

Welcome to Highland, home of the “Fighting Scots”. We want to extend a welcome to both new and returning students. As a staff, we are ready to help you and provide for you the opportunity for a quality education. We are looking forward to working toward success for each student and will provide instruction, encouragement, guidance and support.

We encourage you to put forth your very best effort in all academic areas, and also to become actively involved in the teams, clubs and organizations that high school has to offer. While the extra-curricular activities should always be viewed as secondary to academics, their importance in helping provide for a well-rounded educational experience should not be underestimated. Please, find a way to get involved!

Within the pages of this handbook you will find the policies and procedures that involve you as a student. It is provided as a resource so that you can familiarize yourself with the guidelines that allow our school to function successfully. You should read this handbook thoroughly as you are responsible for knowing the information it contains.

We hope this school year will prove to be one that is successful for you in all areas. We look forward to the opportunity to serve you and the Highland Community.

Sincerely,

THE STAFF AT HIGHLAND HIGH SCHOOL

DISTRICT MISSION STATEMENT

Highland cares about the development of the whole child and has high expectations for all students. We empower each student to achieve success at their next level.

HIGHLAND HIGH SCHOOL

Highland High School will have the most well-prepared, self-aware and independent learners.

SCHOOL DIRECTORY

BOARD OF EDUCATION

Loren Altizer	President
Wayne Hinkle	Vice President
Kathy Belcher	Board Member
John Messmer	Board Member
Eric Thacker	Board Member

DISTRICT OFFICE

419-768-2206

Dan Freund	Superintendent
Jon Mason	Treasurer
Diana Keyes	Assistant Treasurer
Judy Deluliis	Administrative Assistant
Amber Clay-Mowry	Curriculum Director
Jessie Clark	EMIS Coordinator
Dana Lehman	Technology Coordinator
Brian Allen	Technology Assistant
Deb Hart	Cafeteria Supervisor
Todd Belcher	Maintenance Supervisor
Amy Randolph	Special Education Coordinator
	Resource Officer
Sara Wallace	School Psychologist
Vicky Nelson	Transportation Supervisor
Erin Carpenter	Nurse

HIGHLAND HIGH SCHOOL STAFF

419-768-3101

Nathan Huffman	Principal
Chad Carpenter	Assistant Principal
Mike DeLaney	Athletic Director
Valerie Meier	School Social Worker
Kathleen Pauley	Guidance Counselor
Denise Stillwell	Administrative Assistant

Amy Arnett-Tomsek	Instrumental Music
Lanae Aulino	Computer/Business
Shannon Belcher	English
Joseph Bell	Theatre Arts Director
Karen Blanton	Educational Aide
Luke Burton	Technology Education
Betsy Carpenter	English
Mary Cochran	Educational Aide
Andrew Collins	Custodian
Christine Dixon	Cook
Caleb Duncan	Intervention Specialist
Melissa Hoar	P.E./Health

Gina Horn	Head Cook
Michelle Hudson	Mathematics
Barb Huls	Cook
William Johnson	Custodian
Matthew Jones	P.E./Health
Suzanne Kochheiser	English
Whitney Levering	Social Studies
Kevin Loadman	English
Jeannette McCann	Science
Cindy McCurdy	Cook
Taylor Menczywor	Science
Mari Miller	Art
Kara Banbury	Digital Arts
Melanie Nauman	Library Aide
Scott Pauley	Science
Kay Penix	Spanish
Jordan Phillips	Science
Chris Powell	Social Studies
Mike Reid	Social Studies
Sarah Reynolds	Ag Instructor
Sandy Robertson	Educational Aide
Chris Rupe	Intervention Specialist
Allison Rushley	Intervention Specialist
Cmdr. John Sachleben	NJROTC
Andrew Sierawski	Mathematics
CMC Aaron Shipley	NJROTC
Bradley Smith	Mathematics
Joseph Smith	Ag Business
Richard Smith	Custodian
Abby Steele	Mathematics
Corey Strinka	Choir Director
Holly Van Dyke	Custodian
Beverly Ward	Cook
Dave Ware	Science
Scott Watson	Intervention Specialist
Charles Wendt	Social Studies
Shawn Wilhelm	Mathematics
Chad Williams	Social Studies
Beth Zeger	Educational Aide

Regular Bell Schedule

Take Up Bell	7:28
1st Period	7:30 – 8:20
2nd Period	8:24 – 9:12
3rd Period	9:16 – 10:04
4th Period	10:08 – 10:56
5-7 Periods (Lunch)	11:00 – 12:30
8th Period	12:34 – 1:22
9th Period	1:26 – 2:16

2 Hour Delay Bell Schedule

Take Up Bell	9:28
1st Period	9:30 – 10:00
2nd Period	10:04 – 10:32
3rd Period	10:36 – 11:04
5-7 Periods (Lunch)	11:08 – 12:38
4th Period	12:42 – 1:10
8th Period	1:14 – 1:42
9th Period	1:46 – 2:16

Homebase Bell Schedule

Take Up Bell	7:28
1st Period	7:30 – 8:15
2nd Period	8:19 – 9:01
3rd Period	9:05 – 9:47
4th Period	9:51 – 10:33
5-7 Periods (Lunch)	10:37 – 12:07
Homebase	12:11 – 12:41
8th Period	12:45 – 1:27
9th Period	1:31 – 2:16

Assembly Bell Schedule

Take Up Bell	7:28
1st Period	7:30 – 8:12
2nd Period	8:16 – 8:56
3rd Period	9:00 – 9:40
4th Period	9:44 – 10:24
5-7 Periods (Lunch)	10:28 – 11:58
8th Period	12:02 – 12:42
9th Period	12:46 – 1:26
Assembly	1:30 – 2:16

BUILDING HOURS

The building is open to students at 7:00 a.m. during school days. Early students must remain in the cafeteria until 7:15 a.m. At that time, they may be dismissed to go to lockers, restrooms, and 1st period class. At 7:28 a.m. the warning bell for first period rings. At 7:30 a.m. all students must be in their classroom/seats to avoid being tardy. All students must be out of the building by 2:30 p.m., unless they are staying for a **supervised activity**.

BREAKFAST – Breakfast is served in the cafeteria from 7:00 a.m.-7:28 a.m. each morning.

STUDENT CONDUCT CODE

The authorization of student codes of conduct to include the discipline for misconduct which occurs off school property to the extent that (1) the misconduct is connected to activities or incidents which have occurred on property controlled by the board of education, and (2) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

The purpose and intent of this Code of Conduct is to maintain an appropriate educational climate. Student and school regulations are necessary for the school to fulfill its lawful mission, process and function and to protect the health, safety and dignity of each student and employee. The following student behavior code has been adopted by the Highland Local Board of Education in compliance with the law of the state of Ohio. This code covers Highland students at all times on school grounds, at all school activities both on and off school grounds, and on all school transportation. A student may be suspended for a maximum of 10 days, expelled for a maximum of 1 year, or excluded from the Highland Local Schools for individual or cumulative types of misconduct as described in the student conduct code.

Each student has rights guaranteed to him or her by the laws of our land. Rights, however, can only be protected and understood in light of the responsibilities that fall upon members of a free society. In meeting that obligation the following consequences Highland High School may include, but not be limited to, the following:

- After-school, morning, or lunch detention
- Referral to school counselor
- Friday Night School
- Time-Out Assignments
- In-School Studies (ISS)
- Out-of-School Suspension (OSS)
- Emergency removal
- Court referral
- Expulsion
- Permanent exclusion
- Change of Placement
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges
- Notify the Registrar of Motor Vehicles for Morrow County

Permanent exclusion; and/or removal may result for any student or accomplice who, while on property owned or controlled by the school district, or at curricular or extracurricular school activities regardless of location, or misconduct connected to activities or incidents that have occurred on

school property, or at activities of the school district regardless of where the activities or the misconduct occurs, as well as misconduct by a student regardless of where it occurs, if it is directed at a district official, or employee or the property of an official, or employee, violates any one or more of the following rules:

1. Students may not use, possess, transmit, sell, offer for sale or show evidence of a smoking device, consumption of any narcotic drug, hallucinogenic drug, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind that causes physical or mental change. This includes any “look alike” substances.
2. Students shall not use, possess, transmit, sell, offer for sale any counterfeit or phony alcoholic beverage or phony controlled substance.
3. Students may be liable for civil and criminal penalties in accordance with Ohio law for violations of this section of the behavior code.
4. A student shall not indecently expose his or her body or participate in indecent acts with other persons.
5. Students shall not assault, fight or threaten a school employee, student or other person on the school premises, while in the custody and control of the school, or in the course of a school-related activity.
6. Students shall not use profanity and/or obscenity. A student shall not, by written, verbal, gesture, or other means, disrupt the educational process by using profanity or obscenity.
7. Students shall not steal or attempt to steal school or private property. Students shall not knowingly be in possession of stolen property.
8. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiations into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibitions contained in this policy. Students who fail to abide by this policy shall be subject to disciplinary action under his behavior code, and may be liable for civil and criminal penalties in accordance with Ohio law.
9. Students shall not cause disruption or interference with curricular or extracurricular activities by cutting or skipping class or school, tardiness, loud boisterous or careless behavior or similar action, ignite fireworks, smoke bombs, or use disruptive chemicals or objects: Make bomb threats, set fires, set false alarms, tamper with plumbing, heating, or electrical equipment.
10. No student shall alter, cause, or attempt to cause damage to school or private property by cutting or marking furniture, walls, books, vehicles, buildings, plugging toilets, sinks, washing basins, or drinking fountains, spinning tires on walks, drives, parking areas or grass.
11. Students shall not be insubordinate or disrespectful to school personnel by using nicknames, disrespectful language or gestures, or by refusing to follow directions and instructions.

12. Students shall not use or copy the academic work of another and present it as his or her own work, cheat, or attempt to cheat. (See **Academic Honesty**)
13. No student shall repeatedly fail to comply with directions or instructions of teachers, substitute teachers, aides, bus drivers, administrators or other school personnel, during any period of time when the student is properly under the authority of school personnel.
14. All students shall cooperate fully with substitute teachers.
15. **NO STUDENT SHALL POSSESS OR SMOKE ANY SUBSTANCE.** Students shall not use or possess any device, or a smoking substance or tobacco product on school property or school sponsored event.
16. Students shall not obtain or attempt to obtain another person's property, either by implied or expressed threat.
17. Students shall not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms, or correspondence directed to the school.
18. Students shall not be present in a school building or on school grounds at unauthorized times when their presence may cause disruption of an activity, function or the educational process.
19. A student shall not use or attempt to use false identification to mislead school personnel.
20. A student shall not break or enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
21. Students shall not possess, transmit, handle, conceal, sell, offer for sale or use any firearm, knife, explosive, or other dangerous weapon or objects, fireworks, smoke bombs or dangerous or disruptive chemicals or objects.
22. Students may not leave school during regular school hours without permission from the office.
23. Students shall not miss a scheduled class without permission from the teacher or office.
24. No student shall engage in an activity or behavior, which would violate any criminal law, whether or not criminal charges are brought.
25. No students shall violate any portion of the Highland Local District Technology Acceptable Use Policy.
26. There shall be no public display of affection nor should any student touch another against their will.
27. No unauthorized touching of another student, including physical altercations.
28. No unauthorized use of fire.
29. Student actions shall not induce panic within the educational environment, and or cause a disruption of the educational climate.

30. Frightening, degrading or disgraceful acts to a teacher, student, or other person by written, verbal, or gestural means.
31. General Misconduct- Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feeling of others.
32. Gross Misconduct- Repeated violations of the Code of Conduct.
33. Other violations- Other conduct violations not covered in the above rules.

General Behavior Guidelines – The examples of specific misconduct cited in the above behavior code are not inclusive of all acts of misbehavior that may result in disciplinary action, but serve as examples of misconduct, and similar types of misconduct, that may result in disciplinary action under this code.

General Principle:

The penalty imposed for any specific violation up to ten days' suspension from school shall be within the discretion of the building principal or designated school official based upon the severity of the misconduct, the harm or disruption caused, and the discipline record of the student. The Superintendent may expel a student for serious or repeated violations of any of the rules in this policy up to the maximum time provided by law.

ORC: 2925.37, 3313, 3719.02

Board Adopted May 2007

DISCIPLINE OPTIONS

DETENTION

Detention is generally served after school for duration of 45 minutes. At times, detention can be served in the morning if arrangements are made. Students are notified of the infraction and are to serve the detention on the "to be served" date listed on the detention slip. The parents will receive a copy of the detention slip, which will be mailed home. Transportation home after detention is the responsibility of the student/parent. All school rules apply while serving detention. Failure to serve assigned detention may result in further disciplinary action.

LUNCHTIME DETENTION

Occasionally it becomes necessary to discipline a student for violating the established school rules or Code of Conduct. In an effort to deter such actions and hold students accountable for their behavior, detention during lunchtime may be assigned. Students are to report to the assigned room for the entire lunch period with the detention slip signed by the parent or guardian. Cafeteria privileges for that day are lost. Failure to return the signed detention slip or failure to serve the detention may result in the assignment of an After-School Detention.

FRIDAY NIGHT SCHOOL

Students may be assigned to a Friday Night School. Please refer to the Friday Night School form for specific times and directions. Friday Night School guidelines follow:

1. Absence from an assigned Friday Night School, without prior approval of an Administrator, may result in a suspension.
2. Students are to sign in upon arrival.

3. Students are to bring schoolwork.
4. Talking is not permitted.
5. Appropriate breaks will be determined by the monitor.
6. Parents will be notified of assigned Friday Night School and students are also encouraged to inform parents.
7. No sleeping will be permitted.

IN-SCHOOL STUDIES (ISS)

1. Students serving In-School Studies shall be permitted to make up and receive credit for assignments.
2. Students are to bring schoolwork.
3. Parents will be notified
4. Guidelines for ISS will be issued and discussed upon assignment of the student to this detention.

OUT-OF-SCHOOL SUSPENSION (OSS)

The principal or the principal's designee may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct.

1. Parents may be notified of the suspension and may be asked to take the student home. The student may not attend school through the length of the suspension.
2. Students may be permitted to make up class work, quizzes, tests, papers, and/or major projects missed while serving Out of School Suspension for full credit.
3. Parents may be notified of the student's rights to appeal.
4. Suspensions may cross semester lines and may be carried from one school year to the next.
5. All Out-of-School Suspensions may apply to 10 Day Attendance Rule.
6. Students may not attend any school functions, home or away, while serving OSS.
7. Students are not permitted on school grounds while serving OSS.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent, principal or assistant principal or personnel employed to directly supervise or coach a student activity, may remove the student from the school premises.

PERMANENT EXCLUSION

In accordance with the law, the Board of Education may seek to permanently exclude a student, 16 years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

1. Carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this board
2. Possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this board
3. Complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, 16 years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

1. Rape, gross sexual imposition or felonious sexual penetration
2. Murder, manslaughter, felonious or aggravated assault
3. Complicity to commit offenses described in paragraphs A and B, regardless of where the Complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request. Please see district policy for additional information.

EXPULSION

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, the student may be recommended for expulsion from school. If a student is expelled, the length of the expulsion may be up to 180 school days and may extend into the following semester or school year. Schoolwork missed as a result of expulsion may not be made up.

O.R.C. 3313.662 permits the state superintendent of public instruction, upon the request of a local board of education, to permanently exclude certain pupils from attending any public school in the state under certain conditions. To permanently exclude would mean to forever prohibit an individual from attending any public school in this state that is opened by a city, local, exempted village or joint vocational school district.

The superintendent may permanently exclude a pupil if the pupil is convicted of or adjudicated a delinquent child for committing, when he was age 16 or older, any of the following offenses or acts (hereinafter, "predicate offenses") that would be offenses if committed by an adult, on property owned or controlled by a school board or at an activity held under the auspices of a school board:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance on school premises.
2. Carrying a concealed weapon, municipal ordinance substantially similar to that offense, Or aggravated trafficking, trafficking in drugs, or trafficking in marijuana involving the possession of a bulk amount or more of a controlled substance or the sale of a controlled substance.
3. Aggravated murder, murder, voluntary manslaughter, involuntary manslaughter, felonious assault, aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is an employee of the school board.
4. Complicity in any violation described in items 1, 2 or 3 above, that was alleged to have been committed in the manner described in items 1, 2 or 3 above, regardless of whether the act of complicity was committed on property owned or controlled by, or at any activity held under the auspices of a school board, including extra-curricular activities, the joint vocational schools and post-secondary options locations.

NOTICE TO THE REGISTRAR OF MOTOR VEHICLES

Notice to the Registrar of Motor Vehicles is not optional but mandatory whenever a student is suspended, expelled, removed, or permanently excluded from a school for misconduct involving a firearm, knife, or other weapon as defined in board policy. As in the case of drug- or alcohol-related offenses, the superintendent must notify the juvenile judge of the county of such offense, in writing, within two weeks of the disciplinary action. Upon receiving the notice, the Registrar is required to suspend any existing license or permit and deny issuance of any new license or permit.

COURT REFERRAL

Referral to Morrow County Juvenile Court may be used when other disciplinary actions have not been effective. The two most common reasons for referral are truancy and unruliness. The parents will receive a warning notice that students are going to be referred and notice when they are referred.

PERSONAL TECHNOLOGY POLICY

Digital electronics are welcome on Highland High School's campus and are to be used to support the educational process. The Board recognizes that efficient operation of electronic communication tools and networks may from time to time include personal use; however, at no time should personal use interfere with the educational process or operation of the District. In accordance with Federal law, students should use the Highland network as opposed to their own personal networks.

Students should be particularly sensitive to taking photographs and audio or video recordings. Students must obtain permission from all parties prior to capturing images and/or audio/video recordings. Failure to abide by these guidelines could result in the student losing privileges and benefits of using these technologies during school hours. Students are responsible for the condition and maintenance of their individual devices. HLSD cannot assume responsibility for handheld devices or other personal electronic devices that are lost or damaged. Like a calculator, these devices are the property of the student and will be treated as such.

CAREER CENTERS

Tri-Rivers, Delaware and Knox County Career Centers are extensions of the Highland Local Schools; therefore, students who elect to attend the Career Centers are subject to disciplinary action based upon the Student Code of Conduct of Highland High School and/or the Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

STUDENT DRESS AND APPEARANCE REGULATIONS

DRESS CODE

The primary responsibility for school dress and grooming rests with the parents of our students. It is the school's responsibility to prohibit dress and grooming which are disruptive to the educational process or the health, safety or property of our students. We believe that pride in one's appearance is an important lesson to be learned.

1. Clothing and jewelry should be appropriate for school. Clothing should be in good repair, neat, clean and free of holes.
2. No footwear, which damages school floors, may be worn.
3. No article of clothing may be worn which displays ads or promotions for alcoholic beverages, tobacco or any other drug, or which advocates violence or discriminates against any institution, individual, racial, ethnic or cultural group, or displays inappropriate, offensive or sexual innuendos.
4. Bare midriiffs, sleeveless shirts and transparent shirts or blouses, are not permitted. Undergarments should not be visible. Revealing clothing is prohibited (plunging necklines, bare backs, and exposed midriiffs/navels).
5. Pants/skirts and/or shorts of any type must be worn at waist level.
6. Hats, caps or head covers of any kind are not to be worn in the building, unless approved by an administrator.
7. Long coats, topcoats or trench coats are not permitted. No item or apparel with spikes, metal brads or chains is permitted.
8. Shorts are allowed, but must be appropriate and in good taste. Teacher and/or administrative discretion shall determine whether shorts/pants are appropriate.
9. Any item of apparel that disrupts the education process is subject to review by the administration.
10. No Blankets should be used at school, unless special permission given by the principal.

GRADING CRITERIA

The following guideline provides criteria which describe the characteristics of a student who is functioning at different levels of proficiency according to the District's grading system. Educational practices and instructional activities may be directed toward the development of the student, not toward the acquisition and distribution of grades. Grades are consequences of learning and not the purpose for learning.

Purpose of Grades:

- To inform students concerning their scholastic progress.
- To acquaint parents with the achievement of their children.
- To enable teachers to evaluate their instruction and employ proper instructional techniques.
- To provide administrators, consultants and guidance counselors with adequate, accurate records of a student's achievement.

The Instructional program of the Highland Local School District shall include the following grade scale for 9th through 12th grades:

A	90% - 100%
B	80% - 89.99%
C	70% - 79.99%
D	65% - 69.99%
F	0 – 64.99%

CREDITS

Students will receive credits upon successful completion of each semester. In order to receive full credit for year-long courses, students must successfully complete both semesters. Semester grades will be tabulated by using the three six-week grades and the semester exam. Final Semester Grade will equal 80% of the last grading period of each semester and 20% of the exam. It is possible for students to receive half credit for courses.

CREDIT RETRIEVAL

Students may be given the opportunity to repeat courses for credit. Students who fail the first semester, but successfully pass the second semester of the same course, may be allowed to repeat the failed portion only the following year. Students who fail only the second semester will be required to repeat the entire year of the course the following year to receive credit.

FLEX CREDIT

Credit flexibility applies to any alternative coursework, assessment and or performance. If a student is using Credit Flexibility to receive equivalent graduation credit, they must apply for and receive approval from the school district in advance. Approved credit awarded through this policy may be posted on the student's transcript and count toward a student's grade point average (GPA), class rank and a graduation credit in the related subject areas or as an elective. The school district may include details of the Credit Flexibility policy and program on the district website and in the Student Handbook at middle and high school levels.

Considerations:

Academic content areas taught at Highland are aligned to the district and state curriculum and support students' performance on the State Assessments. Credit Flexibility proposals for courses offered at Highland Local Schools should support these same provisions.

Students may use Credit Flexibility to propose a course not offered by Highland Local Schools. However, the student must include a rigorous academic content as part of their Student Action Plan/Contract to be considered for this option.

Some courses may require performance components in addition to the assessment in order to earn the credit.

Credit Flexibility may impact a student's athletic eligibility just as any course taken under the traditional model.

Application:

Any student may apply for credit to be awarded through Credit Flexibility by submitting the Application for Credit Flexibility Form.

All required information must be provided. The student may be required to provide supporting documentation as determined by the Principal or designee.

All student applications for Credit Flexibility are due in the building principal's office by May 15th of the prior school year. Second semester requests are due by December 1st.

Review of Application:

The principal or designee may review the application and notify the student regarding approval status. Upon approval of a completed application, the student may then proceed with the learning activity and credit may be awarded when all requirements are completed and evaluated.

Awarding Credit:

A student may be eligible to receive credit upon satisfactory completion of the coursework outlined in the approved proposal. The following standards and guidelines apply to awarding credit:

- There is no limit to the total number of credits that may be awarded.
- The successful completion of a pre-approved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
- All Credit Flexibility requests for courses offered by Highland Local Schools must align to the district Curriculum Maps to receive credit.
- Credit from other districts and educational providers, including online providers may be accepted.
- The Principal or designee may award credit for preapproved assessments, performances or work products that demonstrate mastery of content of any course in the Highland Local School District curriculum guide. Elective credit not offered at Highland Local School District may also be earned in this manner as preapproved.
- If a student transfers to Highland Local School District and the student has not completed the course requirements to receive credit as approved by the previous district, the principal or designee may consider this as an ongoing Credit Flexibility Plan. This plan may require adjustments to meet Highland credit requirements.
- Should a Highland student transfer to another school district, upon request of the student or parent, the district may forward a copy of the approved application to the new district for their consideration. Acceptance of this plan is at the new district's discretion.
- Out of state transfer credits are contingent upon the receiving districts procedures.
- Highland Local Schools may accept all credit for completed Credit Flexibility courses.

PROMOTION

Students may be classified as a freshmen their first year in high school. They may be classified as a sophomore after passing all four core courses and a junior their third year. A junior becomes a senior by earning fifteen (15) credits and by being on track to graduate in accordance with the Highland Local School District requirements for graduation. A senior must have earned 21 credits to be eligible for graduation.

PE WAIVER GUIDELINES

1. The student must complete two full seasons as a member of an athletic team, cheerleading, or marching band. The activity must be sponsored by Highland High School. If an athletic activity is used, it must be recognized by the Ohio High School Athletic Association as a varsity sport.
2. The Phys. Ed. Waiver is based on completing two full seasons in one activity, at least one season in two different activities, or two consecutive full years of NJROTC.
3. Students may only use the P.E. waiver one time. Participating in more than two seasons may not count towards another quarter credit.
4. Students choosing to waive a quarter credit of P.E. may be required to earn the other quarter credit through another course of study.
5. Any student who has not completed the waiver requirements by the end of their junior year may be required to take Phys. Ed. as a senior.
6. No grade or quality points may be assigned to the Waiver of credit.
7. The head coach or director may determine, at the conclusion of the season, if the requirements for a full season have been met. Simply being a member of a team does not guarantee waiver status. 60 hours of participation are needed to meet the requirement.

Procedure to Obtain Phys. Ed. Waiver

1. Following the completion of two full seasons or two full years of NJROTC, the student should obtain a Physical Education Waiver Form from the Highland High School guidance office or guidance website.
2. The student must complete the top portion of the form and then have the form verified by their coach or director AND the high school athletic director or principal.
3. The student may submit the form to the high school guidance counselor. A copy may be placed in the student's cumulative file.

ACADEMIC HONESTY

The Highland Local School District encourages students to maintain a high standard of ethics, academic honesty and a sense of personal honor and integrity. Any student found to be participating in academic dishonesty shall be subject to disciplinary procedures.

Violations of academic honesty may include, but are not limited to the following:

1. copying another student's work, whether handwritten or computer file, without the teacher's consent.
2. copying another student's answers from a quiz, test, in-class assignment, or homework without the teacher's consent.
3. plagiarism in any manner.
4. using notes, textbook, or cheat sheets on quizzes, tests, and daily assignments without the teacher's consent.
5. aiding another student in any way to violate the academic honest policy.

The teacher reserves the right to permanently keep any assignment, quiz, test, project or computer disk of a student who the teacher suspects is in violation of the academic honesty policy. Penalties for violation may include, but are not limited to any of the following:

1. a zero on the assignment, project, test, or quiz on which the cheating occurred.
2. a phone call to the parents, detention, conference with or disciplinary referral to an administrator, suspension, or loss of computer privileges.

ABSENCE GUIDELINES

Attendance Policy

Highland Local Schools has a commitment to provide a formal quality education to its students. To achieve this goal, students must consistently be in attendance at school. Regular attendance by students is critically important. In many cases, irregular attendance is the major reason for poor academic performance; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Teachers have a responsibility to provide classroom instruction, which will be dynamic, productive, and creative. Without consistent student attendance, it is difficult for teachers to meet these educational goals. Continuity in the learning process is seriously disrupted through a student's excessive absences. Make-up work cannot be adequately substituted for classroom work. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. The lack of good attendance causes students to achieve a level below their potential, and these students frequently experience difficulty in school.

Therefore, to ensure the highest level of student success, Highland Local Schools will work cooperatively with parents and students to promote increased student attendance. This policy will be based on state attendance standards, clear and enforceable guidelines, and positive motivation for good attendance.

Compulsory Attendance

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 Ohio Administrative Code 3301-69-02 classifies absence from school as excused or unexcused. The following conditions constitute reasons for excused absence from school:

- a. Personal illness or illness in the family necessitating the presence of the child
- b. Absences due to a student being homeless
- c. Quarantine of the home
- d. Death in the family
- e. Work at home due to absence of parents or guardians
- f. Observation or celebration of a bona fide religious holiday
- g. Necessary work at home due to absence or incapacity of parent(s) / guardian(s)
- h. Such good cause as may be acceptable to the Superintendent or designee
- i. Medically necessary leave for a pregnant student
- j. College visits (see College Visitation Policy)

If a student is absent from school, a parent must call the school attendance office within one hour of the start of the school day to report his/her child's absence from school. If the school is not contacted by the parent, the school will make every reasonable attempt to contact parents at home or at work. PLEASE NOTE: It is the responsibility of the school, not the parents, to determine when an absence is excused. Additionally, students must bring written notification of the absence from the parent on the day of his/her return. **ALL FORMS OF DOCUMENTATION MUST BE TURNED IN WITHIN 5 DAYS OF THE ABSENCES, ANY DOCUMENTS SUBMITTED AFTER THAT TIME WILL BE SUBJECT TO DENIAL.** Failure to supply written documentation of the absence will result in an unexcused absence and the student may be considered truant.

Definitions

Habitually Truant: Define by Ohio Revised Code Section 2151.011 (B) (18)

A child of compulsory age who is absent for

30 or more consecutive hours without a legitimate excuse

42 or more hours in one month without a legitimate excuse

72 or more hours in one year without a legitimate excuse

Excessive Absences: Defined by Ohio Revised Code Section 3321.191(C)(1)

A child of compulsory age who is absent **WITH OR WITHOUT A LEGITIMATE EXCUSE**

38 or more hours in one school month

65 or more hours in one school year

*** Including any hours missed due to school suspensions

Good Faith Efforts: Highland Local Schools will make three attempts to secure participation by the parents in the absence intervention plan established by the school district.

Unexcused Absences: Absences by consent of the parent or without the parent's knowledge for a reason not acceptable to the school or absences that are not followed by written documentation from the parent or doctor.

Extended Vacations/Extended Student Absence during the School Year

Students may be permitted to go on vacation during the school year. The purpose of this administrative guideline is to accommodate parents who must take their vacation during the school year and the desire to enjoy that time as a family. **However, please note that vacation days fall under absences that are not medically excused.** Whenever a proposed absence for vacation is requested, parents must first discuss it with the principal, and the school must be notified in writing at least five days in advance. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. It is up to the student to make up their work missed and to notify their teachers of their absences.

18 Year Old Students

Each student 18 years old or older will be limited to a maximum of 72 unexcused hours during any one semester.

A student who is absent from any class more than 72 unexcused hours per semester may be denied credit for that class. The only exception to this policy will be made when a student exceeds the maximum number of allowable hours absent as a result of severe personal or family medical problems (as certified by the attending physician), school business, or other extenuating circumstances as determined by the principal and/or assistant principal.

STUDENTS WHO ARE 18 YEARS OLD OR OLDER MAY BE DENIED CREDIT IN THEIR CLASSES PRIOR TO BEING ABSENT 72 UNEXCUSED HOURS WHEN THERE IS EVIDENCE OF LACK OF COOPERATION RELATIVE TO THIS POLICY AND ACKNOWLEDGMENT THAT FUTURE ATTENDANCE WOULD NOT BE MEANINGFUL.

Absence Intervention Team

State law requires districts with a chronic absenteeism rate above 5% to establish an Absence Intervention Team for students who are habitually truant. The school based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers, solutions, and possible consequences to attendance problems. **STUDENTS WHO FAIL TO SHOW PROGRESS ON THEIR ABSENCE INTERVENTION PLAN ARE SUBJECT, BUT NOT LIMITED TO: LOSS OF CREDIT, DENIAL OF PROMOTION, REFER TO MORROW COUNTY COURTS FOR TRUANCY, LOSS OF EXTRACURRICULAR ACTIVITY PRIVILEGES, OR OTHER CONSEQUENCES DEEMED NECESSARY FOR THE INDIVIDUAL STUDENT.**

Membership of each team should vary based on the needs of each individual student, but each team is required to include: 1. a representative of the school or district. 2. another representative from the school or district who has a relationship with the child. 3. the child's parent/guardian. The Absence Intervention Team may also include: 1. school psychologist, counselor or social worker. 2. representatives from a public or non-profit agency. 3. a case worker from Children Services if there is an open case or if the child is in foster care.

For students determined to be habitually truant:

1. Written notice will be provided to the parent/guardian
2. Student will be assigned to an absence intervention team
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court
4. Counseling may be provided
5. The student's parent or guardian may be asked to attend parental involvement programs or truancy prevention mediation programs
6. As applicable, the registrar of motor vehicles may be notified
7. Children Services may be notified as deemed necessary

For students determined to be excessively absent:

1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

Medical Status

Students who accumulate 65 hours of absences in a school year may be placed on medical status. At this point, only a doctor's excuse, hospital record, court excuse, death in the immediate family, or principal's approval may be accepted as an excused reason for the absence. In addition, documentation must be presented to the school within (24) twenty four hours of the student's return to school, all documentation outside of 24 hours is subject to denial. Parents of students with chronic medical conditions should contact the principal. **ONCE STUDENTS ARE ON MEDICAL STATUS, ANY DAY THEY MISS WITHOUT PROFESSIONAL DOCUMENTATION MAY RESULT IN LOSS OF CREDIT FOR ANY ASSIGNMENT MISSED, AND COULD LOSE OF ALL EXTRA-CURRICULAR ACTIVITY PRIVILEGES. THESE ACTIVITIES COULD INCLUDE ALL SPORTS, CLUBS, DANCES AND ANY OTHER SCHOOL FUNCTION OUTSIDE NORMAL BUSINESS HOURS. STUDENTS THAT FALL UNDER MEDICAL STATUS MAY NOT GET THE OPPORTUNITY TO MAKE UP MISSED WORK FOR CREDIT.**

Leaving the School Grounds

If at any time it becomes necessary for a student to leave the school grounds during the day he/she **must secure permission from the office.** An explanatory note or telephone call from the parent/guardian is necessary in advance to obtain a permit to leave the building. This is true even though a student has not been to his first period class. Leaving the grounds without permission from the office may result in Discipline.

Illness at School

Should you become ill during school, tell your teacher and report to the high school office. A bed is available in the health room. Parents may be contacted when it is deemed necessary. Students **must** report to the high school office before going to the sick room or leaving the building. If the student is sent home from school by the clinic staff for medical reasons, the absence for that school day will be counted as excused and will not count against the 72 hour rule, **BUT THOSE HOURS WILL COUNT TOWARDS EXCESSIVE ABSENCES.**

** Only medications prescribed by a physician may be administered by the principal or his/her designee (e.g. school nurse or other responsible person). A form must be completed by the prescribing physician and parent prior to administration of medication by school personnel. You may get a copy of the form from the school office. All medications must be in the container which it was dispensed by the prescribing physician or licensed pharmacist. **

Class Truancy

Failure to attend an assigned class/homeroom without permission is considered truancy and will result in disciplinary action. Such failure to attend class/homeroom/school-related activity will also result in an absence under the attendance policy and will be an unauthorized, unexcused absence. Truancy may result in loss of parking/driving privileges.

Activities and Attendance

Students participating in any extracurricular activities must attend school during the day to participate in any event. Students who are absent from school for more than one-half day on the day of a game, match or event will not be permitted to participate. This policy does not apply to activities which occur on a weekend or on a day when school is not in session.

Tardiness to School

Any student late to school must report to the attendance office. All minutes tardy will be logged against a student's unexcused hours allotment. Continual tardies will result in disciplinary action at the fourth infraction and mediation will be established at the seventh infraction.

Class Tardiness

Students are responsible for arriving promptly to every class. Students who are tardy will be admitted to class. Those with valid passes will be excused. Students who arrive tardy will be subject to disciplinary action in accordance with the school policy administered by the teacher. Continual or persistent tardiness will be brought to the attention of the appropriate administrator. Classroom tardies may result in loss of privileges.

College Visitation

It is the district's policy to permit juniors and seniors planning to go on to college to have leave from normal school classes in order to visit colleges they anticipate attending. Arrangements for such visitations must be made well in advance to ensure that permission is granted for an excused absence.

The following procedure must be completed prior to permission being granted:

- a. Seniors may be limited to three (3) college visitation days.
- b. Juniors may be limited to two (2) college visitation days.
- c. The student should complete a form, which can be obtained from the attendance office.
- d. All requests should be submitted a minimum of two (2) school days prior to the visitation.
- e. No requests will be honored two (2) school days prior to and/or after a school vacation or holiday.

Upon returning to school, a student must provide written verification of their visit from the college admissions office.

Student Dismissal

All requests to leave school before the close of school hours must be made in writing by a parent or guardian. All such requests should be given to the attendance office prior to the first period class. Prior to leaving the building or school property, students must sign out in the attendance office. Students returning during the day must also sign in when they return. Failure to comply will result in disciplinary action and loss of privileges.

Prearranged Absence

As it relates to removing a student from school while classes are in session, the following procedure shall be followed:

- a. Attendance office receives a note from parents at least two (2) days prior to first day of absence.
- b. Students obtain pre-arranged absence form.
- c. Students take form to their teachers to be completed.
- d. Students have parents sign form.
- e. Students return form to the attendance office with the dates of and the reason for the absence.
- f. Makeup work procedures apply to turning in assignments.

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal or his/her designee to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Request for Homework

Students may request homework assignments if they are ill or may be absent from school for excused reasons for a period of at least three days. Students/Parents making requests for homework assignments must allow at least twenty-four (24) hours for the collection of the assignments. When assignments are missed for excused reasons, arrangements for make-up work must be made immediately upon return to school. This is the student's responsibility to contact the teacher for make-up assignments. A general rule for students to follow is that they have as many days to make up homework as they missed class, not to exceed 5 school days under normal circumstances. ***However, for large projects, term papers, etc., where the due date had been established two (2) weeks in advance, students may not be given an extended period of time to complete work. Students absent on the date the project is due may turn project (paper) in on the day they return to school.*** Students absent for vacations must request homework in advance to receive credit.

GENERAL INFORMATION

CAFETERIA CONDUCT

The cafeteria is part of your educational program during your stay at Highland High School. Your cooperation will help make your cafeteria operate more efficiently and successfully.

1. Good behavior and moving ahead of others is unacceptable
2. Be polite and considerate of those who serve you.
3. Please keep your dining areas clean and neat by returning all dishes, silverware, and paper to the proper places after eating.
4. All eating must be confined to the dining area.
5. Students are not to sit on the floors in the hallways during lunch.
6. Students must report to the cafeteria during their lunch hour on time. They should not remain in classrooms, study halls or hallways.

CORRIDOR CONDUCT

Before school starts, between classes, and during class:

1. No sitting on the floors.
2. No loitering in or near restrooms.
3. No running in the halls.
4. When excused from class go directly to area excused to and return promptly. All students must have passes or agenda book signed by a staff member.
5. Do not leave classroom until the teacher has excused you and only after the bell.
6. No profanity.
7. Use of food and/or drink in the hallways is not permitted.

LOST AND FOUND

Students who find lost articles are asked to take them to the office to be claimed by their owner. Students who lose articles should check at the office immediately to claim them.

LOCKERS

Each student will be assigned a locker at the beginning of the school year. Students cannot change lockers without reassignment by the office. Lockers should be kept neat and clean with no adhesive stickers or writing on or in the lockers. Students will be responsible for cleaning lockers at the end of the school year. A fine ranging from \$1.00 to \$10.00 may be assessed for lockers that are not in their assigned condition. It is the responsibility of the student to make sure that his/her locker is locked at all times. Setting the locker open is not allowed.

TELEPHONE

The office telephone is available for all students to use in case of emergency or sickness with the secretary's permission.

P.A. ANNOUNCEMENTS

Announcements may be made first thing in the morning. Additional announcements may be made at the end of the day if necessary. Announcements must be signed by the coach or club advisor. Students are not permitted to give announcements.

FACULTY LOUNGES AND RESTROOMS

The faculty lounges and restrooms are off-limits to all students at all times.

VISITORS

Anyone invited by staff to visit the school must go to the high school office to sign in. A visitor's pass may be issued to guests who will be accompanied by that staff member throughout the duration of their stay. The principal may deny or grant the request of any visitor.

STUDENT TRANSPORTATION

A Transportation Rules and Guidelines pamphlet is distributed to each student during the first week of school. It must be signed by the parent and student, and returned to the bus driver as soon as possible. That pamphlet includes more specific information regarding student transportation and busing.

STUDENT DRIVING PRIVILEGES

Student use of private motor vehicles has always been a concern of school authorities due to the safety conditions involved. School bus transportation is provided to the high school. Therefore student driving or riding in private vehicles comes under the heading of a privilege. All vehicles must be registered and parked in assigned student areas. The school assumes no responsibility for vehicles.

The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others. The Board may permit the use of mini-bikes and motorcycles for travel to and from school. The Board may not be responsible for motor vehicles that are lost, stolen, or damaged. Students may not drive a vehicle to school that is not registered properly. A registration tag must be displayed in the front window of each car. Failure to do so could result in the denial of driving privileges.

Failure to register the vehicle may result in the following:

First violation – Detention (s), and/or In-School Studies

Second violation – Up to Detention (s), and/or In-school suspension(s) and/or driving privileges and a suspension.

No student shall park a vehicle on school property anywhere other than the designated student parking areas. Students must use only one parking space; do not park on grassed areas or block lanes.

No student shall drive in a reckless or unsafe manner, squeal tires, or exceed the 10 MPH speed limit while on school property.

A student is not to be in his or her vehicle after they arrive at school, nor are they to be in the student parking lot without permission of the principal or his/her designee. A student may not use his or her vehicle to involve or assist other students in violating school rules. Cars should be kept locked at all times. Being in the parking lot without permission is not permission. The punishment could be detention (s), and/or In-school Studies(s) Subsequent violations can also result in the loss of the driving privileges for the remainder of the school year.

A student shall not drive or park upon school grounds following suspension or revocation of their school-driving permit.

Violation of these student driving policies may result in the following: Detention (s), and/or In-School Studies), revocation of driving privileges, towing the car from the school campus, and if necessary suspension from school.

WORK PERMITS

A work permit is required by law for any working student ages 14-17 **REGARDLESS** of the time of year, who he/she works for, the hours, whatever the job, and whether or not it is a full time or part-time job. The employer **MUST** have the work permit in their possession **BEFORE** starting the minor to work. A new work permit is required for each new job and/or place of employment. Work permit applications may be obtained from the office. The form must be completely filled out and returned to the office. An official work permit may then be issued by the school.

BUILDING SAFETY

FIRE DRILLS

A fire drill may be held each month. Continuous ringing of the fire alarm is the signal for a drill or a fire. Students may walk to the proper exit in a minimum amount of time.

TORNADO ALERT

Staff members may be notified in case of a tornado "watch". In case of a tornado "alert" students are to be instructed to move into positions in classrooms, locker rooms, or restrooms. Students should sit with arms covering heads, away from windows and doors.

LOCK DOWN OR EVACUATION ALERT

Safety drills will be executed on a regular basis as a precaution. In the event of a drill, follow the directions given by administration.

SCHOOL RESOURCE OFFICER

Morrow County Sheriff's Office in partnership with the Highland Local Schools provides a police officer to serve as the School Resource Officer (SRO) at the high school, middle school, and elementary school. SROs are valuable resources for their schools. They are trained to fulfill three roles. First and foremost they are law enforcement officers whose primary purpose is to "keep the

peace" in their schools so that students can learn and teachers can teach. Officers are responsible to enforce state laws and city ordinances. The enforcement of laws and ordinances may run concurrent to school discipline, or may involve charges through the appropriate court system in addition to school sanctions. Secondly they are law-related counselors who provide guidance on law-related issues to students and act as a link to support services both inside and outside the school environment; and thirdly they are law-related education teachers who provide schools with an additional educational resource by sharing their expertise in the classroom. Third, beyond these identified roles and perhaps most importantly, SROs are positive role models for many students who are not exposed to such role models in today's society. Their presence in the schools sends a strong message that violence is not acceptable. If you have any questions for the Deputy or the program, please feel free to contact the Deputy at the school or the Morrow County Sheriff's Office.

SCHOOL ACTIVITIES

STUDENT CONDUCT AT SCHOOL ACTIVITIES

Participation in extracurricular activities is a privilege extended to members of the student body. No student has a vested **right** to participate in or attend after school activities. A student may be denied this privilege for violations of the Student Conduct Code. The Student Code of Conduct applies to all students involved in any school activity either as a participant or a spectator. Violations of the code during after school activities may result in both denial of participation in activities and suspension/expulsion from school attendance.

ACTIVITY ELIGIBILITY

Eligibility for club and class activities is determined by the constitution of each individual group. Specific eligibility requirements may be required by advisors. Regulations and disciplinary procedures for individual activity groups may exceed the rules stated above for activity groups in general.

All students **must** attend at least a half day in order to be eligible for participation in or attendance of any after school activity. If a student was too ill to attend school he or she **may not** attend after school activities.

****Determination of extenuating circumstances can be reviewed and decided upon by the administrative team.**

DENIAL OF PARTICIPATION

Denial of participation may extend from as little as one event to full year. The length and inclusiveness of the denial may be determined according to the severity of the offense, the student's prior disciplinary record, whether or not criminal activity was involved, and the interest of other student activity participants.

Denial of Participation procedures will be as follows:

1. Due Process: Nothing in these rules and regulations may be construed so as to deny the student due process of law.
2. The advisor/administrator may give written notice of violation and his/her intent to deny participation.
3. The advisor/administrator then conducts a hearing with the student to permit him/her to state their side of the story.
4. The student or parent has the right to appeal to the Principal. The parent may be notified of the impending denial by personal contact as soon as possible. Any appeal should be initiated by the parent within two working days.

DISRUPTION OF SCHOOL AND/OR TRANSPORTATION

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, or any conduct that would cause the disruption or obstruction of any lawful mission, process, or function of the school or buses. Neither shall he urge other students to engage in such conduct for the purpose of causing disruption or obstruction of any lawful mission, process or function of the school or buses.

The following list **is not intended** to be inclusive but illustrates the kind of offenses encompassed here: (1) occupying any school building, school grounds, or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building, or corridor or room therein; (3) unauthorized use of fire to damage any school building or property; (4) possessing, firing, displaying, or threatening use of firearms, explosives, including fireworks, or other weapons on the school premises; (5) prevention of or attempting to prevent by physical acts the convening or continued functioning of any school class or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) blocking pedestrian or vehicular traffic on a school campus; (8) making noise or acting in any manner so as to interfere with the teachers ability to conduct his or her class, or bus driver's ability to safely operate his or her bus.

UNAUTHORIZED BODILY CONTACT (LEVEL I, II, III) – The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any person while on school property or while attending an event under the jurisdiction of the school.

Level I- Pushing, shoving, in the grasp.

Level II- Students have physical altercation but end altercation on their own.

Level III- Physical altercation had to be ended by bystanders/school personnel or an act of assault is involved.

Recommended Consequences for Level I, II, & III Unauthorized Bodily Contact Infractions

Based on severity and frequency of this and other offenses. Up to 10 days OSS with Recommended Expulsion.

ADMINISTRATIVE PROCEDURES FOR THE ENFORCEMENT OF THE STUDENT CONDUCT CODE

POSSESSION OR USE OF TOBACCO

A student shall not engage in smoking or be in possession of any form of tobacco preparation within any school building, during any school activity or on school property including school buses. The consequences are as follows:

- 1st time possession or use may result in up to 10 days out of school suspension.
- 2nd and any additional times of possession or use may result in up to 10 days out of school suspension and recommendation for expulsion.

ALCOHOL AND DRUGS (CHEMICAL AGENTS), POSSESSION, USE, CONCEALMENT, DISTRIBUTION, OR SHOWING EVIDENCE OF USE

A student shall not possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or show evidence of the use of any alcohol, narcotic drug, hallucinogenic drug, amphetamine, anabolic steroids, barbiturate, marijuana, tranquilized alcoholic beverage, intoxicant, solvent, gas, or any mood altering chemical, drug of abuse, or any counterfeit controlled substance of any kind, or any type of paraphernalia used to process or ingest any of the above.

Violations may result in suspension and possible expulsion from school. Local police may be notified.

1. First offense – 10 day suspension, with a recommendation for expulsion
2. Second offense – 10 day suspension, with a recommendation for expulsion

DANGEROUS WEAPONS

The Board of Education may not tolerate the use, possession, sale, distribution, or knowledge of weapons or other devices designed to inflict bodily harm by anyone while on district property or at a school-related event, or while in route to or from school whether on a school bus, walking, or in a private vehicle. Violations may result in immediate suspension from school, with a recommendation for expulsion. Local police may be notified.

A firearm is defined as any weapon, including a starter gun, which may 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 silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

This prohibition shall also encompass such actions as false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent shall immediately report necessary information to the parent and to the local law enforcement agency.

THE STUDENT DISCIPLINE/CONDUCT CODE MAY BE AMENDED OR ADDED TO AT ANY TIME BY OFFICIAL CHANGES TO BOARD POLICY OR GUIDELINES.

SUSPENSION, REMOVAL, EXPULSION AND PERMANENT EXCLUSION OF STUDENTS

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion is the most severe sanction that can be imposed on a student in this district, and one that cannot be imposed without due process.

No student is to be removed, suspended, expelled, or excluded from an activity/program, or a school unless his/her behavior represents misconduct as specified in the Student Code of Conduct approved by the Board. The code shall also specify the procedures to be followed by school officials. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, the procedures set forth in Policy 2465 shall apply to students identified as disabled under the IDEA and/or Section 504 of the Rehabilitation Act of 1973.

For purposes of this policy and the Superintendent's administrative guidelines, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to district property or persons in the district or whose behavior presents an on-going threat of disrupting the educational process provided by the district.

B. "Suspension" shall be the temporary exclusion of a student by the school principal from the district's program for a period not to exceed ten (10) school days. If at the time of a suspension there are fewer days remaining in the school year than the number of days of the suspension, the superintendent may apply any or all of the remaining period to the following school year.

1. If the principal has approved the completion of work for credit, students may be given the opportunity to make-up work missed due to suspension. It's the responsibility of the parent and the student to get the work. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

2. A student wishing to make-up work should contact the principal to obtain assignments.

C. "Expulsion" shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days, or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the incident involves a firearm. If at the time of an expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

If a student brings a firearm on school property in a school vehicle, or to any school-sponsored activity, s/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances.

The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property in a school vehicle, or to any school-sponsored activity.

The specific circumstances under which a Superintendent may modify a one (1) year expulsion could include:

1. A recommendation from the group of persons knowledgeable of the students educational needs in accordance with Suspension/Expulsion of Disabled Students;
2. The student was unaware that he/she possessed a firearm or knife;
3. An elementary student did not understand that the item he/she possessed was considered a firearm or knife;
4. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

D. "Permanent Exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio.

If a student is expelled for more than twenty school (20) days or any period of time that extends into the next school year, the Superintendent shall provide the student and his/her parents with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

A student who has been expelled by another district temporarily may be denied admission to the district's schools during the period of expulsion even if that student would otherwise be entitled to attend school within the district. Prior to denying admission, however the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the expulsion and

any other factors the Superintendent determines to be relevant. The Board designates the Superintendent as its representative at all hearings regarding the appeal of a suspension. The Board may hear the appeal of an expulsion.

The Board authorizes the Superintendent to provide for options to suspension/expulsion of a student from school that shall include a program whereby a student performs service either in lieu of or as part of a suspension or an expulsion.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and ensure compliance with applicable statutes. Such guidelines shall also describe the conditions under which a student may participate in community service and define the types of services considered "service to the community."

PERMANENT EXCLUSION OF A STUDENT FOR DISCIPLINARY REASONS

As authorized by law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds and which are considered to be crimes when committed by an adult:

- A. possession or involvement with a deadly weapon
- B. trafficking in drugs
- C. murder, involuntary manslaughter, assault or aggravated assault
- D. rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school event, or when the victim is an employee of the District
- E. complicity, regardless of where the complicity occurs, of any of the above crimes

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, he/she shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents. If the Board fails to pass the resolution, it shall so notify the superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents. If the State Superintendent rejects the Board's request, the District Superintendent shall re-admit the student in accordance with statute and district guidelines. If the State Superintendent acts on the Board's request, his/her actions and those of the district shall be in accord with the procedures described in statute.

RE-ADMISSION

When, in the opinion of the Superintendent of the Highland Local School District, a permanently excluded student no longer represents either a danger to the health and safety of the other students or staff, the Superintendent may issue a recommendation to the Board of Education that the permanent exclusion of the student be revoked and the pupil be allowed to return to the public schools of the state. If the Board of Education accepts the recommendation of the superintendent, it may by a majority vote of its members, adopt a resolution requesting that the State Superintendent of Public Instruction revoke the permanent exclusion of the student. Upon adoption of this resolution the Board shall forward a copy of the resolution and any other relevant information to the State Superintendent of Public Instruction.

As provided in O.R.C. 3313.662 (2) (a) any student who has been permanently excluded from any school in the State of Ohio may request that the Superintendent of Schools in the District where the student desires to attend school, admit the student on a probationary basis for a period of time not to exceed ninety school days.

If a student requests consideration of probationary admission into the school district, the Superintendent may enter into discussion with the student and his parent, guardian, custodian, or their designee to develop a probationary admission plan designed to meet the educational needs of the child and the disciplinary requirements of the district.

If a satisfactory probationary plan is developed, then the Superintendent may recommend to the Board that the student be allowed to attend classes within the district according to the specification outlined in the plan. This plan may include a treatment program, a behavior modification plan, or any other program reasonably designed to meet the educational need of the child and the disciplinary requirements of the school the Board may act on this recommendation within 14 days of receipt.

If a student, in the view of the Superintendent, fails to comply with any term of the probationary admission plan, the Superintendent may immediately remove the student from the schools of the district. The Superintendent may then submit to the Board of Education a recommendation that the probationary admission plan for that student be revoked. The Board of Education must act on the Superintendent recommendation to revoke the probationary admission plan within 5 days of receipt.

A student who is in compliance with his probationary admission plan or his/her parent, guardian, or custodian, at any time before the expiration of the ninety-day probationary admission period, may request that the Superintendent of the school district extend the terms and conditions of the probationary admission plan for a period of time not to exceed 90 days or that the Superintendent recommend to the Board of Education that the student's permanent exclusion be revoked

DAMAGE

A student shall not cause or attempt to cause damage to school property. Students cannot steal or attempt to steal school property or private property. They cannot be in possession of stolen property on the school grounds or during a school function or while on a school bus.

A student shall not deface school property or private property in any manner. Examples include not are not limited to writing and placing stickers on lockers, walls, or restrooms; writing in textbooks or library books; scratching on painted surfaces and windows.

HARASSMENT

Civil Rights Compliance Officer: Mr. Freund 419-768-2206

ANTI-HAZING POLICY

It is the policy of the Highland Local Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school District shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act 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. Permission, consent or assumption of risk by an individual subjected to hazing **does not** lessen the prohibition contained in this policy. Hazing is also the act of verbally or physically harassing, threatening or intimidating another student or other person.

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

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

ANTI-HARASSMENT

It is a violation of law and of school rules for any student or staff member or any person associated with the school district while on District property or at any school-related event on or off District property.

SEXUAL HARASSMENT

- A. **Verbal:** Written or oral sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. **Nonverbal:** Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
- C. **Physical Contact:** Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.
- D. **Vulgar and Obscene Language, Gestures or Acts:** Students shall not use vulgar or obscene language or gestures towards any student or school personnel in such a manner that could be offensive or disruptive.

GENDER / ETHNIC / RELIGIOUS / DISABILITY / HEIGHT / WEIGHT HARASSMENT

- A. **Verbal:**
 - 1. Written or oral innuendo, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
 - 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. **Nonverbal:**
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- C. **Physical:**
Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

REPORTING HARASSMENT

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should promptly take the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact the Principal or Assistant Principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the Superintendent of Schools.

The student must submit a report in writing. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, and then prompt, appropriate remedial and/or disciplinary action may be taken to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Some forms of sexual harassment of a student by another student or staff member may be considered a form of child abuse that will require that a report be made to proper authorities.

SEARCH AND SEIZURE

A student's person, personal property (including electronic devices) or vehicle may be searched at any time the student is under the jurisdiction of the Board of Education and there is reasonable suspicion to believe that the student has on his/her person or the personal property or vehicle an item or items that constitutes or is evidence of a violation of law or school rules or may be a threat to the safety or security of the student, others, or property. Such items may be confiscated and/or turned over to law enforcement agencies. Random searches of lockers or the parking lot may include the assistance of dogs trained to detect the presence of drugs.

VIDEO SURVEILLANCE EQUIPMENT

Highland High School reserves the right to utilize video surveillance equipment in all common areas on school property, both inside and outside of the building, to help maintain a safe and secure environment for students and staff.

BUS RULES

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Please refer to the Security Recording section of this handbook for additional details. Students may receive discipline as a result of what is recorded.

The following bus regulations are considered recommended guidelines to correct behaviors that could create an unsafe environment.

Administrative responsibility prior to the first written conduct report: Building administrators will assure that each student receives a copy of the Student Handbook (with Bus Rules included) at the beginning of each school year or upon enrollment of a new student.

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school-related trips. In order to protect all students riding Highland School buses, safety precautions are a must!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the principal and/or transportation director. To that end, the following conduct rules are called to your attention:

1. To provide maximum safety, district procedure requires all students to arrive at the bus stop five (5)

- minutes before the bus is scheduled to arrive. If a student is not at the designated place of safety (at least 20 or more steps away from the bus stop), the bus is not required to wait (Ohio Law 3301.83.08 C4)
2. Students must wait quietly in a location clear of traffic and away from the bus stop. (Ohio Law 3301.83.08)
 3. Student behavior at bus stops must not threaten life, limb or property of any individual. (Ohio Law 3301.83.08)
 4. Each pupil shall be assigned a designated place of safety on the residence side of the roadway on which the vehicle is scheduled to stop: The driver must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed the area (Ohio Law 3301.83.08 B6).
 5. The driver must use an approved hand signal and eye contact with students outside the bus at any stop where students must cross the roadway in front of the bus. (Ohio Law 3301.83.08 C6)
 6. Students must go directly to an available or assigned seat. (Ohio Law 3301.83.08)
 7. Students must remain seated, keeping aisles and exits clear. (Ohio Law 3301.83.08)
 8. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully. (Ohio Law 3301.83.08)
 9. Students must be courteous and respectful to fellow students and to the bus driver.
 10. Students must not engage in loud talking or laughing, excessive horseplay, or fighting.
 11. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
 12. Students must not use profane or abusive language. (Ohio Law 3301.83.08)
 13. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons. (Ohio Law 3301.83.08)
 14. Students must not use tobacco or related products on the bus. (Ohio Law 3301.83.08)
 15. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student. (Ohio Law 3301.83.08)
 16. Students must not throw or pass objects on, from or into the bus. (Ohio Law 3301.83.08)
 17. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted. (Ohio Law 3301.83.08)
 18. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
 19. Students must not extend any part of their bodies out of the bus windows. (Ohio Law 3301.83.08)
 20. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk. (Ohio Law 3301.83.08)
 21. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise. (Ohio Law 3301.83.08)
- Driver's responsibility prior to the first written conduct report: Drivers will confer with the student and/or change the student's seating assignment. Drivers are also strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

Level I (Minor Infractions): Level I behaviors are those that disrupt the driver's concentration, or behavior that may cause harm to the student or others. Some other Level I infractions are:

- Loud talking (at any time) or talking at railroad crossings
- Moving around the bus/out of the seat
- Pushing/touching/disrupting others
- Repeated tardiness to the bus
- Disrespect to other students or the driver
- Harassment of other students
- Not following the reasonable request of the driver
- Use of profanity
- Possession of a match or lighter
- Eating or drinking (food or gum) on the bus
- Tampering with emergency equipment or doors
- Littering/throwing objects from the bus
- Any other infraction of the building's student behavior code

Level II (Major Infractions): Level II behaviors are those that are severe in nature or that directly or indirectly endanger the student or other students, the driver or the public. Some examples are:

- The threat of violence to the driver or other school employees
- The use of profanity directed to the bus driver
- Igniting a match or lighter
- Possession of an incendiary device (smoke bomb, fire cracker, cherry bomb, sparkler, etc.)
- Fighting/assault
- Possession of a weapon
- Vandalism or arson
- Theft
- Inappropriate physical contact
- Any action resulting in injury or threat of injury

Follow-up Communication – Following the disciplinary action taken with a student, it is the administrator's responsibility to inform the parent and the transportation supervisor of the disciplinary action taken. It is then the transportation supervisor's responsibility to inform the driver of that action.

Recommended Consequences for Level I & II Bus Rules Infractions:

High School Level I Level II

First Written Report:	Up to 5 days off bus
Second Written Report:	Up to 10 days off bus
Third Written Report:	Up to Expelled from the bus
Fourth Written Report:	Up to Expelled from the bus

***Parents may be held responsible for any damage done to a bus by their children.**

BUS PASSES

A request from a parent/guardian is required in order for a student to ride a different bus or get off at a different stop. **THE REQUEST MUST BE SUBMITTED IN WRITING AT THE BEGINNING OF THE SCHOOL DAY TO THE APPROPRIATE DESIGNATED PARTY.** The student will receive a prepared pass before the end of the school day. If a student does not have a Bus Pass, he/she cannot ride home on a different bus or get off at a different stop. Students will not be dropped off at other than board-approved bus stops. Bus passes will be approved contingent upon available seating, timeliness of request, and/or discretion of the building administrator.

DRIVING REGULATIONS

In the interest of student safety, provisions have been made to provide bus transportation for all students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations.

The Highland Local Schools assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property. Any student wishing to drive to school must abide by the following rules:

1. Students must observe a proper speed while on the school grounds.
2. Students must park only in the proper student parking lot.
3. Students may not park in faculty or visitor parking lots.
4. Students are not to drive on the grass.
5. School buses have the right-of-way at all times.
6. Students must be out of their cars and in school by 7:25 a.m.
7. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
8. Cars are to be parked within parking lines.

9. Students are not allowed to move their cars without permission from the office.
10. Students are to complete a *Pupil Driving Permit Registration and Agreement* form, available in the main office and on the district website. Upon completion and return of this form, a high school permit will be issued. A parking fee will be charged. The permit must be displayed from the front mirror of the car that is being driven to school. Failure to do so may result in school discipline.
11. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.
12. Students are not to loiter in their cars.

LOSS OF DRIVING PRIVILEGES

When the superintendent of the school district receives information that the student of compulsory school age has:

1. Been absent without legitimate excuse for more than ten consecutive days or a total of at least fifteen school days;
2. Withdrawn from school for a reason other than a change of residence and is not enrolled in and attending an approved program to obtain a diploma or its equivalent;
3. Been suspended or expelled from school and the reason for the suspension or expulsion is the use or possession of alcohol and/or drugs; or,
4. Been suspended or expelled from school pursuant to Ohio Revised Code 2923.122 (A), (B), (D) and (E) (1), knowingly conveying, or attempting to convey, a deadly weapon or dangerous ordnance, knowingly possessing a deadly weapon or dangerous ordnance on school premises, in a school or school building, at a school activity or on a school bus.

The superintendent may be required to notify the registrar of motor vehicles and the juvenile judge of the county.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18, or until the denial is terminated for another reason allowed by law.

The student will have an opportunity to present evidence that s/he has not been habitually absent without legitimate excuse.

HIGHLAND HIGH SCHOOL FEES

Fees may be input into PowerSchool by the end of September and may be accessible on the Parent Portal at that time. However, the amount owed can be determined based on the student's schedule. Timely payment is appreciated.

ANNUAL HIGH SCHOOL FEE	\$50.00
BUSINESS ACADEMY (<i>This is not a school fee, therefore it cannot be waived</i>)	\$20.00
STUDENT AGENDA REPLACEMENT	\$5.00

The school may supply all materials that are not personal. Students are responsible for book bags, notebooks, calculators, etc.

TEXTBOOKS

Textbooks are furnished by the Board of Education free of charge. However, it is the responsibility of each student to take the best possible care of the books issued to them. Each book may be issued to a student in a certain condition. There is no charge for normal use of the book. If a student damages a book beyond normal use, charges may be assessed at the following rate:

FEES FOR DAMAGED BOOKS

WRITING IN BOOKS	\$ 4.00
TORN PAGES	\$ 5.00
MALICIOUS WRITING	\$ 10.00
BROKEN BINDINGS	\$ 8.00

FEES FOR LOST TEXT BOOKS

NEW BOOK	\$ COST OF NEW BOOK
2 ND YEAR BOOK	\$ 35.00
3 RD YEAR BOOK	\$ 20.00
4 TH YEAR & OLDER	\$ 10.00