



# STUDENT HANDBOOK REVIEW 2017-2018

MIKE McDONOUGH, ASSISTANT SUPERINTENDENT  
TUESDAY, FEBRUARY 21, 2017, 10:00 AM, CENTRAL OFFICE

HILLIARD CITY SCHOOL DISTRICT  
OPERATIONS DEPARTMENT

### Meeting Attendees

Assistant Superintendents	Chief Technology Officer	Preschool Principal
Treasurer/CFO	Technology/Student Information Staff	Sixth Grade/Middle School Principals
Curriculum Department Directors	District Web Designer/Developer	High School Principals
Director Human Resources	Warehouse Coordinator (Print Shop)	Athletic Directors

*All handbooks contain the same information in regards to policies and procedures.*

# SUMMARY

**4/26/2017 – ADDITIONAL REVISIONS LISTED BELOW (HIGHLIGHTED IN YELLOW).**

The building and administrative staff listed above meet annually to review all student handbooks. All Board and District policies and procedures are updated as needed. Along with Board and District policies, the majority of revisions consist of grammatical/typographical errors, staff information, table of contents, school year dates, bell schedules and front cover pages. All student handbooks are available on the building and district websites. We also print a few copies of each handbook for students who do not have the means to access the website.

The following is a detailed list of revisions not described above:

### ATHLETIC MANUAL FOR PARENTS, ATHLETES & COACHES

Page	Section	Revision
15	Rules Concerning Eligibility.....	Board policy regarding athletic eligibility was revised to make eligibility requirements more clear.
17	Interscholastic Extracurricular Eligibility Additionally.....	Board policy regarding athletic eligibility was revised to make eligibility requirements more clear.
23	Hazing and Bullying.....	Board policy was updated to make clear that all incidents of hazing, bullying and/or dating violence are to be immediately reported to the principal/designee instead of the superintendent.

### PRESCHOOL/ELEMENTARY STUDENT HANDBOOK

Page	Section	Revision
7	Board of Education.....	Updated the meeting days from second & fourth to first and third Mondays of the month.
7	School Hours and Attendance.....	As a follow up to the School Start Time Task Force’s work, the Board of Education approved a resolution in support of later school start times for Elementary and Middle School students.
8	Distributing Materials	Added “in compliance with Board policy”
9	Emergency Drills	Added information that also appears in the middle and high school student handbooks.

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Page	Section	Revision
9	Emergency Situations.....	Added required “notification protocol” information including our use of School Messenger (same as middle school & high school student handbooks).
<b>12</b>	<b>Lost and Found</b>	<b>Added this section.</b>
13	Release of Student Information.....	The Every Student Succeeds Act (ESSA) made changes to board policy regarding the release of directory information.
<b>14</b>	<b>School-Age Childcare</b>	<b>Updated information based on new school start times.</b>
<b>15</b>	<b>Student Accidents/Injuries</b>	<b>Added this section.</b>
<b>16</b>	<b>Administering Medicines to Students</b>	<b>Updated to bring in line with current Board policy.</b>
21	Full-day Absent (Family Vacation).....	Policy language was updated to reflect that districts may not withdraw a student based solely on unexcused absences.
21	Attendance Problem Procedures	Updated truancy language to conform to the changes made by HB 410.
<b>23</b>	<b>Discipline</b>	<b>Added language referring to Board policy.</b>
<b>24</b>	<b>Student Misconduct</b> .....	Updated truancy language to conform to the changes made by HB 410 – students may not be suspended, expelled or removed from school based solely on the student’s absence.
<b>25</b>	<b>Searches/Questioning</b> .....	Updated language to address the search of unattended bags for safety and identification purposes.
<b>25</b>	<b>Dispute Resolution</b> .....	Updated language to match the procedures in current Board Policy KLD – Public Complaints about District Personnel.
<b>28</b>	<b>Hazing and Bullying Policy</b> .....	Based on guidance from the US Department of Education and its Office for Civil Rights, language was updated to reflect that all incidents of hazing, bullying and/or dating violence are to be reported to the principal/designee instead of the superintendent/designee.
<b>29</b>	<b>Non-Discrimination Policy</b> .....	Based on guidance from the US Department of Education and its Office of Civil Rights, language was updated to strengthen nondiscrimination policies and procedures.
<b>35</b>	<b>Possession and/or Use of Drugs</b> .....	Removed “at least one parent” from being required to attend an alcohol and drug education program with their student since there are no such programs available.
<b>41</b>	<b>Special Programs and Related Services</b> ..	Updated information provided by the Director of Student Support Services.
<b>44</b>	<b>Preschool Medical Requirements</b> .....	Remove information that is not required for preschool students.

## MIDDLE GRADES (6<sup>TH</sup>, 7<sup>TH</sup> & 8<sup>TH</sup>) STUDENT HANDBOOK

Page	Section	Revision
7-11	Bell Schedules.....	As a follow up to the School Start Time Task Force’s work, the Board of Education approved a resolution in support of later school start times for Elementary and Middle School students.
14	Classroom Expectations.....	Updated what materials are now required including new information about district-assigned iPads.

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Page	Section	Revision
14	Daily Schedule for MS Students	Removed language regarding a two-period block that is no longer required.
14	Release of Student Information	The Every Student Succeeds Act (ESSA) made changes to board policy regarding the release of directory information.
<b>15</b>	<b>Fire and Tornado Drills</b>	<b>Updated the section title and information so that all student handbooks contain the same information.</b>
15	Emergency Situations	Remove information regarding online lessons and/or alternate make up plan. Added information about our use of School Messenger.
<b>17</b>	<b>Fundraising Sales</b>	<b>Added "in compliance with Board policy"</b>
23	Non-Discrimination Statement	Based on guidance from the US Department of Education and its Office of Civil Rights, language was updated to strengthen nondiscrimination policies and procedures.
24	Procedure for Channeling Complaints	Updated language to match the procedures in current Board Policy KLD – Public Complaints about District Personnel.
27	Attendance/Family Vacation	Policy language was updated to reflect that districts may not withdraw a student based solely on unexcused absences.
29-32	Truancy	Updated truancy language to conform to the changes made by HB 410.
35	Misconduct Resulting in Suspension	Updated truancy language to conform to the changes made by HB 410 – students may not be suspended, expelled or removed from school based solely on the student’s absence.
36	Student Suspension/Expulsion	Board Policy JGD – Student Suspension & JGE – Student Expulsion were updated in April 2016 with language suggested by the district’s legal counsel in regards to timelines for notice and appeal procedures. <b>Revised language referring to Board policy.</b>
39	Searches and Interrogations	Updated language to address the search of unattended bags for safety and identification purposes.
41	Misuse/Use of Technology	Added new language regarding district-assigned iPads.
44	Hazing and Bullying	Based on guidance from the US Department of Education and its Office for Civil Rights, language was updated to reflect that all incidents of hazing, bullying and/or dating violence are to be reported to the principal/designee instead of the superintendent/designee.
51	Possession and/or Use of Drugs	Removed “at least one parent” from being required to attend an alcohol and drug education program with their student since there are no such programs available.
54	Academic Integrity	Added new section.
54	Academic Misconduct	Update language relevant to current practices.
54	Academic Dishonesty/Plagiarism	Added new section.
59	Grade 6-8 Promotion & Retention	Removed language pertaining to high school students.

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### HIGH SCHOOL STUDENT HANDBOOK

Page	Section	Revision
12	Release of Student Information	The Every Student Succeeds Act (ESSA) made changes to board policy regarding the release of directory information.
13	Emergency Situations	Remove information regarding online lessons and/or alternate make up plan. Added information about our use of School Messenger.
13	Food/Drinks in the Building	Added new language.
16	Non-Discrimination Statement	Based on guidance from the US Department of Education and its Office of Civil Rights, language was updated to strengthen nondiscrimination policies and procedures.
21-25	Truancy	Updated truancy language to conform to the changes made by HB 410.
22	Attendance/Family Vacation	Per HB 410 a student may not be withdrawn based solely on unexcused absences.
27	Conduct Code	Per HB 410 – students may not be suspended, expelled or removed from school based solely on the student’s absence.
28	Academic Integrity	Added new section.
28	Academic Misconduct	Update language relevant to current practices.
29	Academic Dishonesty/Plagiarism	Added new section.
35	Hazing and Bullying	Based on guidance from the US Department of Education and its Office for Civil Rights, language was updated to reflect that all incidents of hazing, bullying and/or dating violence are to be reported to the principal/designee instead of the superintendent/designee.
42	Misuse/Use of Technology	Added new language regarding district-assigned iPads.
46	Procedure for Channeling Complaints	Updated language to match the procedures in current Board Policy KLD – Public Complaints about District Personnel.
47	Searches and Interrogations	Updated language to address the search of unattended bags for safety and identification purposes.
48	Student Suspension/Expulsion	Board Policy JGD – Student Suspension & JGE – Student Expulsion were updated in April 2016 with language suggested by the district’s legal counsel in regards to timelines for notice and appeal procedures. <b>Revised language referring to Board policy.</b>
49	Graduation Class of 2017	Remove this section.
50	Graduation Class of 2018 & Beyond	Update language to match the Secondary Program of Studies.
51	New State Graduation Requirements	Update language to match the Secondary Program of Studies.
52	Diplomas with Honors Criteria	Remove unnecessary language.
55	Athletic Eligibility	Update language to match the Secondary Program of Studies.
57	Early Graduation	Add language to better define privileges.
58	Grade Level Promotion	Add language to better define promotion requirements.
59	Independent Study	Update language to match the Secondary Program of Studies.
59	Ohio Core Opt Out	Remove language (no longer an option).
60	Ohio Graduation Test	Update language based on current requirements.

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Page	Section	Revision
60	Physical Education Waiver.....	Update language to match the Secondary Program of Studies.
61	Promotion and Retention of Students...	Remove this section. Pertinent information was added to page 58 – Grade Level Promotion.
62	Transcripts.....	Remove sentence regarding the administrative fee.
63	Tolles Career & Technical Center.....	Update language to match the Secondary Program of Studies.
65	Title IX Information.....	Based on guidance from the US Department of Education and its Office of Civil Rights, language was updated to strengthen nondiscrimination policies and procedures.