

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**

John Messmer	President
Bill Short	Vice President
Kathy Belcher	Board Member
Burgess Castle	Board Member
Eric Thacker	Board Member

##### **DISTRICT OFFICE STAFF**

419-768-2206

Nathan Huffman	Superintendent
Jason Fleming	Treasurer
Russ Balsinger	Maintenance Supervisor
Jenny Bachelder	Resource Officer
Amber Billings	Intervention Specialist-All Schools
Derek Bower	Cafeteria Supervisor
Kristy Daugherty	Intervention Specialist-All Schools
Susan DeLaney	Accounts Payable
Kristen Eblin	EMIS Coordinator

Gar Keen	Athletic Director
Dana Lehman	System Administrator
Jessica Litzenberg	Curriculum Director
Caitlyn Messmer	Nurse
Jessika Roberts	Assistant Treasurer
Chrissy Scaffidi	Transportation Director
Sara Wallace	School Psychologist
Paige Walters	Special Education Coordinator

**HIGHLAND HIGH SCHOOL STAFF**

419-768-3101

Chad Carpenter	Principal
Ty Stover	Assistant Principal
Travis Church	Career & Transition Coordinator
Jordan Kennedy-McPherson	Guidance Counselor
Katie Pauley	Guidance Counselor
Denise Stillwell	Administrative Assistant

Amy Arnett	Band Director
Kara Banbury	Digital Arts
Luke Beal	Social Studies
Shannon Belcher	English
Jennifer Benedict	Cook
Luke Burton	Technology/STEM
Angel Cahall	Computer/Business
Amanda Chapman	Cook
Amy Ciballi	Paraprofessional
Andrew Collins	Custodian
Satchel Denton	Intervention Specialist
Megan Dever	English
SCPO Louis D'Hondt	NJROTC
Heather Faulkner	Music
Kristina Ferenbaugh	Paraprofessional
Tom Haring	English
Cookie Hornsby	Custodian
Michelle Hudson	Mathematics
Jill Hunter	Head Cook
Matt Jones	P.E./Health
Jennifer Kempton	Paraprofessional
Donnie Kline	Social Studies
Major Paul Kunkle	NJROTC
Cait Maloy	Science
Elena Manning	Science

Mari Miller	Art
Melanie Nauman	Paraprofessional/Athletic Admin. Asst.
Kipp Nelson	Science
Syanne Palmer	Spanish
Spencer Partlow	Custodian
Scott Pauley	Science
Kay Penix	Spanish
Karen Perry	Permanent Substitute
Mike Reid II	Intervention Specialist
Sarah Reynolds	Ag Instructor
Julia Ritzler	English
Sandy Robertson	Paraprofessionat
Chris Rupe	Intervention Specialist
Kelly Simms	Paraprofessional
Bradley Smith	Mathematics
Craig Smith	P.E./Health
Joseph Smith	Ag Business
Abby Steele	Mathematics
Melissa Stover	Asst. to School Psychologist
Corey Strinka	Choir Director/Theater Arts Director
Jett Walls	Social Studies
Dave Ware	Science
Chip Wendt	Social Studies
Shawn Wilhelm	Mathematics
Chad Williams	Social Studies
Payton Woodruff	Intervention Specialist

## Bell Schedules

<u>REGULAR SCHEDULE</u>		
1st Period		7:30- 8:20
2nd Period		8:24 - 9:12
3rd Period		9:16 - 10:04
4th Period		10:08 - 10:56
<b>5th Period</b>		<b>11:00 - 11:30</b>
<b>6th Period</b>		<b>11:30- 12:00</b>
<b>7th Period</b>		<b>12:00- 12:30</b>
8th Period		12:34- 1:22
9th Period		1:26- 2:16

**TWO-HR DELAY SCHEDULE**

1st Period		9:30- 10:00
2nd Period		10:04- 10:32
3rd Period		10:36- 11:04
<b>5th Period</b>		11:08- 11:38
<b>6th Period</b>		<b>11:38- 12:08</b>
<b>7th Period</b>		<b>12:08- 12:38</b>
4th Period		<b>12:42- 1:10</b>
8th Period		1:14- 1:42
9th Period		1:46- 2:16

**HOMEBASE SCHEDULE**

1st Period		7:30- 8:15
2nd Period		8:19- 9:01
3rd Period		9:05- 9:47
4th Period		9:51- 10:33
<b>5th Period</b>		<b>10:37- 11:07</b>
<b>6th Period</b>		<b>11:07- 11:37</b>
<b>7th Period</b>		<b>11:37- 12:07</b>
<i>Homebase</i>		<i>12:11- 12:41</i>
8th Period		12:45- 1:27
9th Period		1:31- 2:16

**ASSEMBLY SCHEDULE**

1st Period		7:30- 8:12
2nd Period		8:16- 8:56
3rd Period		9:00-9:40
4th Period		9:44- 10:24
<b>5th Period</b>		<b>10:28- 10:58</b>
<b>6th Period</b>		<b>10:59- 11:29</b>
<b>7th Period</b>		<b>11:30- 12:00</b>
8th Period		12:02- 12:42

9th Period		12:46- 1:26
Assembly		1:30- 2:16
<b><u>EARLY RELEASE</u></b>		
1st Period		7:30- 7:55
2nd Period		7:58- 8:23
3rd Period		8:26- 8:51
4th Period		8:54- 9:19
8th Period		9:22- 9:47
9th Period		9:50- 10:15
<b>5th Period</b>		10:18- 10:48
<b>6th Period</b>		10:48- 11:18
<b>7th Period</b>		11:20- 11:50

<b><u>THREE HOUR DELAY</u></b>		
<b>TESTING</b>		7:30- 10:30
<b>5th Period</b>		10:34-11:04
<b>6th Period</b>		11:04-11:34
<b>7th Period</b>		11:36-12:06
1st Period		12:10-12:26
2nd Period		12:30-12:48
3rd Period		12:52-1:10
4th Period		1:14-1:32
8th Period		1:36-1:54
9th Period		1:58-2:16

#### **FOREWORD**

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of school year 2025-2026. If any of the policies or administrative guidelines referenced herein are revised during the 2025-2026 school year, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## **STUDENT RESPONSIBILITIES**

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the appropriate staff member.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

## **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 1<sup>st</sup> period class. At 7:26a.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.-8:24 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. Students' 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. Sexting/Inappropriate Texting/Pictures "creating, sending, receiving, or showing sexually oriented content, including images and words, via cell phone, email, social media, and/or other online communications.
32. **CELL / SMART PHONES / ELECTRONIC DEVICES:** Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.
33. Students are prohibited from cellphone use to take pictures and/or videos of students and/or school personnel or uploaded/posted on internet sites, unless authorized.
34. Students are also not permitted to have/use toothpicks on school property or school sponsored events.
35. Students are prohibited from occupying off-limit areas. Off-limit areas are defined as those areas, both inside and outside of the school building, which have been designated as such by school officials by definition or by time of day, including leaving the school building without permission during the school day.
36. Students are prohibited from the use of backpacks or other storage items that could conceal components that threaten safety during school hours.
37. General Misconduct- Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights and feelings of others.
38. Gross Misconduct- Repeated violations of the Code of Conduct.
39. 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.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities.

Associated technical schools are an extension of our school program; therefore, students who elect to attend one of our affiliated technical schools are subject to disciplinary action based upon the Student Code of Conduct of either Highland High School and/or the associated technical school. 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.

#### **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 an hour. At times, detention may 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. Cafeteria privileges for that day are lost.

### **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 of In-School Detention.  
4. Guidelines for ISS shall 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 students 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 credit. It is the responsibility of the students to get their make-up work from their teachers, preferably through email.
3. Parents will be notified of the student's rights to appeal.
4. Suspensions may cross semester lines, but may not be carried from one school year to the next.
5. All Out-of-School Suspensions may count as unexcused absences.
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.

## **COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube.
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
  2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
  3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
  4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or staff member if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the superintendent. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.

N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the technology department. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purposes.

#### **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 midriffs, 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 midriffs/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 is 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 12<sup>th</sup> grades:

<b>A</b>	90% - 100%
<b>B</b>	80% - 89.99%
<b>C</b>	70% - 79.99%
<b>D</b>	65% - 69.99%
<b>F</b>	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 two nine-week grades and the semester exam. Final Semester Grade will equal 80% of the last grading period of each semester and a 20% of the exam. It is possible for students to receive half credit for courses.

### **GRADUATION REQUIREMENTS**

The class of 2026 and beyond must complete **each** of the three requirements:

#### **1) Cover The Basics:**

English	4 units	
Mathematics	4 units	* <b><u>MUST HAVE ALGEBRA II</u></b>
Science	3 units	* <b><u>UNIT REQUIREMENTS MUST INCLUDE PHYSICAL SCIENCE AND BIOLOGY</u></b>

Social Studies	3.5 units	* <b>UNIT REQUIREMENTS <u>MUST</u> INCLUDE AMERICAN HISTORY, WORLD HISTORY AND GOV/ECONOMICS, AND FINANCIAL LITERACY</b>
Physical Ed.	.5 unit	* <b>2 SEMESTERS OF PE CLASS (1/4 PE CREDIT CAN BE WAIVED USING A PE FLEX WAIVER)</b> -No additional credit will be awarded beyond the .5 credit
Health	.5 unit	
Business Tech	1 unit	* <b>CAN BE EARNED WITH THE COMPLETION OF A CAREER TECHNICAL PROGRAM</b>
Fine Arts	1 unit	* <b>CAN BE EARNED WITH THE COMPLETION OF A CAREER TECHNICAL PROGRAM</b>
Other	3.5 units	
<b>TOTAL</b>	<b>21 units</b>	

## **2) Show Competency:**

Earn a passing score of at least a 684 on Ohio's High School End of Course exams in Algebra I and English II.

Students who do not earn passing scores on Algebra I and English II can do one of the three following options:

- A) Demonstrate Two Career-Focused Activities:
  - Proficient scores on WebXams
  - A 12-point industry credential
  - A pre-apprenticeship or acceptance into an approved apprenticeship program
  - Work-based learning
  - Earn the required score on WorkKeys
  - Earn the Ohio Means Jobs Readiness Seal

This option is most easily obtained through a Career Center. (Tri-Rivers, Knox or Delaware)
- B) Enlist in the Military.
  - Show evidence that you have signed a contract to enter a branch of the U.S. Armed Services upon graduation.
- C) Complete College Coursework.
  - Earn credit for one college-level math and one college-level English course through Ohio's free College Credit Plus program.

## **3) Show Readiness:**

Earn two of the following seals. At least one of the two must be Ohio-designed.

- Ohio Means Jobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)
- Fine and Performing Arts Seal (Local)
- Student Engagement Seal (Local)

## **DIPLOMA WITH HONORS**

The Diploma with Honors recognizes graduating seniors who have successfully completed academic requirements beyond the requirements for a graduation diploma. The Diploma with Honors requirements differ slightly, depending on whether a student is completing a college preparatory or career-technical curriculum.

According to the Ohio Department of Education, the student who completes **the college preparatory curriculum in high school must meet any six of the following seven criteria:**

- 1) Four units of mathematics that shall include algebra I, algebra II, geometry, and another higher level or complete a four-year sequence of courses that contains equivalent content

- 2) Four units of science that include an advanced science with lab experiences
- 3) Four units of social studies
- 4) Either three units of one foreign language or two units each of two foreign languages
- 5) Maintain an overall high school grade point average of at least 3.5 on a four-point scale. GPAs must be calculated on an unweighted 4.0 scale.
- 6) Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT).
- 7) **Earn 2 additional diploma seals, not including the Honors Diploma Seal**
- 8) Experiential Learning

\* One of the following three (#4,5, and 6) are able to be replaced by one student strength demonstration. (See curriculum guide for more details)

### **EARLY GRADUATION**

Highland High School is dedicated to the philosophy of a four-year high school program and does not encourage early graduation. With the requirements of 21 credits and four years of English and math, early graduation is difficult. A wide variety of educational opportunities are provided with the availability of three career centers, College Credit Plus, and Senior Capstone Options (**Seniors ONLY**). HHS does not encourage early graduation, however if you are still interested please seek the process through the high school administration team.

### **SCHEDULES:**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **COLLEGE CREDIT PLUS**

College Credit Plus (CCP) allows students to earn high school and college credit simultaneously. Any student wanting to participate in any of CCP programs **must attend our CCP informational meeting, along with a parent**. This is mandated by the state of Ohio for funding purposes. The CCP meeting with parents will take place in January/ February. Specific dates will be advertised. The qualified high school students will be expected and required to perform at the same level as the college's regular students. If the student successfully completes the courses, the college shall award full credit for the course and Highland will award high school credit. For those students enrolled in college courses for college and high school graduation credit, the college will be reimbursed for tuition, fees, materials, and textbooks in accordance with the computational procedures specified in Section 3365.07 of the Revised Code. Reimbursement to the state for any failed courses is required. The only cost the student will be responsible for is transportation. If, however, a student fails a CCP class or drops the course after 14 days and they are taking it as college credit, they will have to reimburse Highland the college's approved tuition per semester credit hour.

### **SCHEDULE CHANGES**

Changes will only be made for academic reasons. The following regulations will be followed:

1) Due to commitments for staff assignments and supplies, no schedule changes can be made except for the following:

- A. Mechanical error changes.
- B. Changes necessitated by failures.
- C. Class balancing (guidance and administrative).
- D. Subject-level changes (teacher recommendation).
- E. Addition of a class in lieu of study hall the same period.
- F. Administrative (teacher/guidance) recommendation.

**\*Schedules must be changed within the first five school days after the semester begins.**

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to

comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the guidance office.

### **ATHLETICS**

Highland High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

The following is a list of activities currently being offered. For further information, contact Mike DeLaney, the Athletic Director, at Highland High School.

#### **FALL:**

Boys & Girls Soccer  
Cheerleading  
Boys & Girls Cross Country  
Football  
Golf  
Volleyball

#### **WINTER:**

Bowling  
Boys & Girls Basketball  
Boys & Girls Wrestling  
Cheerleading

#### **SPRING:**

Boys Baseball  
Boys & Girls Track  
Girls Softball

### **ATHLETIC ELIGIBILITY**

Students must be passing 5 credits with the appropriate grade point average at the end of each grading period. Physical Education classes, study halls and Senior Capstone Academies do NOT count toward your 5 full credits needed.

### **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION**

Attention Athletes: By the OHSAA (Ohio High School Athletic Association) and the Highland Board of Education, an athlete must be passing 5 full credits each six weeks to be eligible. In order to participate in fall sports, eligibility is determined by the last grading period of the previous year, not the yearly final grade.

### **NCAA DIVISION 1 FRESHMAN ELIGIBILITY STANDARDS**

All Student-Athletes Must Register With the NCAA Initial-Eligibility Clearinghouse

Any athlete that is planning to play sports at the collegiate level must register with the NCAA for Divisions I, II and III.

High School Timeline

- Start planning now! Take the right courses and earn the best grades possible.
- Find your high school's list of NCAA-approved core courses at [eligibilitycenter.org/courselist](http://eligibilitycenter.org/courselist). Please put in code 364-755 as the CEEB/ACT Code for Highland. Click on Show All Approved Courses for a list of currently approved Highland High School courses through NCAA.

\*If you are taking CCP (College Credit Plus) courses, you will need to submit these courses separately to the NCAA by requesting your college transcript be sent to the NCAA. \*Note: The high school cannot list CCP courses on the high school approved course lists and the high school does not have control over which CCP courses the NCAA will approve.

- Any athlete planning on playing a sport in college should meet with our Athletic Director, Mike Delaney.
- Sign up for a free Profile Page at [eligibilitycenter.org](http://eligibilitycenter.org) for information on NCAA requirements.

NCAA Guide for the College Bound Student Athlete (you can find a link for this guide on our website) provides everything needed to ensure you are meeting the requirements for NCAA eligibility including a timeline to follow. You may set up an account with the NCAA as early as your sophomore year in high school to ensure you are as prepared as possible. **You must set up an account with the NCAA no later than the summer before your senior year in high school.**

### **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 counted 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 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 pre-approved 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 pre-approved.
- 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 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.

## **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact Amy Randolph, Special Education Coordinator.

## **PE FLEX CREDIT 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. Flex Credit 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 honesty 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.

## **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

## **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

## **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 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

**Tardies:** Students that reach thresholds of 3 tardies, 6 tardies, 9 tardies may receive detentions. Once a student receives 12 tardies, parents may be notified and they could be referred to the Morrow County Courts for Mediation. Any Tardies at 15 or over may result in ISS.

**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.

#### **Religious Expression Days**

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

#### **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.

#### **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.

#### **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.**

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

### **RELEASED TIME FOR RELIGIOUS INSTRUCTION**

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

### **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 the 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 the 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 the project (paper) in on the day they return to school.*** Students absent for vacations must request homework in advance to receive credit.

## **GENERAL INFORMATION**

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided electronically through Final Forms at the time of enrollment and at the beginning of each school year.

### **Injury and Illness**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with the counsel of their child's prescriber, decide whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Nonprescribed (Over-the-Counter) Medications**

No staff member will dispense non prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child

may self-administer non prescribed medication.

may keep non prescribed medication in his/her possession.

If a student is found using or possessing a non prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician, and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event.

( ) provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

#### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

#### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non casual contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the main office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or a health service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or health service.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

## **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Special Education Coordinator at 419-768-3101 to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 419-768-3101.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the main office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the district office to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpcos](http://www.ed.gov/offices/OM/fpcos)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS**

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their email address.

## **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 the area excused to and return promptly. All students must have passes through the SmartPass platform confirmed by a staff member.
5. Do not leave the 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.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within two weeks.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS**

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

## **LOST AND FOUND**

The lost and found area is located in the hallway of the band restrooms. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

## **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 display a registration tag, parking in unauthorized space, consuming more than one parking space, parking on the sidewalk, or parking in the fire lane could also result in a parking ticket with a \$5.00 fine or 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 suspension(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: Parking Ticket, Detention (s), and/or In-school suspension(s), revocation of driving privileges, towing the car from the school campus, and if necessary suspension from school.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments may be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

### **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 and must be completely filled out and returned to the office. An official work permit may then be issued by the school.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 2 school day of its receipt.

The School has digital announcements located on television screens throughout the building that may be used for posting notices after receiving permission from the Principal.

### **BUILDING SAFETY**

#### **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.

## **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in having a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a specific sound in the building. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **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.

## **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay through an all-call.

Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

## **SCHOOL ACTIVITIES**

## **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Highland High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes the following student groups that are sponsored by a staff member.

- Student Council (organize charity events throughout the school year)
- Yearbook
- Robotics
- National Honor Society
- Academic Challenge (Practice, take the team to competitions)
- Art Club (paint the building)
- Drama Club
- Math Club
- Youth In Government (take students to the State Conference/3 day event)
- Horticulture Club (school flower beds, plant flowers, use the greenhouse)
- Pep Band

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

### **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 en 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 next 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, threatens to bring 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.

If a student creates a plan of action to threaten those inside the school environment (staff or student) then 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 student's 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 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 needs 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 but 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. Huffman 419-768-2206

## **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Complaints will be investigated in accordance with the procedures described on pages 25-26 of this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **PROTECTION OF INDIVIDUAL BELIEFS**

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

## **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.

Lockers supplied by the school and used by the students are the property of the Board of Education. Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute.

Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

#### **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 schedule 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 students. (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 creature 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, firecracker, 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.

## **Video Recordings on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

## **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 an 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**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Highland High School charges specific fees for the following activities and materials used in the course of instruction:

ANNUAL HIGH SCHOOL FEE	\$50.00
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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.

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 may be 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 TEXTBOOKS**

NEW BOOK	\$ COST OF NEW BOOK
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#### **FEES FOR DAMAGED/LOST CHROMEBOOK**

CHROMEBOOK	\$ COST OF NEW CHROMEBOOK
DAMAGED CHROMEBOOK	\$ COST OF ESTIMATE TO FIX