent(s) will be notified immediately.
  - B. Items will be confiscated.
  - C. The student will be assigned an out of school suspension and/or expulsion.
  - D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

## STUDENT CONDUCT

3. Third and subsequent offenses:

- A. Parent(s) will be notified immediately.
- B. The item(s) will be confiscated.
- C. The student will be assigned an out of school suspension and/or expulsion.
- D. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

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

#### 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.

#### 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 positions for one calendar year (365 days).

2. Second offense:

- A. Three (3) days out of school suspension.
- B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

3. Third offense:

- A. Five (5) days out of school suspension.
- B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

4. Fourth offense:

- A. Ten (10) days out of school suspension.
- B. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

## STUDENT CONDUCT

### **Follow-Up Services**

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

1. Student, parent(s), student assistance coordinator, counselor and administrator (when available) may have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meeting(s) and/or counseling,
3. Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or student assistance coordinator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the 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 24 hours or more is contemplated.

### **Costs**

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

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

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

## ACADEMIC INFORMATION

### ACADEMIC INTEGRITY

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

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

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

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

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

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

Hilliard City Schools' Middle School Student Honor Statement:

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

### COLLABORATION

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

### ACADEMIC MISCONDUCT

Academic Integrity/Cheating: Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, **screen shots, air drop, social media and/or other forms of technology**, and plagiarism/internet plagiarism. Students who violate this policy may be subject to further behavioral consequences by an administrator or teacher.

### ACADEMIC DISHONESTY/PLAGIARISM CONSEQUENCES

#### 1st Offense:

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

## ACADEMIC INFORMATION

### 2nd or Subsequent Offenses:

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

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

### CAREER ADVISING

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

The District will:

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

### COLLEGE CREDIT PLUS

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

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

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

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

## ACADEMIC INFORMATION

College Credit Plus courses associated with the KAP program through Kenyon College; the College Jumpstart program through Columbus State Community College and the Academy Program through The Ohio State University are weighted on a 5.0 scale (i.e., one additional point is awarded for each letter grade: A = 5.0, B = 4.0, C = 3.0 and D—2.0 in the grading scale).

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

### **COURSE DROP POLICY (Student Initiated)**

1. 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
  - Trimester course: 10 school days
  - Semester course: 15 school days
  - Year course: 20 school days

Students taking high school courses for credit will need to refer to the course drop policy in the high school program of studies.

2. **A student withdrawing** from a high school credited 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 grading period and the semester final grade
  - Full year course: "F" for the grading period and for the semester of withdrawal
3. **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.
4. Schedule changes **will not be approved** for these reasons:
  - Do not like the teacher
  - Want to be with certain friends
  - Want different lunch period

### **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.

## ACADEMIC INFORMATION

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

Students interested in learning more about credit flexibility options should contact their guidance counselor for details. **It is important to note that there are specific guidelines and timelines that have been established and must be followed in order to be considered for participation in the Hilliard City Schools’ credit flexibility program.**

### **ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA) NOTIFICATION**

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

### **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 ensure 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).

### **GRADE SCALE**

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

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

- College Credit Plus courses, one additional point is awarded for each letter grade; i.e., A = 5.0, B = 4.0, C = 3.0, D—2.0 in the grading scale.

### **GRADE AVERAGING POLICY FOR MIDDLE SCHOOL STUDENTS**

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.

## ACADEMIC INFORMATION

### **ACADEMIC RECOGNITION**

Following each grading period, students are recognized for academic excellence. Grades are calculated on a four point rating scale. Computations are figured by adding the total points and dividing by student's total credits:

A+ 4.25	B+ 3.25	C+ 2.25	D+ 1.25
A 4.00	B 3.00	C 2.00	D 1.00
A- 3.75	B- 2.75	C- 1.75	D- 0.75

Students who earn 3.50—3.74 receive "Merit Roll" honors. Students who earn 3.75—3.99 receive "Honor Roll" honors. Students who earn 4.0 & higher receive "Honors Plus" honors.
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Additional awards may be given to students on each team for demonstrating good citizenship, leadership and character skills.

### **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, Algebra 1, Geometry, Honor's English 9, Honor's Science, Creating America (Social Studies), Information & Communication Technologies for the 21st Century (ICT 21), Chinese 1, and Personal Decisions are the only subjects that students may earn high school credit by successful completion.

**Please note**, students are responsible to take all state assessments that are associated with the High School credited courses in the year in which they are enrolled in those courses. The grade earned in a high school course taken in middle school will appear on the student's final high school transcript; however, the grade will not be calculated in the high school grade point average.

### **PROMOTION AND RETENTION OF STUDENTS GRADES 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 core 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.

## ACADEMIC INFORMATION

### Secondary Grades 6-12 6-8 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 six, 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.~~

A student in grades six, 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.~~

### ONLINE REPORT CARDS FOR SIXTH GRADE STUDENTS

Parents receive report cards for students in grade 6 three times per year.

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

### ONLINE REPORT CARDS FOR MIDDLE SCHOOL STUDENTS

Report cards shall be issued after each nine weeks of instruction.

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 weeks' 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.

Supplemental reports shall be mailed each grading period to parents of students whose work is unsatisfactory. This report consists of a checklist form to indicate to parents the nature of the problems a student may be experiencing. Receipt of such a report does not necessarily mean that a student is failing, but that his/her work is below expectations for him/her.

## STUDENT ACTIVITIES

### **STUDENT ACTIVITIES FOR SIXTH GRADE STUDENTS**

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

- Band/Strings
- Student Council
- Extracurricular Activities
- Library/Office Aides
- Morning Announcements
- Talent Show

### **Student Leadership Activities for Sixth Grade Students**

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

The following rules apply to all Student Council members:

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

### **STUDENT ACTIVITIES FOR MIDDLE SCHOOL STUDENTS**

#### **Activities and Service Groups**

Our middle schools have a number of activities and service groups open for all students to select. Activities may include:

- |                           |   |
|---------------------------|---|
| • Ski Club                | • Future Problem Solvers                      |
| • Tech Club               | • Drama                                       |
| • SODA                    | • Power of the Pen                            |
| • Destination Imagination | • FCA   |
| • Winners Choice Camp     | • Leadership opportunities                    |
| • Math Counts             | • 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.

## STUDENT ACTIVITIES

### 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 FOR MIDDLE SCHOOL STUDENTS

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 interscholastic athletic teams are available for middle school students to participate on:

#### Fall Sports

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

#### Winter Sports

Boys Basketball (7th)  
Boys Basketball (8th)  
Basketball Cheerleaders (7th)  
Basketball Cheerleaders (8th)  
Girls Basketball (7th)  
Girls Basketball (8th)  
Wrestling

#### Spring Sports

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

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