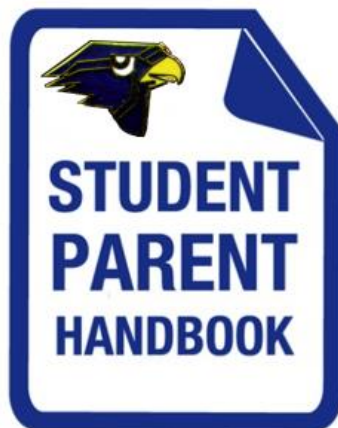


# ***Hillsdale High School***

***2021-2022***

## ***Student/Parent Handbook*** ***(Rules, Regulations, Guidance Services)***



***Davis Baker - Principal***  
***Scott Call - Guidance Counselor***

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***Main Office: (419) 368-6841***  
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## Hillsdale High School Handbook Table of Contents

Table of Content Page -----	2
Letter from the Principal -----	3
Bell Schedules -----	4
Alma Mater, Fight Song -----	5
Vision, Mission, Philosophy, Goals & School Colors -----	6
Hillsdale Local Schools, Student Code of Conduct, Zero Tolerance -----	7 – 11
Student Rights and Responsibilities -----	11-12
Cafeteria Standards -----	12-13
Classroom Standards, Driving and Parking -----	13-14
Hallway Standards, Hazing and Bullying -----	14-16
Lab Standards, Study Hall Standards -----	16-17
Dress Code, Discipline -----	17 - 19
- Detentions, Emergency Removal, Out of School Suspensions ---	18-19
- Appeals Process for a Suspension -----	19
Attendance -----	19 – 25
- Reporting Absences and Excused Absences -----	19
- Excused Absences -----	19-20
- Tardiness -----	20-21
- Pre-excused Absences, Make-up Procedure -----	21
Truancy, Absence Intervention Plan, Filing a Complaint – Juvenile Court ---	22 - 24
- Truancy Consequences, Denial of Credit/Retention -----	24
- Loss of Driver’s License -----	25
Bus Regulations -----	25-26
Student Activities, Co and Extra-Curricular and Athletics -----	26 -28
Clubs and Organizations -----	28
<b>General Information (alpha listing)</b>	
Age of Majority/Adult Student, Announcements -----	29
Ashland County – West Holmes Career Center -----	29
Assemblies, Awards, Book Bags and Cell Phones -----	30
Closed Campus, College Admissions, Financial Aid and Scholarships -----	31
College Visits, Conferences (Parent/Teacher), Concerns and Complaints ---	32
Confidentiality, Custody Notifications, Dance Regulations -----	33
Emergency Procedures, Drills, Emergency Med Authorizations -----	34
Excessive Display of Affection, Fees and Obligations, Field Trips -----	34
Grade Reporting, System, Incompletes, Averages, Class Rank -----	35-36
Graduation/Commencement, Early Graduation, Requirements, Honors ---	36–39
Guidance, Hall Passes -----	39
Homecoming, Insurance, Intervention Period, Law Enforcement -----	40
Library info, Lockers/Locks, Locker Rooms/Medication -----	40-41
National Honor Society -----	41-42
Photo Name Release, Progress Book, Prom Behaviors, Dress, Etc. -----	42-43
Scheduling Classes, Credit Flex and College Credit Plus, Office Hours -----	44
School Closings, School Without Failures, Searches, Signs/Posters -----	44-45
Skateboarding, Students in Danger of Not Graduating, Testing -----	45-46
Text Books, Threatening School Employees, Video, Visitors -----	46-47
Virtual Learning Withdrawal from School, Work Permits -----	47

# Hillsdale High School

## Building Character, Expecting Excellence

*2021-2022 School Year*

Dear Hillsdale High School Students and Parents:

Hillsdale High School has established a diverse and comprehensive offering of courses and many excellent co-curricular and extra-curricular opportunities. Our offering is designed to ensure that all students graduate from Hillsdale High School career and/or college ready. Attending high school requires students and families to work closely with professional educators to make important choices that will benefit each and every young person in preparation for the day he/she graduates from Hillsdale High School.

The Goal for Every Hillsdale Graduate is to achieve one of the following goals on or before graduation day:

1. Accepted and enrolled in the college/university of the student's choice.
2. Enlisted in a chosen branch of the United States Military.
3. Successfully completed a Career Center Program, meeting the **Industry Standards** or classroom instructional program requirements to be ready to be gainfully employed and/or enrolled in an apprenticeship program in a career of the student's choice.

The Parent-Student Handbook contains valuable and helpful information needed by every student to develop his/her path to a lifetime of success. You will find important information regarding policies, procedures, timelines and Ohio School law requirements necessary for making course selection and fulfilling all requirements for graduation with a high school diploma. Each year students and parents should review the handbook to note changes and to remain well informed. We encourage all students to take advantage of the many excellent educational opportunities as they plan to enter the career/profession of their choice.

Please discuss with your son/daughter what is in the best interest for them and invest as much time as necessary to work in partnership with school staff to ensure that today's choices result in a lifetime of "Building Character and Expecting Excellence"!

Davis Baker, Principal  
Hillsdale High School  
[dbaker@hillsdalelocalschools.org](mailto:dbaker@hillsdalelocalschools.org)  
419-368-6841

**High School Doors unlock at 7:15 am**

**Hillsdale High School Bell Schedule**

**A - Daily Schedule (51 minutes)**

(Warning Bell: 7:52)

Announcements: 7:55 - 7:59

1st: 8:00 - 8:51

2nd: 8:54 - 9:45

3rd: 9:48 - 10:39

4th: 10:42 - 11:33

5A: 11:36 - 12:24

5B: 12:24 - 1:12

6th: 1:15 - 2:06

7th: 2:09 - 3:00

**B - Two Hour Delay**

(Warning Bell: 9:52)

Announcements: 9:55 - 10:00

1st: 10:00 - 10:35

2nd: 10:38 - 11:13

3rd: 11:16 - 11:51

4th: 11:54 - 12:29

5A: 12:32 - 1:07

5B: 1:07 - 1:42

6th: 1:45 - 2:20

7th: 2:23 - 3:00

**C – Assembly Schedule**

(Warning Bell: 7:52)

Announcements: 7:55 - 8:00

Assembly: 8:00-8:55

1st: 9:00 - 9:45

2nd: 9:48 – 10:30

3rd: 10:33 - 11:15

4th: 11:18 - 12:00

5A: 12:03 - 12:45

5B: 12:45 - 1:27

6th: 1:30 - 2:12

7th: 2:15 - 3:00

**D - One Hour Early Dismissal**

(Warning Bell: 7:52)

Announcements: 7:55 - 8:00

1st: 8:00 - 8:43

2nd: 8:46 - 9:28

3rd: 9:31 - 10:13

4th: 10:16 - 10:58

5A: 11:01 - 11:46

5B: 11:46 - 12:29

6th: 12:32 - 1:15

7th: 1:18 - 2:00

**E - Pep Rally**

(Warning Bell: 7:52)

Announcements: 7:55 - 8:00

1st: 8:00 - 8:47

2nd: 8:50 - 9:37

3rd: 9:40 - 10:27

4th: 10:30 - 11:17

5A: 11:20 – 12:07

5B: 12:07 - 12:54

6th: 12:57 - 1:41

7th: 1:44 - 2:31

Pep Rally: 2:35 - 3:00

**F - Advisory Period**

(Warning Bell: 7:52)

Announcements: 7:55 - 8:00

1<sup>st</sup>: 8:00 – 8:47

2<sup>nd</sup>: 8:50 – 9:37

3<sup>rd</sup>: 9:40 – 10:27

4<sup>th</sup>: 10:30 – 11:17

5A: lunch: 11:20 – 11:50      class: 11:50 – 12:37

5B: lunch: 12:10 – 12:40      class: 11:20 – 12:07

Advisory Period: 12:43 – 1:20

6<sup>th</sup>: 1:23 – 2:10

7<sup>th</sup>: 2:13 – 3:00

## **Hillsdale High School Alma Mater**

Alma Mater, hear us  
Sing our praise to you.  
For ever faithful we will be  
To our proud Gold and Blue.

Memories we cherish  
Of the days we knew.  
We always will stand by you  
Loyal, firm, and true.

Years from now will find us  
In places far and wide,  
But ever nearer to our hearts  
Is our dear Hillsdale High.

## **Fight Song**

Fight, fight for Hillsdale High  
Fight for our colors bright and bold.  
Fight, fight for Hillsdale High  
We're going to win this game tonight,  
Rah! Rah! Rah!

Fight, fight for Hillsdale High  
For the Falcons are the best,  
For the Blue and the Gold and  
The honor they hold for Hillsdale High.

## **HILLSDALE MOTTO**

Building Character – Expecting Excellence!

## **VISION STATEMENT**

The Hillsdale Local Schools, in partnership with the community, will build character and expect excellence by providing a safe and challenging environment that prepares students to be successful in life.

## **MISSION STATEMENT**

Hillsdale's mission is to build character and expect excellence in our students by offering diverse opportunities in the areas of academics, fine arts, career and technical education, leadership, service to the community and extra-curricular activities. These opportunities must inspire and empower students to value learning as an ongoing process, to gain the knowledge and skills they need for continuing education and employment in a changing global society.

## **PHILOSOPHY AND GOALS**

The faculty and administration of Hillsdale High School believe their major purpose is to facilitate the development of each child's maximum potential. We believe the educational process seeks to impart to students the basic foundation of knowledge and attitudes needed to pursue scholastic, career, and leisure activities after high school and to become responsible members of their communities. Further, we recognize that learning is an active and cooperative process, which must involve both student and parents. With these things in mind, we shall strive to:

1. Provide a curriculum which prepares students with college or work readiness skills and offers a program of electives that develops individual aptitudes and interests.
2. Develop basic skills and knowledge in the areas of communications (oral and written), reading, mathematics, social and natural sciences, citizenship, arts and humanities, critical thinking, technology, and health.
3. Help students learn about themselves, our common culture, and the interdependent world in which we all live.
4. Encourage students to develop attitudes of helpfulness, responsibility, and respect toward themselves and others of all races and creeds; to understand and believe in democratic values; and to set goals.
5. Set and maintain quality standards of achievement, performance, and behavior for students and staff.

## **SCHOOL COLORS and MASCOT**

The Hillsdale High School mascot is the Falcon and the school colors are Columbia Blue, Navy Blue and Gold.

## **STUDENT CONDUCT CODE - RULES AND REGULATIONS**

The Ohio Revised Code 3313.661 specifies that the school has the right to expect reasonable behavior from students. Hillsdale Local School teachers and staff stand in loco parentis to students under their supervision and may exercise such powers of control, restraint, and correction over students as may be deemed reasonably necessary to perform their duties as a teacher or staff member, in order to accomplish the purpose of education, and ensure the safety of the student body. Each student is responsible for his/her individual behavior while at school, traveling to and from school, and at school-sponsored functions.

### **Student Code of Conduct**

The student code of conduct is published in conformity with ORC 3313.661 and specifies the school's expectations for student behavior. Students have a right to expect reasonable treatment from school employees and fellow classmates. The school, in turn, has a right to expect reasonable and safe conduct from the student body. Violation of any reasonable behavior expectation can result in disciplinary action, which will be determined by the building principal. These disciplinary actions span in severity from warnings and detentions to the most severe cases receiving a suspension.

The Board has "zero tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. For this reason the district has differentiated between incidence of 'Zero Tolerance' and less severe incidence. Hillsdale Local Schools practice progressive discipline. However, the severity of the offense may necessitate a deviation from the normal progression of consequences stated below.

### **ZERO TOLERANCE PROGRESSION OF CONSEQUENCES**

1<sup>st</sup> Offense 5 days of In-school Detention or 3 days of Out of School Suspension and a referral to SRO.

2<sup>nd</sup> Offense 7 days of In-school Detention or 5 days of Out of School Suspension and a referral to SRO.

3<sup>rd</sup> Offense 10 days of Out of School Suspension, recommend to Superintendent to expel, and a referral to SRO.

### **ZERO TOLERANCE OFFENSES:**

The following offenses are deemed zero tolerance and are subject to disciplinary action including suspension and/or expulsion.

**Rule 1. Dangerous weapons and instruments** - A student shall not possess, use, transmit, threaten to use, or conceal any dangerous weapon or instrument which might be considered capable of inflicting harm to another person. **The O.R.C. 3313.66 requires expulsion for one year for any student for possession of a gun, knife, or weapon to school or school-sponsored activities. Law enforcement will be contacted.**

**Rule 2. Narcotics and drugs** – It is prohibited by Ohio law for a student to possess,

use, sell, transmit, conceal or be under the influence of any drug, narcotic or mind or body-altering chemical substance which is not directly prescribed for that student by a person licensed to prescribe medicine while at any school-sponsored activity which is on or off school property. This prohibition includes synthetic and/or look alike substances. **An automatic ten day out of school suspension and recommendation for expulsion pertains to this violation. Law enforcement will be contacted.**

**Rule 3. Unauthorized touching** - A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to any other person or themselves while under the jurisdiction of the school. **Law enforcement will be contacted.**

**Rule 4. Tobacco, alcoholic beverages** - It is prohibited by Ohio law for a minor to possess, use, sell, transmit, conceal or be under the influence of any alcoholic beverage. Ohio law also prohibits the use, consumption, or possession of cigarettes, other tobacco products, or papers used to roll cigarettes.” It is also prohibited for a minor to assist, pay or share in the costs of such products. A student shall not possess, use, sell, transmit, or conceal any tobacco product or device or look alike product or device or use tobacco products on school property or at a school-sponsored activity or event on or off school property. The prohibition also includes devices that are tobacco substitutes such as but not limited to vapor pipes, e-cigarettes, etc. The full statute can be found in The Ohio Revised Code Section 2151.87.

**Rule 5. Theft** - A student shall not cause or attempt to take into possession the property of the school or any person’s private property which is on school property at any time while under the jurisdiction of the school.

**Rule 6. Damage to school or private property** - A student shall not cause or attempt to cause damage to school property or to private property on school grounds at any time or at a school activity on or off school property. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of a district official or employee will result in appropriate discipline.

**Rule 7. Bullying, Harassment and /or Hazing**

***Bullying*** is defined as any intentional written, verbal, non-verbal, electronic, graphic or physical act that a student, or group of students, exhibits toward another particular student more than once; and the pattern of behavior that is exhibited causes emotional, mental or physical harm to the particular student.

***Harassment*** is defined as intimidation by threats or by actual physical violence.

***Hazing*** is defined as student participation in any act or ritual that intends to injure, degrade, disgrace or coerce another student or any act of initiation which causes or risks 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. (O.R.C. 2307.44 & Policy IFCF) In all cases, a victim or fellow student is expected to notify an adult school official (teacher, counselor, support staff or principal) as soon as possible after the incident.

**Rule 8. Fire/Explosives** - A student shall not cause or attempt to cause the setting of fire or use or possess any incendiary device (such as fireworks).



**Rule 9. Gangs:**

Gangs are prohibited. (Refer to O.R.C. 3313.20; 3313.66 & Policy JFCEA.)

**OTHER OFFENSES:**

**Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to school counselor, parental contact or conference, automatic restitution, detention, in-school detention, Friday school, emergency removal, referral to law enforcement agencies, suspension or expulsion from school and after school activities for the following offenses:**

**Rule 10. Disruption** - A student shall not by use of violence, force, coercion, threat, fire, or otherwise cause disruption of the school on or off school grounds. Misconduct by a pupil that occurs off property owned or controlled by the district, but that is connected to activities or incidents that have occurred on property owned or controlled by the district will result in appropriate discipline.

**Rule 11. Complicity** – No student shall encourage others, or conspire with others, to violate the Hillsdale Middle School Code of Conduct or the Athletic Code of Conduct.

**Rule 12. Insubordination** - A student shall not fail to comply with directions of any authorized school personnel or school regulations while under the jurisdiction of the school.

**Rule 13. Disrespect, frightening, degrading, disgraceful acts or profanity** - A student shall not engage in any act which is seen as disrespectful, or frightens, degrades, disgraces, or is profane to any other person or themselves by written, verbal, pictorial, or gestural means while under the jurisdiction of the school.

**Rule 14. Truancy** - A student shall not be truant from school for part or all of a day. Truancy is declared when a student is absent from school, study hall, class, or any other properly assigned activity without school authorization.

**Rule 15. Tardiness** - A student shall not be tardy to school, class, study hall, or assigned activity.

**Rule 16. Repeated violations** - Refusing to comply with the direction of any authorized school personnel or school regulations while under the jurisdiction of the school.

**Rule 17. Violation of law** - A student shall not violate any ordinance of civil, state, or federal law while under the jurisdiction of the school (i.e. pulling false alarm, discharge of fire extinguisher, and/or threat of bomb).

**Rule 18. Falsification** - A student shall not falsely use, in writing, the name of another person, or falsify times, dates, addresses or other data on school forms or correspondence directed to the school or school personnel.

**Rule 19. False reports** - A student shall not falsely report incidents, or make accusations, or give false testimony to school personnel.

**Rule 20. Distribution of printed materials or sale of material goods** - A student shall

not display, distribute, or sell any type of printed or written material or any material goods on school property without the authorization of school personnel.

**Rule 21. School bus rules and regulations** - A student shall not violate any rule or regulation that is established for the use of bus transportation. (see Bus Regulations)

**Rule 22. Athletic training rules** - Students will be denied the right to participate in athletics if they use drugs, tobacco, and/or alcohol. Athletic training rules are distributed to all athletes at the beginning of the respective seasons and should be signed by parents. Additional training rules by individual coaches will be enforced by said coach.

**Rule 23. Trespass** - A student shall not enter upon school grounds or premises of a school building to which the student is not assigned during or after school hours, except with the express permission of the principal of that building or to attend or participate in a school-sponsored event where students from his/her regularly assigned school have been invited to attend or participate. A student under out-of-school suspension or expulsion shall not enter the grounds or premises of any school building or attend any school activity without the permission of the principal.

**Rule 24. Gambling** - A student shall not play any game for money or other consideration.

**Rule 25. Libel or Slander** - No student shall commit libel or slander. Libel is defamation expressed by print, writing, pictures or signs; slander is defamation by speaking.

**Rule 26. Use of Motor Vehicles** - A student shall not use or permit to be used a motor vehicle at or near a school activity on or off the school premises in such a way as to endanger the safety of any other person.

### **Rule 27. Electronic Devices**

Electronic devices of any kind such as cell phones, personal or school computers, video cameras, iPod, iPad, apple or iWatches and iPhones can both enhance and be a distraction in the classroom. Technological advances and instructional methods have changed education and we must change with it.

Use of cellphones and/or any electrical devise is limited to before school begins, when seated in the cafeteria during the student's lunch period, after school hours, when given permission to be used by an administrator, teacher or staff member and when a teacher announces/requires the use of any electronic devise in the classroom. Acceptable and proper use of all electronic devises will be reviewed with all students at the beginning of the school year and will be supported and enforced with administrative and staff professional consistency at all times. When not in use all electronic devises must be silenced or turned off and should be discretely placed in one's pocket or locked in the student's locker.

All students and parents must sign the Acceptable Use Policy (AUP) at the beginning of each school year found in Final Forms. In addition to the requirements of the AUP and misuse of electronic devises includes but are not limited to:

- Electronic devices are prohibited from being used in a restroom, locker room or any dressing area.
- Recording or taking pictures (voice, video or digital) of any teacher, staff member or student without advance teacher or administrative approval. In some situations parent written permission may be required or a parent may have indicated in writing that they do not approve of their child being recorded electronically in anyway. Careful consideration must be given and as a rule, when in question DO NOT RECORD.
- Any form of bullying, hazing, stalking, intimidating or activity that constitutes a threat or implied threat is not permitted.
- Sharing of pictures or videos that are violent, sexual, or inappropriate in a school setting, as determined by the administration, is not permitted.
- Compromising the academic integrity of any assignment, project, performance or assessment is not permitted.
- To provide information, statement or permission that is false, inaccurate or misleading is not permitted.

Violators of the Acceptable Use Policy or the Code of Conduct, 27, Electronic Device Policy, are subject to the Hillsdale Local Schools Discipline Policies and Procedures. A misused electrical device may be collected by a teacher or administrator and a parent or legal guardian may be required to pick it up in the office at the end of the day.

#### **PROCEDURES NOT COVERED IN THE HANDBOOK**

Questions not answered in the handbook will be the responsibility of the building principal to determine based upon the building's educational goals.

#### **DISCIPLINE/STUDENT RIGHTS AND RESPONSIBILITIES**

It is the responsibility of each student to respect the rights of all who are involved in the educational process; to demonstrate respect for self and others, for personal property, and the property of others; and to behave in a way that enhances personal learning and the learning of others. Each student is responsible for his/her individual behavior while at school, traveling to and from school, or at school-sponsored functions. The Ohio Revised Code 3313.661 specifies that the school has the right to expect reasonable behavior from the students. Teachers stand in loco parentis to students in their charge and may exercise such powers of control, restraint, and correction over them as may be reasonably necessary to perform their duties as a teacher and to accomplish the purpose of education. In order for each of us to have the best results for our efforts, certain standards and regulations must be enforced.

#### **Academic Dishonesty or Compromising Academic Integrity**

Academic dishonesty is a serious violation that is counter to the purpose and aims of Hillsdale High School. Instances of academic dishonesty include cheating and plagiarism. We must teach the kind of work habits or develop the kind of character that produces a good citizen. Any student that cheats or plagiarizes an assignment will be disciplined. The discipline could range from loss of credit for that assignment to loss of credit for the course.

1. Cheating is defined as copying the work of another; willfully supplying answers either written, verbal, or non-verbal on tests, quizzes, or projects; or using resources such as notes or copies of tests/quizzes without teacher approval.
2. Plagiarism is defined as an act of stealing and passing off another's work as one's own. Examples include, but are not limited to:
  - a. Verbatim use of a quote or quotes without using quotation marks or documenting the source.
  - b. Use of another's ideas without acknowledging the source.
  - c. Willfully allowing another student to copy his/her work, disks, files, etc.
  - d. Copying from or resubmitting a paper: 1.) prepared by another person and passing it off as one's own; 2.) for which credit has been previously earned.
  - e. Manipulating or interfering with any academic work of another student.
  - f. Submission of work copied from or ideas taken from computer services without crediting the source.
  - g. Illegally accessing a computer program or data.
  - h. Retrieving data and/or copying and submitting work as one's own.
3. Consequences of the documented cases of academic dishonesty will result in the following.
  - a. The student will receive no credit for the assignment.
  - b. The incident will be noted as a matter of record.
  - c. The incident will involve both parent/guardian and counselor. Parent/Guardian is to be notified in person or by phone.
  - d. The offender will be placed on Academic Honesty Probation through the appropriate disciplinarian as part of the discipline file.
    - 1.) Probation expires one year after the incident and will then be removed from the permanent record.
    - 2.) No academic distinction is granted while the student is on probation.
    - 3.) Probation will be discontinued at the end of the school year.
  - e. Each additional incident will be noted and will remain on the student's permanent record (probation will not be considered) and may result in suspension and/or loss of credit for the course. Notation in the student's cumulative folder may prohibit membership in National Honor Society.

### **Cafeteria Standards**

Students may purchase a lunch in the cafeteria or bring their own lunch from home. Students are to take packed lunches to the cafeteria refrigerator before school begins. Payment is made via Point of Sale using the student's ID number. Each lunch period is 30 minutes long. There will be a cap of \$20.00 for student lunch charges.

1. Students are not permitted to leave the school to go to lunch under any circumstances. Food is not to be delivered by a commercial vendor to the cafeteria unless approved by the principal.

2. Cutting in the food line is not permitted. Students shall be removed from the line and made to go to the end of the line.
3. Tables: Individuals using a table are collectively responsible for making sure that the table and the floor area is clean before leaving.  
Throwing of Food: a.) First Offense: Clean up thrown food and clean up cafeteria for one week; b.) Additional Offenses: Assignment to one (1) hour detention before school.
4. Loud yelling in the cafeteria will not be tolerated and may result in detention before school.
5. All food must be eaten in the cafeteria. Food or soft drinks are not to be consumed in the academic areas of the building during the school day (unless prior administrative permission is granted).
6. When finished eating, return trays and school utensils to the dishwasher window. Place trash in waste containers. Recycle all appropriate material by placing in designated containers.
7. Depositing of food service equipment in trash containers: Student shall make restitution for objects broken or destroyed and disciplinary action will be taken. If there is no damage to deposited equipment, the student will still be subject to disciplinary action.
8. Restrooms: Students are not permitted to congregate in restrooms.
9. Students are to remain in the cafeteria until the end of the lunch period. Some students may be assigned to the lunchtime study table to take advantage of additional study time. The academic wing and locker room areas are off limits. During nice weather, the supervising teacher may allow students to go outside in front of the main doors. Students are not permitted to be in the parking lot during the day. The gymnasium may be opened for student activities during inclement weather if supervision is available.
10. Students are to follow the directions of the supervising teacher(s) on duty.

### **Classroom Standards**

1. Be in class and seated on time.
2. Bring necessary materials to class.
3. Follow instructor's directions.
4. Get permission before speaking.
5. Be respectful, kind and courteous to others.
6. Do not use profane or inappropriate language.
7. Help keep your classroom clean.

### **Driving and Parking Regulations (Students)**

School bus transportation is provided by the Board of Education. However, for those students who find it necessary to use private vehicles to drive to school, the following rules and regulations are to be followed. In the interest of Student and Staff safety, all vehicles parked in the Hillsdale High School Parking Lot during the school day (7:00 AM until 3:00 PM) are required to display a Hillsdale High School Parking Permit. There is no cost for the permit; however there is a \$5.00 charge for all replacement permits. Hillsdale High School parking permits are to be hung on the vehicles rearview mirror. Vehicles not displaying a Hillsdale High School parking permit while parked on the Hillsdale High School campus during the school day may be towed at the owner's

expense. Students who drive more than one vehicle to school are to register each vehicle that they plan to drive. Students who acquire a different vehicle during the school year are required to notify the office and register the new vehicle. Student parking permits will roll over year to year throughout the student's tenure at Hillsdale High School.

Although parking areas are provided as a convenience, they, as well as any vehicle on them, are subject to school supervision, control, and search (in the case where school officials feel there is a reasonable cause for a search). The rules and regulations apply to all students who operate any type of vehicle on the way to or from school, school activities, or on school grounds. Since transportation is provided by the school, driving to school is a privilege extended to those exhibiting good judgment and responsibility in the operation of a vehicle. Violation of these rules may result in the loss of driving privileges and/or discipline measures as specified in the Conduct Code.

1. All student drivers must be properly licensed by the State of Ohio, state and local traffic laws must be obeyed, and students must have insurance.
2. Vehicles are to be driven under 10 mph on school property with extreme care.
3. Upon arriving to school, vehicles are to be parked, locked, and students should enter the building immediately.
4. Assigned Parking: a.) Staff will park in rows 1 and 2; b.) Students will park in rows 3 through 8; c.) Parking in other areas is prohibited.
5. Students are not permitted in their vehicles or in the parking lot during the school day without permission from the office.
6. Absenteeism and tardiness that are attributed to driving to school may result in loss of driving privileges. When you drive to school, you must accept the consequences for your inability to get to school on time. Mechanical breakdown and other similar incidents WILL NOT be acceptable reasons for excused tardiness.
7. The transporting of other students off school grounds when they do not have permission to leave is prohibited.
8. If a student becomes too ill to stay in school, the student may drive home only after the office has contacted his/her parents to secure permission. Otherwise, the student should be picked up by a parent or someone listed on the emergency medical form. We recommend that the student's vehicle not be left overnight on the school grounds. The school shall not be responsible for the safety of any vehicle left on school property.
9. At dismissal, students are to yield to buses.

### **Hallway Standards**

1. The halls are a traffic way for students during class changes. The following regulations should be kept in mind:
2. Keep to the right.
3. Do not loiter or form groups that block traffic.
4. Walk — please do not run, push, or shove other students.
5. Deposit all trash in classroom waste cans and paper/cardboard in blue recycling Baskets.

## **Hazing and Bullying**

(Harassment, Intimidation and Dating Violence)

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

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

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

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

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

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

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

The Superintendent/designee must provide the Board President with a semiannual written summary of all reported incidents and post the summary on the District's website, to the extent permitted by law.

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

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

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

### **Lab Standards**

1. Follow safety rules and instructions given by teacher.
2. Wear appropriate clothing and protective equipment as directed to protect eyes, face, hands, and body.
3. Use equipment properly.
4. Avoid horseplay or inappropriate language.
5. Follow classroom standards.
6. Complete safety contract (Science Department only).

### **Jurisdiction**

Jurisdiction covers student conduct while under school supervision and off-campus conduct which is reasonably expected to substantially interfere with school discipline or the educational process. The Ashland County-West Holmes/Wayne County/Pioneer Career Center and participation in College Credit Plus classes is an extension of our school program; therefore, students who elect to attend the career center or College Credit Plus classes are subject to disciplinary action based upon the Student Code of Conduct of either Hillsdale High School and/or the above named Career Centers. 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 misconduct or criminal acts outside of school may result in suspension or expulsion where criminal acts or student misconduct would pose a threat to the safety of students at the school or interfere with the educational process or the welfare of the students.

### **Study Hall Standards**

1. Students are to be in their assigned seats when the bell rings.
2. Students must bring study material with them (books, paper, pencil, etc.).
3. After attendance is taken, study hall monitors may issue passes to the school office, guidance office, media center, and restroom (across from the office).



4. Teacher passes must be presented to the monitor at the beginning of the period. (Students must obtain pass from a teacher before the study hall period.)
5. Permission to talk or work together must be obtained from the monitor.
6. Sleeping, listening to any type of portable media player, and playing cards are prohibited.

### **Supervision**

The rules and regulations shall be enforced: a.) on school property; b.) at school-sponsored activities on or off school property; c.) while under supervision of school personnel; d.) off school property if conduct is directed at school personnel; e.) off school grounds, but within sight of the school.

### **DRESS CODE POLICY**

**The school recognizes that the primary responsibility for a student's dress and appearance/grooming rests with the parents. The dress code policy is established according to the following guidelines:**

- To help students understand the need to respect standards of society.
- To ensure that clothing worn by students is free of safety hazards.
- To ensure that students wear clothing or accessories to school that does not present an inappropriate public display nor disrupt the educational process.

I. In general, dress and appearance/grooming should be appropriate for school. Facial hair is expected to be well groomed. Extra-curricular activities, coaches or advisors may have additional grooming expectations. It should be governed by safety, good sense, good taste, and not be disruptive to the scheduled daily school routine (O.R.C. 3313.20).

II. Items of dress/appearance that are **prohibited at school and at school activities:**

1. Exposed cleavage and/or plunging necklines
2. Tops that bare the midriff
3. Sleeveless shirts for males or females
4. Pajamas, lounge pants, gym shorts, spandex-like shorts/pants, yoga pants, sweatpants or leggings as pants.
5. Cut off, torn or ripped garments above the knee
6. Chains/spikes are to be worn in any manner
7. Undergarments are not to be visible at any time
8. Shorts and skirts must be mid-thigh length. All pants, shirts & shorts must be worn at one's natural waist.
9. Shoes must be worn at all times (no slippers) and must not present a safety hazard
10. Non-prescription sunglasses
11. Hats, caps and other head coverings (hoods, visors, and bandanas) may not be worn in the building. Hats are to be kept in lockers and not carried from class to class and apply to both female and male students.
12. Clothing or accessories that are provocative or infer/refer to sex, violence, profane or obscene language, gestures or pictures; in addition clothing may not promote/advertise alcohol, drugs, tobacco or any illegal or unhealthy activity, or have offensive illustrations and are not permitted at school or school activities

13. Coats are not to be worn during the school day
14. An instructor has the discretion to alter the stated dress code to meet his/her particular situation for any student participating in organized athletics, or co-curricular or extra-curricular activities, enrolled in a lab class, or selected for a cooperative program.
15. Any dress/appearance deemed inappropriate, distracting and/or disruptive to the educational process by the administration shall be prohibited.

I. Consequences:

Violation will result in parent contact and a change of clothing. Further violations of Dress Code Policy may result in detention(s), in school suspension, out of school suspension or emergency removal from school.

**NOTE:** Dress-up days for spirit weeks may be planned and granted approval by the principal.

### **Discipline: Explanation of Consequences**

**Detention** - Students may be assigned detention before school, during lunch, during school and after school for violations of school or individual classroom rules. Students must be given at least one day's notice so they may make arrangements for transportation. Students are expected to make their own transportation arrangements. Teachers or the principal may issue detention to students and should report all detentions to the principal for record keeping and informational reasons.

**Detention In-School** - In-school detention results in the loss of the privilege to participate in regular classes during the time of the probation but the student is counted in attendance as present and given credit for work. Students spend the school day in a designated room with supervision completing assigned work from teachers. There is no appeal for a detention in-school.

**Emergency Removal of Student** - If a student's presence "poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on the school premises," then:

1. The superintendent or principal may remove the student from curricular or extracurricular activities or from the **school premises**.
2. A teacher may remove the student from **curricular** or **extracurricular activities** under his/her supervision but not from the school premises altogether.
3. When a teacher makes an emergency removal of a student for more than one period, the reasons for the removal must be submitted to the principal in writing as soon as practicable thereafter.
4. If the superintendent or principal reinstates a student removed by a teacher prior to the hearing following removal, reasons must be given to the teacher in writing.
5. A hearing must be held as soon as possible after the initial removal is ordered. The person who ordered the removal must be present at the hearing.

**Suspension Out-of-School** - Suspension results in the loss of the privilege to participate in classes and extracurricular activities during the time of the suspension. Parents will be notified. Suspensions are out of school, and students are not permitted on school property during the time of their suspension. In all cases, a suspension is

subject to appeal with the maximum single suspension set at ten school days. A student who is suspended may not attend school or any activities and may not be on school property for the duration of the suspension or expulsion. A suspended student will receive an unexcused absence for each class. Students who are suspended out of school are permitted to make up missed work. The following procedures will apply to make-up work for suspended students:

- Assignments provided to students suspended must be completed by the student while suspended and emailed or turned in. Parents are responsible for making arrangements to pick up or communicating digitally to receive and complete all assignments.
- Students will be expected to take any tests missed while on suspension on the first day they return from a suspension. Tests may be arranged to be taken before school hours, during study hall or after school.
- Some assignments, such as labs, presentations, and so on, may not be able to be made up. Alternative assignments may be available under some circumstances.

### **Appeals Process for a Suspension**

1. An appeal must be submitted in writing to the superintendent with five (5) days of notification of the suspension.
2. Any suspension begins immediately upon written notification to the student and parents/guardians. It will remain in effect during the appeal process.
3. Written notification of the outcome of the appeal must be presented to the student and parents/guardians within twenty-four (24) hours after the hearing takes place.

## **ATTENDANCE**

### **Reporting Absences**

All absences (except pre-arranged absences) from school require a phone call from a parent, or legal guardian, to the office before 8:30 A.M. for each absence. We are required by law (O.R.C. 3313.205) to contact you to determine the reason for your child's absence from school. If we cannot reach a parent by phone, we will contact the residence by mail on the first day of the student's absence. A written excuse signed by a parent or guardian must be turned into the office upon return to school. Parents may also email an excuse to the building secretary.

Half-day absence will be charged against pupils if they arrive after 9:30 a.m. or leave before 1:30 p.m. If a student must arrive late or leave early, the student must provide a parental note or email explaining the nature of the situation, the day that it will occur, and the time the student will be missing. If someone other than the student's parents or legal guardian will be picking up the student, the student must receive a SIGNED and DATED note from the parent. The school will not release a child to an unauthorized individual.

### **Excused Absences**

Regular attendance at school is not only important to a child's academic success, but it is also the law. The compulsory attendance law (OAC 3301-69-02) and JED states that

parents are responsible for seeing that their children attend school regularly.

- Personal Illness
- Illness of the students family necessitating the presence of the child
- Death of a family member or relative (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence). Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved by the Superintendent(applies to students who are 14 years of age and older)
- Quarantine for contagious disease
- Acts of God
- Observance of religious holidays consistent with a student's truly held religious belief
- Traveling out of state to a Board of Education approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours)
- College visits
- United States Military ASVAB test, physical, appointment or swearing in
- Absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
- Absences due to a student being homeless
- Emergency or unplanned circumstances with Principal/Superintendent

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed. Students are requested to bring a parental note or email to school after each absence explaining the reason for the absence or tardiness.

Board policy discourages absences from school for vacations and other non-emergency trips (Board Policy JED). The responsibility for such absences resides with the parents, and they must not expect any work missed by their child to be retaught by teacher. If the school is notified in advance of such approved trip, reasonable efforts will be made to prepare a general list of assignments for the student to do while he/she is absent. Students should make every effort to work remotely and complete all school work in a timely manner.

### **TARDINESS:**

The development of good attendance habits includes being on time. It shows responsibility on the part of the student. Tardies are divided into two categories:

1. Tardies to School: A student is tardy if he/she is not in class by 7:55 a.m. up to 9:30 am. A student arriving to school after 7:55 a.m. must report to the office to obtain an admit slip to class. A written note should accompany the student. Students who are tardy because of doctor/dentist appointments or court appearances must bring proof of appointment with them when they return to school in order for the tardiness to be excused. Oversleeping and car trouble are not excused tardies. Excessive tardiness will be defined as four or more tardies. Tardy to school is cumulative throughout the school year. The

principal will issue and supervise detention after school for school tardies with the following consequences:

1st Offense	- 4th tardy:	Detention (2 hours)
2nd Offense	- 8th tardy:	Detention (2 hours)
3rd Offense	- 12th tardy:	Saturday School (4 hours)
4th Offense	- 16th tardy:	Two Days of Saturday School, or 8 hours of school assigned community service.
5th Offense	- 20th tardy:	Three days of Saturday School or 12 hours of school assigned community service.

2. **Tardy to Class:** Students who are in regular attendance and find that they will be tardy to a class should report directly to the class. Students should NOT report to the high school office or the guidance office. These offices DO NOT issue passes to students who are tardy to class. Students should be in their rooms before the bell rings. Students have three minutes to change classes. Each teacher will grant three tardy occurrences to his or her class per year without disciplinary consequences. A detention will be assigned on the fourth tardy and for every fourth tardy thereafter with the consequences the same as for tardy to school. Teachers or study hall monitors will email the principal with names of students whose tardies warrant a detention. The principal will schedule all detentions accordingly. If a student is detained by a teacher, that teacher should give the student a written pass to give to the teacher for admittance to the next class.
3. Students with unexcused tardiness are expected to make up work for class time missed.
4. Students do not qualify for perfect attendance if they have been tardy to school.

### **PRE-EXCUSED ABSENCES:**

1. Absences for reasons other than those listed above must have approval of the principal one week in advance of the day of absence in order to be considered as an excused absence. Application forms are available in the self-serve file. It is the student's responsibility to obtain assignments prior to the absence and turn in completed work upon return.
2. A student may be marked unexcused even though a parent has consented to the absence.

### **MAKE-UP WORK PROCEDURE:**

**Excused Absence** - Students have the right to make up daily assignments and tests missed during an excused absence. The number of days the student has to complete daily assignments and tests will be the same as the number of days of the excused absence. This does not include long-term projects due at the end of a grading period unless there are special circumstances. If the work is not completed, and the work is a requirement for credit in a course, then no credit will be given for the course. It is the student's responsibility to initiate all make-up work with the teacher.

**Unexcused Absences** – Students with unexcused absences are required to make up work missed.

**Pre-Excused** - The student is responsible for acquiring the assignment prior to an excused absence and is responsible for turning in the assignment upon returning to

school. If work is not completed, an "F" may be recorded for the incomplete assignment and figured into the total grade.

**Extended Illness** - Assignments may be obtained by calling the office if illness is prolonged (5 days or more). If the office is notified by 8:15 a.m., assignments will be ready by 3:00 p.m.; otherwise, they may not be available until 8:00 a.m. the next day. Incomplete grades resulting from an extended illness or special circumstances will be considered by the teacher and principal.

## **ATTENDANCE/TRUANCY POLICY** FILE: J EDA

### **TRUANCY**

The Board endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the Board determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the Board to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding "habitual truants," the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include all of the following actions if applicable:

1. Providing a truancy intervention plan meeting State law requirements for any student who is excessively absent from school;
2. Providing counseling for a habitual truant;
3. Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;

4. Requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
5. Notification to the registrar of motor vehicles or
6. Taking appropriate legal action.

The attendance officer provides notice to the parent of a student who is absent with or without for 38 or more hours in one school month or 65 or more hours in a school year within excuse or seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

### **ABSENCE INTERVENTION PLAN**

Beginning with the 2017-2018 school year, when a student's absences surpass the threshold for a habitual truant, the Principal or the Superintendent assigns the student to an *Absence Intervention Team* within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student's school or District, a representative from the student's school or District who knows the student and the student's parent or designee and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student's parent. If the student's parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children's services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum a statement the District will file a complaint in Juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parents to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

## **FILING A COMPLAINT WITH JUVENILE COURT**

Beginning with the 2017-2018 school year, the attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. The student's absences have surpassed the threshold for a habitual truant;
2. The District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and
3. The student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

LEGAL REFS; ORC 3313.663; 3313.668  
3321.03 through 3321.04; 3321.07 through 3321.09; 3321.19; 3321.191;  
3321.22; 3321.38

## **TRUANCY CONSEQUENCES:**

A student is truant from school when absent from school without parents' knowledge and/or permission or if the student has left the school without permission; unexcused absence.

*Consequence for skipping one or more class period:*

<b><u>1st Offense</u></b>	Detention, one hour
<b><u>2nd Offense</u></b>	Detentions, two hours

*Consequence for two or more periods truant:*

<b><u>1st Offense</u></b>	Detentions, one hour per missed class
<b><u>2nd Offense</u></b>	Detentions, two hours per missed class

All pre-excused, unexcused, and excused absences will be included in the total hours absent. Only pre-excused absences for co-curricular activities will not be counted.

## **DENIAL OF CREDIT/RETENTION:** (O.R.C. 3313.609)

A student may lose credit for any course in which he/she has unexcused absences totaling more than 10% of the days due (i.e. 58.5 hours days for a semester course and 117 hours for a full-year course).

The student may appeal the denial of credit to the attendance review committee established by the principal which will give consideration to granting credit based upon evidence of successful completion of course. The administration shall be the final arbitrator.



## **LOSS OF DRIVER'S LICENSE**

The school is required to notify the Registrar of Motor Vehicles and the Juvenile Court Judge when a student under 18 years of age:

1. Withdraws from school without being in compliance with State Law.
2. Has ten consecutive days or a total of fifteen days unexcused absences during any semester.
3. Is suspended or expelled for possession or use of drugs or alcohol.

As a result of this notification, the student's temporary instruction permit or operating license will be denied. Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify the student and his/her parents in writing of this action. (H.B. 204 and O.R.C. 3321.13 (B) (1))

## **BUS REGULATIONS**

Students should consider bus transportation a privilege, and thus any acts which threaten the safety and welfare of those riding or driving the bus and destruction on the bus shall result in suspension of bus riding privileges. Video cameras are also installed on buses to verify students' behavior.

### **BUS RULES AND REGULATIONS**

Prior to loading (on the road and at school):

1. Be on time-five (5) minutes before scheduled pickup at the designated school bus stop-keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter. Avoid crowding or pushing.
4. Get signal from driver before crossing the highway; look both ways; walk quickly.
5. Students should respect the danger zone (10 feet around the bus).

While on the bus:

1. Be seated immediately upon entering the bus and remain in that seat until you depart from the bus.
2. Do not save seats on the bus. Boys and girls may sit together if necessary.
3. Keep hands and head inside the bus at all times after entering and until leaving the bus.
4. Assist in keeping the bus clean and sanitary at all times. (NO eating, drinking or loitering)
5. Refrain from loud talking, laughing or unnecessary confusion. This diverts the driver's attention and may result in a serious accident.
6. Damage to seats, etc. must be paid for by the offender.
7. Bus riders should never tamper with the bus or any of its equipment.
8. NO FIGHTING-keep your hands to yourself and feet out of the aisles. Books, packages, coats and other objects must be kept out of aisles and on your lap.
9. Help look after the safety of small children.
10. Open windows ONLY with the permission of the driver and be courteous to close the window after it has been opened.
11. Do not throw anything out of the bus window.

12. Weapons, tobacco and alcohol are not permitted.
13. Bus riders are expected to be courteous to fellow pupils and the bus driver. (NO profane language)
14. BE ABSOLUTELY QUIET WHEN APPROACHING A RAILROAD CROSSING STOP.
15. No pets or animals are to be on the bus.
16. Abide by driver's instructions for emergency procedures/drills.  
After leaving the bus:
  1. After leaving the bus, if it is necessary to cross the road, this should be done at least 10 feet in front of the bus, only after the driver signals you to cross, stopping to look both ways for traffic in the center of the road and then proceeding to the designated spot of safety.
  2. DO NOT STOP AT THE MAILBOX OR PLAY ALONGSIDE THE EDGE OF THE ROAD.

## **STUDENT ACTIVITIES - Co-Curricular and Extra-Curricular**

### **Philosophy**

The staff and administration of Hillsdale High School recognize that a complete extra-curricular program based on student interest promotes the total development of students. While emphasis is given to intellectual growth, diversified opportunities must be provided for students who wish to participate in the extra-curricular program. All such programs must contribute to the goals of general education to justify their existence in the curriculum. Student participation in extra-curricular activities is seen as a privilege, not a right.

### **Goals**

1. To provide an opportunity for participation by all students.
2. To allow the participant to develop maximum potential.
3. To provide an opportunity to extend student interest beyond the classroom experience, within and outside the community.
4. To provide an opportunity to develop skills and attitudes that can be employed in daily life and in the wise use of leisure time.

### **Two Types of Activities: Co-Curricular and Extra-Curricular**

A co-curricular activity is a class that meets during the school day, is part of the school curriculum and has both in-school and after-school activities. Co-curricular activities include Band, Chorus, vocational clubs, and Yearbook. An extra-curricular activity is not part of the regular curriculum and doesn't meet during the school day on a regular basis. Extra-curricular activities include clubs and activities such as: Student Council, foreign language clubs, athletics, National Honor Society, class officer activities, cheerleading, Leo Club, etc.

### **ATHLETICS - OHSAA VARSITY, RESERVE AND FRESHMAN SPORTS**

Football, Volleyball, Boys' and Girls' Golf, Boys' and Girls' Soccer, Boys' and Girls' Basketball, Boys' and Girls' Cross Country, Boys and Girls Wrestling, Boys' and Girls' Track, Softball, Baseball, Swimming and Cheerleading.

**Philosophy:**

Athletics are an important part of the Hillsdale community. Through athletic competition, one has the opportunity to acquire an appreciation of a particular sport and the chance to develop and experience camaraderie, teamwork, discipline, sacrifice, and good physical health. Such qualities help make an individual better-rounded, happier, and more successful.

**Membership:**

Hillsdale High School is affiliated with the Wayne County Athletic League and the Ohio High School Athletic Association (OHSAA). Boys may participate in Baseball, Basketball, Cross Country, Football, Golf, \*Swimming, Track, and Wrestling. Girls may participate in Basketball, Cross Country, Golf, Soccer, Softball, \*Swimming, Track, and Volleyball. Team sports will be conducted with minimum number of participants as determined by the athletic department. Parental permission and a physician's physical must be received before a student may participate in any sport.

Once a student begins to play a sport, he/she may not quit that sport to compete in another sport during that particular season. The student will not be permitted to practice any other sport with the school team during the season that the sport he/she dropped is in session (Hillsdale Athletic Policy).

\*Five swimmers, total boys and girls.

**Eligibility:**

1. The administration shall conduct and maintain a written review of the scholastic records of all students involved in athletics in accordance with the OHSAA. A student must pass subjects that equal five units of credit. Eligibility is calculated at the end of each grading period. Semester tests and averages are not calculated in determining eligibility.
2. Athletes must be in attendance by 11:00 a.m. and remain for the day in order to participate in that day's contest/practice. Appointments (including p.m. appointments) must be pre-excused by the Principal/AD for warranted circumstances. (Hillsdale Athletic Policy).
3. The Board of Education does allow a student to participate in extra-curricular activities if he has received a failing grade from any class or course in the district's course of study for the previous grading period if they have met the OHSAA eligibility requirements.
4. Students in grades 9-12 must attain a minimum grade point average of 1.0 and pass five credits to participate in extra-curricular activities. (O.R.C. 3313.535B)
5. Athletes are subject to the Athletic Policy Rules and Regulations and the Coach's Team Rules (copy on file with athletic director).
6. Students who enroll in College Credit Plus (CCP) courses, online courses or any other type of educational experience that could be compiled toward credits needed to maintain Athletic Eligibility, hold the responsibility to insure that the equivalent of five units of credit are quarterly maintained.

Please note that CCP courses may be different from high school credits. Student athletes should consult with the guidance counselor and the athletic director anytime these type of courses are attempted and especially anytime that CCP class schedule changes.

Students are responsible for submitting grades for any CCP, on-line or any other type of educational experience, to the guidance office quarterly, matching the high school nine week grading period.

## **CLUBS/ORGANIZATIONS**

The Hillsdale Local Schools is committed to creating opportunities for students to experience a well-rounded education by offering a diverse selection co-curricular and extra-curricular involvements in a wide variety of clubs and organizations. In addition to the athletic programs shared in the Parent-Student Handbook, pending student interest, the current list includes:

- Academic Team
- Annual/Yearbook - Echo
- Cheerleading (fall and winter)
- Chess Club
- Environthon
- Falcon Singers
- Foreign Language Club
- Freshmen Class Organization
- Flags and Auxiliary (fall)
- Junior Class Organization
- Marching Band
- Mock Trial
- Musical (usually spring)
- National Honor Society
- Play (usually fall)
- Prom – junior class
- School Annual
- Senior Class Organization
- Sophomore Class Organization
- Speech and Debate Team
- Student Council
- Weight Training

Additional club opportunities may be considered/added pending student interest and supervision by a Board Approved Club Sponsor. School involvements may also include special events and activities involving non-club programs conducted during and outside of the traditional school day. A current list of non-clubs include Board Games Group, Book/Reading, ESport Team, FCA, FFA, Kindness Group, Leo, and more.

## **GENERAL INFORMATION**

### **AGE OF MAJORITY/ADULT STUDENT (EMANCIPATED)**

Students who have reached the age of 18 must follow the same procedures as all other students and must conform to all school rules, guidelines and expectations. This includes attendance (excuses for absences) and discipline procedures as well as parental permission and authorization forms. Records will be sent to the student's parents without written consent of the student unless the student establishes with the school that he/she is totally emancipated in accordance with the Ohio Revised Code. An eighteen-year-old student, upon verification of age, may sign a "Declaration of Adult Status" with the school. A student will be considered emancipated for school purposes when he/she shows proof of self-support such as: 1.) rent receipts, 2.) utility bills in his/her name, 3.) full-time employment. As long as a student is living under the care and support of parents, he/she will not be granted emancipation. If a student is emancipated, the school will notify the student's parents immediately and indicate to them that the school will now communicate only with the adult student concerning school matters. A form for "Declaration of Adult Status" is available in the office.

### **ANNOUNCEMENTS**

Announcements will be given at the beginning of the day. All announcements must be signed by a teacher or staff member. Guidance information and announcements concerning tests are posted on the guidance office bulletin board. Video announcements are shown periodically in the cafeteria. Announcements are posted on the web: [www.hillsdale.k12.oh.us](http://www.hillsdale.k12.oh.us)

### **ASHLAND COUNTY-WEST HOLMES CAREER CENTER**

Located on Route 60, south of Ashland, this extension of Hillsdale High School houses vocational programs. The purpose of the vocational school is to prepare students for useful employment in one of the following areas:

Animal & Veterinary Science	Auto Body Technology
Automotive Technology	Bioscience College – NOW
Career Based Intervention	Construction Technology
Cosmetology	Criminal Justice
Culinary Careers Management	Early Childhood Education
Engineering & Design Technology	Graphic Communications
Health Technology Cluster	Job Training Coordination (JTC)
Networking & Electronics Technology	Robotics & Advanced Manufacturing Tech.
Sports Science	Welding
Business College – Now (AU)	

Program requirements and admission to the Career Center vary based on student course work, individual education needs. Admission is subject to approval based on a comprehensive review by the administrations of both Hillsdale High School and the Ashland County-West Holmes Career Center. All applications are given careful consideration and decisions are made on a case by case basis.

## **ASSEMBLIES**

Assemblies will be held periodically to provide varied types of programs for students. Students should move quickly and quietly to their assigned places in the auditorium or gym. Students are expected to conduct themselves as mature people. Your behavior is a reflection upon you as an individual, your parents/family and our school. Students will not be dismissed from the assembly until officially excused by the principal or his/her designee.

## **AWARDS - HONOR ROLL**

### **First Honor Roll:**

1. A student must be enrolled as a full time student.
2. A student must have received all A's with no incomplete grades recorded.

### **Second Honor Roll:**

1. A student must be enrolled as a full time student.
2. A student must have received all A's and B's with no incomplete grades recorded.

Note: Quarterly honor roll status cannot be awarded to students who choose to enroll in "College Credit Plus", Independent Study, or any other educational resource outside of Hillsdale High School due to the difference in those schools course reporting periods.

## **AWARDS - SCHOLASTIC RECOGNITION RECEPTION/ACADEMIC LETTER "H"**

Students who maintain a 3.25 grade point average for the first three nine week grading periods are recognized annually at a Scholastic Recognition Reception. First year honorees receive an academic letter "H" and a year pin. Second and third year honorees receive year pins. Fourth year honorees receive a year pin and a trophy. Students who attend College Credit Plus or those who take other college level courses outside of Hillsdale High School will qualify for Scholastic Recognition upon earning a 3.25 average in those classes at the conclusion of their colleges' first semester.

## **AWARDS - UNDERCLASS ACADEMIC AWARDS**

Underclass students who have maintained a level of excellent academic and/or personal performance are honored at an end-of-year ceremony held during the regular school day. These awards are determined yearly by staff.

## **BOOK BAGS**

Students may use a book bag to bring books to and from home. Book bags, oversized purses, satchels, etc. (any object in which books are carried), are to be kept in lockers.

## **CELLPHONE/PHONE USE – REGULATIONS**

Please see the Code of Conduct, 27. Electronic Devices

Students must come to the office and have the secretary or principal make emergency calls or to call to go home ill. No personal cell phones are to be used for the purpose of contacting a parent/guardian during the school day. No student is permitted to use a classroom phone unless the teacher initiates the call. Students will not be called out of class to take a telephone call unless it is an emergency. (See Cell Phones and Other Electronic Devices.)

## **CLOSED CAMPUS**

Hillsdale High School is a closed campus. This means that once students have arrived on campus to begin the day, they are not permitted to leave campus without office approval. Students are not allowed to loiter in the parking lot or on school property.

## **COLLEGE - Competitive Admission**

### **Three Factors:**

1. Successful completion of the college preparatory curriculum while in high school. (The minimum requirements are: 4 units of English; 3-4 units of math; 3-4 units of science; 2-3 units of social studies; 2 units of the same foreign language; 1 unit of fine arts.
2. Performance in the high school curriculum as shown by class rank or grade point average.
3. Performance on the ACT or SAT.

### **Application Process:**

The Hillsdale High School Guidance Department will mail transcripts to a recipient (college, university, trade school, scholarship, military, agency, etc.) of the student's choice. A signed record release form from the student if he/she is 18 or over or the parent/guardian if the student is younger than 18 must accompany each request. There is no fee for this service.

A minimum of three days' notice should be given when a transcript is requested.

Students requesting teacher recommendations should provide teachers with a stamped addressed envelope to send when completed.

It is the student's responsibility to meet all deadlines and allow ample processing time.

It is also the student's responsibility to check grammar, spelling, and the overall appearance of his/her application.

## **COLLEGE FINANCIAL AID**

"Financial Aid" for a college education is the difference between the cost of college and the family's ability to pay. How much the family can pay is called the "family contribution" or FC. This amount is determined by the parents filing a FAFSA (Free Application for Federal Student Aid). When a college has received the FAFSA results, a "Financial Package" can be determined.

Financial packages consist of "gift" money (scholarships and grants) and "self-help" money (loans and work-study). Financial packages cannot exceed financial need. The only difference between packages is in the nature of the aid. There will be a financial aid seminar presented during the year. The FAFSA application is filed online.

## **COLLEGE SCHOLARSHIPS**

The best source of scholarship money is the college itself. Many other scholarships are available to supplement the college awards. Those scholarships brought to our attention (including all locally generated scholarships) are promoted through the guidance office as they become active. They are posted on the guidance office bulletin boards as they become available. Applications are available in the guidance office. Check deadlines.

## **COLLEGE VISITATION**

Students who are interested in visiting a college or university are encouraged to do so on Saturdays and vacation days. Seniors are permitted two one-day absences for visitation. Students are counted absent.

1. Student must contact the guidance counselor for a visitation appointment.
2. The counselor will assist the student in making visitation arrangements.
3. A pre-excused form must be presented to the counselor or school office at least **one week prior to visitation.**

Only after these procedures are followed will a student be given a **pre-excused absence** for that day. Students are responsible for all school work missed that day and must make arrangements with teachers prior to the visitation.

## **CONFERENCES – PARENT/TEACHERS**

**Formal Conferences** - There are two scheduled parent-teacher conferences weeks during the school year in October and again in March. The schedule of times will be announced to parents prior to the dates.

**Informal Conferences** - Informal conferences are urged whenever needed at the parent or teacher's request. These may be held before or after school or during a teacher's conference period. These must be prearranged with the individual teacher.

## **CONCERNS/COMPLAINTS GUIDELINES FOR STUDENTS AND PARENTS**

The following guidelines are established so that students and parents may bring their concerns to the attention of the most appropriate party and have some means by which their concerns may be expressed, considered, and addressed fairly and in a timely manner. We suggest that the following procedure be followed:

1. It is important for all students to learn to advocate for themselves. If a concern emanates from a school situation, students are asked to appropriately talk or email their teacher, guidance counselor or coach first to clarify and resolve an issue.
2. If the concern can benefit from additional conversation or if the issue is unresolved, the parent is encouraged to email, call, or request a phone conference, zoom meeting or in-person meeting with the teacher, guidance counselor or coach. It is always best if both the student and parent are present when meeting.
3. If the parties concerned believe that the discussion has not led to a satisfactory conclusion, they may proceed to include the building principal, (or athletic director when appropriate) in an attempt to reach a solution.
4. Concerns about administrative actions may be addressed directly to the building principal first and to the Superintendent of Schools respectively.



## **CONFIDENTIALITY OF STUDENT RECORDS/DIRECTORY INFORMATION**

1. Students and their parents (custodial and non-custodial) have the right to view and copy (at a reasonable cost) student records.
2. No records will be released without authorization from a parent, or in the case of an 18-year-old, the student him/herself.
3. Ohio law has made an exception with “directory information” (O.R.C. 3319.321): Directory information includes name, address, phone number, date and place of birth, dates of attendance, sports and activities participated in, height, and weight. Directory information concerning a student may be disclosed by the school unless the parent or student 18 years of age or older has requested in writing that all or part of such information is not to be released. Such requests shall be submitted within two weeks of the initial enrollment into the school district, during the two weeks prior to the first day of school of each school year, or within two weeks of a student becoming 18 years of age.
4. Directory information will not be released if recipient is engaged in a profit making activity.

## **CUSTODY NOTIFICATION: REPORTING COURT DECISION TO SCHOOL**

When a child custody order or decree, including a temporary order of child custody, is issued resulting from action of divorce or separation, alimony annulment, or dissolution of the marriage, the custodial parent of the child shall notify the school of those custodial arrangements. The custodial parent is to notify and provide the school administration with the court’s legal certified copy of the custodial order or decree that makes the custodial modifications. The custodial parent has been assigned the responsibility to report the court action to the school district.

## **DANCE REGULATIONS**

1. Approval of all social activities must be obtained from the principal’s office at least three weeks in advance and placed on the school calendar. Forms for social activities may be obtained in the office.
2. The organization sponsoring a dance is responsible for chaperones, security personnel, and the cleaning of the building after the dance.
3. Daily school rules apply to all school-sponsored activities at Hillsdale High School or other school buildings.
4. High school dances shall begin no later than 8 p.m. and end no later than 11pm.
5. Dances are open to Hillsdale High School students and their guests. Middle school students and individuals 21 years of age or older are not permitted to attend high school dances. If a guest is not a Hillsdale High School student, a special permit must be obtained from the adviser.
6. Once the dance begins and admission is paid, students/persons leaving the building will not be permitted to return.
7. Students must have paid all fees and obligations in order to attend the Homecoming Dance and the Prom.
8. Dance advisers, in consultation with the Principal, are to provide specific guidelines on dancing and behavior for attendance at dances. Violations of these guidelines will be cause for disciplinary action which may include being asked to leave the dance with no refund, detentions, in-school detention, or out-

of-school suspension.

### **EMERGENCY PROCEDURES: FIRE, TORNADO AND SAFETY DRILLS**

Periodic fire, tornado and safety drills are required by law. Evacuation procedures are posted in each classroom on the bulletin board or by the door. During the **fire drill**, exit the building rapidly. When outside, students must be at least 100 feet from the building and remain with their class (teacher will call roll). **Fire drills** are scheduled monthly.

For **tornado drills** student should report to a designated interior section of the building, be seated on the floor, facing the wall and remaining as low as possible covering the head with one's arms until the drill has been concluded. Tornado drills are scheduled for April, May and June.

**Safety drills** include Levels 1, 2 and 3 Lockdown procedures and ALICE procedures. In addition to a building map with Fire Drill and Tornado-Severe Weather Drills, posters with Levels 1, 2 and 3 Lockdown and ALICE procedures are posted in every classroom and office. Safety drills are scheduled three times a year.

### **EMERGENCY MEDICAL AUTHORIZATION FORM**

Parents are required by law (O.R.C. 3313.712) to have an Emergency Medical Authorization Form in Final Forms by October 1. Changes in contact persons or physicians should be reported immediately to the school office.

### **EXCESSIVE PUBLIC DISPLAY OF AFFECTION DURING SCHOOL**

Any excessive public display of affection between couples that attracts undue attention to them and causes embarrassment among students, staff, and guests shall be considered in poor taste, inappropriate, and is prohibited during the regular school day. This includes holding hands, close body contact, hugging, kissing, and like actions. Violators will be subject to disciplinary action, and parents will be notified.

### **FEES AND OBLIGATIONS**

Some of the courses offered at Hillsdale can be made more meaningful by using some supplies which cannot be reused. Consumable supplies are paid for through the assessment of student fees to purchase these materials. Parents who find these fees to be a serious economic hardship should contact the high school office. All fees should be paid by the end of the first grading period, or as promptly as is feasible. A list of fees is available in the high school office.

**Students must have paid all fees and obligations in order to attend the Homecoming Dance, Prom and Graduation Ceremony.**

Final transcripts and credits will also be held until all fees or obligations are paid (ORC 3313.642).

### **FIELD TRIP INFORMATION**

The purpose of a field trip is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in these trips is a privilege students earn by exhibiting responsible and cooperative behavior throughout the school year. All students must have a signed parental/guardian permission slip prior

to the departure of any field trip. Students may be denied the right to participate in these trips due to behavior problems and/or lack of academic efforts. Decisions regarding participation are made by the teachers and administrators.

**GRADE REPORTING - Interim/Deficiency Reports:**

Interim/deficiency reports appear online through electronic gradebook. If paper copy IS requested, please contact the school office. All grades, assignments, etc., are posted on Progress Book (see information regarding *Progress Book*).

**GRADING SYSTEM – GRADE SCALE**

Grades are assigned by each teacher on the basis of daily work, written lessons, participation, and tests. Achievement grades will be given in letters as follows:

<u>Percentage Scale</u>	<u>Letter Grade</u>	<u>Quality Points</u>
100 - 94	A	4.0
93 – 90	A-	3.7
87 – 89	B+	3.3
83 – 86	B	3.0
82 – 80	B-	2.7
77 – 79	C+	2.3
73 – 76	C	2.0
72 – 70	C-	1.7
67 – 69	D+	1.3
63 – 66	D	1.0
60 – 62	D-	0.7
00 - 59	F	0

**Incomplete Grade:**

A student will receive an incomplete grade for assignments not completed on time or not made up within the allotted time (one day for every day of excused absence). If the incomplete grade for a grading period is not made up within the allotted time (one week excused for special circumstances, i.e. final exam), the student receives zeroes on the assignment(s) missing and whatever grade is earned for the grading period with the zeroes averaged into their overall grade for that grading period. Incomplete grades resulting from an extended illness or special circumstances will be considered by the teacher and the principal.

**Semester Course Final Average:**

Both nine week grading periods of a semester course will carry the same 50% weight in averaging a final grade. In order to pass a semester course, students must earn a minimum of 1.4 quality points.

**Yearly Grade Final Average:**

The yearly grade is calculated by counting the four nine week grading periods as 25 percent each of the yearly grade. A student must pass one of the nine week periods in the second semester to receive credit for the course. A student must earn 2.8 quality

points for a year-long course. The final course grade will be determined by taking the average of the quality points earned by the student in each quarter.

**GRADE SYSTEM - GRADE POINT AVERAGE - How to Determine your GPA**

The following will serve as a guideline for figuring your GPA. You need to know the amount of credits for each course and apply the grades in the form of quality points (A=4, B=3, C=2, D=1, F=0). You multiply the credit of each course times the grade achieved in that course, add those together, and divide by the total credits.

Example:

<u>Course</u>	<u>Grade</u>	<u>Quality Points</u>	<u>x</u>	<u>Credit</u>	<u>= Value</u>
Algebra I	B	3		1	3
Health	A	4		.5	2
Wd. Hist.	C	2		1	2
Biology	B	3		1	3
Art	<u>B</u>	<u>3</u>		<u>.5</u>	<u>1.5</u>
Total				4.0	11.5

11.5 divided by 4 = 2.875 (This is the GPA.) While all B's with one A and one C may appear to be a 3.0, it is not, due to the number of credits. Only final grades are used to determine cumulative GPA.

**Class Rank:**

Class rank will be computed at the end of the sixth and eighth semesters

**GRADUATION/COMMENCEMENT EXERCISE – POLICY AND RULES**

Commencement exercises will be among the most significant and memorable occasions in your life and the lives of your parents. It is of the utmost importance that this meaningful event be one of seriousness and dignity. The principal and class adviser provide parents and their graduating seniors with an information letter listing commencement expectations in spring. (See Graduation Requirements and Diploma with Honors.)

Pre-Graduation Ceremony Preparations and Requirements:

1. Two class orators shall be selected from students in the graduating class having a 3.50 or higher cumulative grade point average as of the end of the first semester of their senior year. Those eligible students shall make a short speech before a group of selected community and/or faculty members. They will vote on each presentation on the basis of delivery, content, and originality. The two students who receive the highest number of votes will deliver the class orations at graduation.
2. The class officers of the graduating class shall meet with a representative of a fine paper company in the winter/spring of their junior year to select a design for an announcement. Orders will be taken so that delivery will occur by early spring.
3. Class members shall have an opportunity to make recommendations for class motto, flower, etc. Class officers and the senior class adviser will review recommendations and make selections for a ballot. The class members shall have an opportunity to vote for their choice. The final choices will be noted in the graduation program and in other

appropriate places.

4. Class members shall have the opportunity to make recommendations for a class gift. The class officers shall work with the class adviser and the principal to determine a list of possible gifts. Class members will vote on a class gift subject to administrative approval and the availability of funds in the class treasury.

5. The caps and gowns shall be navy blue for boys and light blue for girls. The principal and class adviser will contract with a supplier to make arrangements for the students to purchase caps and gowns. The tassel shall be a three-color (light blue, gold, and white) deluxe with a small band. The honor cords shall be as listed under Academic Honors. Graduating seniors who expect to participate in commencement exercises must observe the following school policies:

6. Before students are cleared to participate, all course requirements must be met, all exams must be completed, all financial obligations cleared, all disciplinary obligations must be removed, all books returned, and all lockers cleaned out. To receive a diploma, The State of Ohio and the Hillsdale Local Board of Education requires students to earn the required credits, demonstrate proficiency, OR the fulfillment of alternative graduation paths as described by the State Board of Education. Effective with the Class of 2023 students will be required to complete a minimum of two Graduation Readiness Seals (a minimum of one ODE Defined Seal must be included). There are 12 Graduation Seals, ten Ohio Department of Education defined Seals, and two locally defined seals. For the most up to date information on the Ohio Honors Seals, please see:

<http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements/Honors-Diplomas>

7. Participants must dress and act in keeping with the accepted standards of dignity and respect for classmates and their families. Male students will wear dress shirts (preferably white) with dark standard ties and dark slacks, dark socks, and dark shoes (no tennis shoes). Facial hair is expected to be well groomed. Female students will wear dresses or skirts, dress shoes (no tennis shoes), and no flowers or extreme jewelry. No other apparel or accessories can be worn with the cap and gown. Caps and gowns may not be decorated or altered in any way.

### **Academic Honors (Class of 2023 will include the 12 State and Local Readiness Seals)**

1. Diploma with Honors: Red Cord; criteria established by the Ohio Dept. of Education.
2. Honor Graduation: Gold Cord; 3.5 GPA.
3. National Honor Society: Light Blue Cord; 3.5 GPA, leadership, service, character.
4. Vocational Diploma with Honors: Green Cord; criteria established by the Ohio Department of Education

### **GRADUATION: EARLY COMPLETION**

A student wishing to apply for early completion of high school should make application through the guidance counselor by June 1 of his/her sophomore year (for three years) or by the spring of his/her junior year (for 3 1/2 years). A student desiring early completion is responsible for scheduling the required courses.

Students not completing graduation requirements at the end of the first semester of their senior year must attend as a full-time student the second semester (scheduled five

classes). All diplomas will be issued by graduation. These students may receive their diplomas at the commencement ceremony. Early graduates are expected to finish the semester and take examinations.

## **GRADUATION - REQUIREMENTS**

Payment of all dues, fees, fines, and other obligations is required.

### **Minimum Requirements for Graduation – varies from class to class**

1. A minimum of twenty-one credits total.
2. Course requirements:
  - a. English language arts-4 units
  - b. Health-½ unit
  - c. Mathematics-4 units<sup>1</sup>
  - d. Physical education-½ unit
  - e. Science-3 units<sup>2</sup>
  - f. Social studies-3 units<sup>3</sup>
  - g. Electives-6 units<sup>4</sup>
  - h. Other requirements<sup>5</sup> -Economics and financial literacy<sup>5</sup>, Fine arts<sup>5</sup>
    - 1 - Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
    - 2 - Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
    - 3 - Social studies units must include 1/2 unit of American history and 1/2 unit of American government.
    - 4 - Electives units must include one or any combination of foreign language, fine arts, career- technical education, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.
    - 5 - All students must receive instruction in economics and financial literacy during grades 9–12 and must complete at least two semesters of fine arts taken any time in grades 7–12. Students following a career-technical pathway are exempted from the fine arts requirement.
3. The Ohio Department of Education has developed graduation requirements that have a performance based component. Students will be required to take end-of-course examinations in specified subjects and obtain scores designated by the Ohio Department of Education on such tests in order to receive a high school diploma. Courses for which the Ohio Department of Education requires end-of-course examinations are: English I, English II, Algebra I, Geometry, Biology, American History and American Government\*\*. Students enrolled in an advanced placement or International Baccalaureate course or any other college credit plus or advanced standing program shall take the AP or IB examination or applicable examination under college credit plus or advanced standing in lieu of Physical Science, Biology, American History or American Government end-of-course examinations.

4. Meet one of the following three:
  - a. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education.
  - b. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11<sup>th</sup> grade students to take the exam free of charge.
  - c. Earn a State Board of Education-approved, industry-recognized credential or state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

### **GRADUATION - Diploma with Honors**

For information regarding Diploma with Honors, please check with the guidance counselor or go to the Ohio Department of Education website at [www.ode.state.oh.us](http://www.ode.state.oh.us).

### **GUIDANCE - HILLSDALE HIGH SCHOOL GUIDANCE SERVICES**

#### **The Purpose of Guidance**

The purpose of the guidance program is to help students make the most of their academic, career, and personal development. The objectives are:

1. To help a new student feel at home in our school with new teachers and friends.
2. To help the student learn as much as possible about his or her capabilities through a comprehensive testing program.
3. To assist students with schedules.
4. To provide career and college planning services; scholarship sources.
5. To provide individual conferences whenever a student, a teacher, a parent, or the counselor deems it necessary.
6. To coordinate post-secondary educational options.
7. To assist students with processing college applications.

Students who are interested in talking to the counselor should make an appointment if they cannot see the counselor during a study hall.

### **HALL PASSES**

Students must have a pass from a teacher/study hall monitor in order to leave a room during class time. Passes from class to the restroom excuse a student for four minutes. Teacher passes from study hall are issued only if the teacher is meeting with the student during that time or if the student is going to the media center to work on a class project for that specific teacher. No “long term” passes are permitted. Students who have passes to leave study hall and use the Media Center facilities should check in with the study hall monitor and bring the signed pass to the Media Center. Students then must check in at the Media Center circulation desk to use the facility. When a teacher retains a student in class, the teacher issues a pass for the student to be admitted into the following class or study hall. Students who come to the office during a class period without a pass will be sent back to the classroom to obtain one. If a student must be removed from a classroom, he/she is to be sent to the office and communication from the teacher should immediately follow, explaining the reason(s) why.

## **HOMECOMING PROCEDURES TASK AND GROUP RESPONSIBLE**

The Hillsdale High School Student Council is responsible for the selection of the Homecoming Court, Homecoming In-school Assembly, game night introductions and crowning of the King and Queen, and for the Homecoming Dance. The Cheerleaders are responsible Spirit Week Activities and the Pep Rally.

## **INSURANCE**

Student accident insurance is available to all pupils at a nominal charge and information can be found on the district website. The accident policy affords coverage during school hours and may be extended to extracurricular activities. Students who wish to participate in athletics must either purchase school insurance or provide proof of insurance before their first practice. The filing of claims is the responsibility of the student and parent. Claim forms are available on the district website.

## **INTERVENTION PERIOD**

Students are to use this time each day to work with their teachers to enhance their academic achievement, remediation, class meetings, and club activities. Short assemblies and conferencing may also occur during this scheduled time of 12:55 – 1:15.

## **LAW ENFORCEMENT**

The school district has custody of the students during the school day and during approved extracurricular activities. It is the responsibility of the school administration to determine when it is necessary to contact law enforcement officers when the behavior of persons jeopardizes the safety of students, school staff, or school property, or interferes with the operation of the school, or to conduct an investigation of alleged criminal behavior. A proper search warrant is required for any search of a student's personal property by the police. However, if the police have reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

## **LIBRARY RESOURCE CENTER LOST/REPLACEMENT PROCEDURES**

Materials are considered lost if they have not been returned by the end of the semester in which they were borrowed. At that time, the borrower is obligated to reimburse the school for replacement. The cost is the lesser of current replacement value or \$10/paperback, \$15/hard-bound, \$20/reference. All obligations must be settled by the end of each semester before official grades or transcripts will be released.

## **LOCKERS AND LOCKS**

All lockers and locks are property of the Hillsdale Local Schools Board of Education and are subject to search by school officials when a reasonable suspicion exists to conduct a locker search (O.R.C.3313.20). There exists no student expectation of privacy for an assigned school locker. All lockers will have a school issued combination padlock for students. Locker use guidelines and regulations:

1. All students will be provided with a school issued combination padlock for



student lockers.

2. Locker must be kept closed and locked at all times; do not share combination with other peers. Failure to keep locker locked may result in disciplinary action.
3. Locker must be kept cleaned and organized; do not keep food/liquids in the locker.
4. Keep unnecessary personal and/or expensive items at home.
5. To reduce the chance of being tardy, carry books for several classes. An \$8.00 fee will be assessed for lost and/or damaged locks.

### **LOCKER ROOMS**

Lockers are to be used by the physical education students during the day. No student shall be permitted in the locker room during the day unless scheduled for class or under the direct supervision of a faculty member. If you choose to use a lock on this athletic locker, you may purchase and use the school combination locks.

### **MEDICATION**

All medication prescribed or non-prescribed, including aspirin/Tylenol, will be kept in and dispensed from the main office. Proper forms must be completed by the doctor and parent according to state law (O.R.C. 3313.713) and board policy and must be on file in the school office. Medications are securely stored and kept in the original labeled container.

### **NATIONAL HONOR SOCIETY MEMBERSHIP SELECTION PROCEDURE**

During the second semester of each school year, the Hillsdale Chapter #8398 of the National Honor Society inducts new members from the student body. The selection procedure is determined under guidelines provided by the National Association of Secondary School Principals. Membership in the local chapter is an honor bestowed upon a student. Selection for membership is made by a faculty council and is based upon outstanding scholarship, leadership, service, and character. Once selected, members have the responsibility to continue to demonstrate these qualities. The faculty council consists of five faculty members appointed annually by the principal to evaluate and select new members.

To be eligible, a candidate must be a sophomore or junior who has been in attendance at Hillsdale for at least one semester with a grade point average of 3.50 or better. These students are further evaluated on the basis of their participation and performance in the classroom, in extracurricular activities, and through general activities in and out of school. A majority vote of the council is needed in order for a student to be inducted. An induction program and tapping ceremony is held each spring in the school auditorium. Parents and alumni members are invited to attend. If you have any questions concerning activities or qualifications, please call the adviser.

### **Scholarship:**

Demonstrates a commitment to learning. Spends hours in reading and studying, knowing the lasting benefits of a cultivated mind. Committed to learning beyond formal education both now and in the future. Continually seeks to acquire new knowledge. Understands that learning is about more than grade point averages.

**Leadership:**

Takes constructive lead in classroom and school activities. Promotes worthy and proper school activities. Successfully holds school offices or positions of responsibility. Contributes constructive ideas which improve the school. Definitely influences others for good. Shows initiative in his/her studies. Leadership is not based merely on the holding of offices but on the efficiency with which duties are performed.

**Service:**

Puts service to the good of others above self-interest. Performs committee or staff work. Shows courtesy to teachers, other students, and visitors. Represents the school in various types of competition. Renders service through the school to the community. Service is not based on classroom work, projects, or activities for which grades or pay is given.

**Character:**

Meets promptly individual pledges and responsibilities. Demonstrates highest standards of attitude toward honesty, reliability, and fairness. Cooperates in a willing spirit with school regulations. Upholds principles of morality and ethics. Character is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior.

**PHOTO AND NAME RELEASE POLICY**

Throughout the year, there are times when our students are photographed for news releases to local newspapers and social media, covering various activities and events within the school and extra-curricular events. Students' names often appear in local newspapers for academic and athletic performance as well. It is understandable that there may be a few parents who do not want their child's image or name included in released new stories. If this is the situation, please ask the office for a media abstention form. If you fail to fill out a media abstention form, it will be assumed that Hillsdale High School has your permission to include your child's name and/or photograph to help promote your child's school accomplishments.

**PROGRESS BOOK - Reporting/Grading System Progress Reports (Grade Cards):**

Students will receive computerized report cards each grading period within five days after the last day of the grading period. All grades, assignments, etc., are posted on Progress Book, an online gradebook for parent/student access.

**PROM BEHAVIOR, DRESS CODE AND DANCE GUIDELINES**

In an attempt to be fair and consistent, the following guidelines have been developed. They have been developed within the spirit of the Board of Education approved dress code with adaptation for a formal dance. The guidelines have been established to include behavior, dress, musical selection, and dance guidelines for the prom. Students bringing an outside guest are tasked with informing their date of appropriate behavior and ensuring their outfit adheres to the rules.

Behavior – The Board of Education Student approved Code of Conduct will be in effect at all times. Students who choose to bring an outside guest are responsible for

registering the guest when tickets are purchased or picked-up by the host student.

Boy's Formal Dress – Formal prom attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a turtleneck, a shirt or priest-collar shirt which may include a vest or cummerbund. Shirts are to be worn at all times. Dress shoes must be worn while in any public building.

Girl's Formal Dress – Traditionally formal dresses or gowns may be strapless or may feature spaghetti straps. Bare or open backs are acceptable: however, bare stomachs, midriffs, and sides are NOT permitted. This means no two-piece dresses. Dress shoes and/or dress sandals are required for admission. Under garments should not be visible. See-through apparel and gowns or dresses with slits that are above the mid-thigh area are not permitted. Garments that are extremely tight or extremely low-cut are also unacceptable.

Music – Music selection being played must be appropriate for high school prom. A diverse selection of music may be played including pop, country, oldies, rock, dance, and rap, Christian, swing, big band, polka or other appropriate genres that represent current culture. Any music that implies promiscuous sexual activity or contains explicit lyrics including, but not limited to, extreme violence and language that is foul or profane will not be permitted.

Dance - The manner of dancing will be appropriate for a school function. Sexually explicit dancing such as freaking, grinding, or any other type of dancing which could be construed as vulgar or provocative is prohibited. This includes: dancing styles that involve intimate touching of the breasts, buttocks, or genitals, or that simulate sexual activity. No dancing from back to front; all dancers must remain upright—no sexual squatting or sexual bending is allowed, i.e., no hands on knees and no hands on the dance floor with your buttocks facing or touching your dance partner.

Event Rules:

1. All school rules are in effect whether the event is on school property or not.
2. Once a student leaves the event, he/she is not allowed to return. No money will be refunded.
3. Law enforcement will be contacted if any student is in possession of alcohol or drugs or is found to have used these substances before attending the event.

### **RESPECT FOR EQUIPMENT AND FACILITIES**

Many people visit our school to view concerts, plays, athletic events, school and community programs, and other various activities. Visitors are continually impressed with the condition of our high school. Students and staff have a responsibility to maintain our building in a proper manner. Students who damage property accidentally are responsible for paying for the damage. Malicious damage will be considered a serious problem and will be dealt with severely. Grades, credits, and diploma will be held until restitution is complete.

### **SCHEDULING CLASSES – Class or Schedule Changes**

The master schedule process is complex and developed based upon student need and course requirements for graduation. Students register for classes in February and will receive their fall schedule in the spring before the end of the school year. Any changes in schedules must be made prior to the fall starting date by contacting the guidance counselor by email or appointment. Once the school year begins all schedule changes must be approved by the principal and may be approved based on a compelling reason.

### **SCHEDULING - Credit Flexibility and College Credit Plus**

Under Ohio Revised Code 3301-35.01 (c) of Minimum Standards, educational options have been made available to all students who successfully qualify and complete all requirements. For more information please contact your guidance counselor.

### **SCHOOL BUILDING AND OFFICE HOURS**

School safety dictates that the high school doors will be locked until 7:15 am. Students should arrive at the building between 7:15 am and 7:50 am. The first bell rings at 7:52 and students should report to their first period class by 7:55. At 7:55 the morning announcements are read on the public address system. The school day concludes at 3:00 p.m. each day. Students remaining in the building after 3:00 p.m. must be supervised by a staff member of Hillsdale High School.

### **SCHOOL CLOSINGS**

In the event of inclement weather, mechanical failure, or other school-related emergencies, school may be closed or the starting time delayed. School closings, late buses, delayed starting time, or early dismissal will be announced on area radio stations and through automated telephone messaging. If no report is heard, it can be assumed that school will be in session.

### **SCHOOL WITHOUT FAILURES**

The faculty and administration are committed to helping all students reach their highest level of academic success. At the end of each week a list of all students who have fallen behind one or more homework assignments, are missing a major assignment or need to retake a test in any class is compiled. On Monday morning students are informed in writing of an opportunity to complete their school work and parents receive automated call informing them. Students may be assigned Intervention Period (12:55 – 1:15), Lunchtime Study Table (during lunch period) and they are assigned Wednesday School (3:00 – until class work is complete). If a student makes up all listed work and his/her teachers sign-off indicating the work is done, the student does not have to attend Wednesday School. School Without Failures is a weekly grade check system that reminds students and parents of a chance to quickly catch on school work in a timely manner. Students who fail to complete school work on by Wednesday will be required to do so before participating in extra-curricular activities.

### **SEARCHES**

The right of inspection of students' lockers or articles carried upon their persons and interrogation of individual students is inherent in the authority granted school boards

and administrators. This right is exercised so as to assure parents that the school will employ every safeguard to protect the well-being of the students. Lockers and desks are the property of the school.

### **SIGNS AND POSTERS**

All signs and posters must be approved by the principal before they may be displayed. Items are only permitted on glazed tile walls or hallway bulletin boards. Students are responsible for removing the signs/posters when they are no longer needed and to remove all tape.

### **SKATEBOARDS/ROLLERBLADES**

The use of skateboards or rollerblades is not permitted on school property.

### **STUDENTS IN DANGER OF NOT GRADUATING**

Effective in 2019-20, Ohio School law requires that parents must be notified of any student in grades 9 – 12 who may be in danger of not qualifying to graduate. This notice must take place at least once per year. The notification requires that parents be informed of the reasons as well as possible remedies for success. For more information please contact the principal or guidance counselor.

**TESTING** – ACT, Pending sign-up/interest, Hillsdale High School is an ACT test site School on designated national ACT test dates. Dates are scheduled for September, October, December, February, April and June. Dates posted in the Guidance Office.

### **TESTING - Calendar by months**      **(Specific dates to be announced)**

July .....	EOC Tests Retakes (Optional)
October.....	PSAT (Juniors)
November .....	ASVAB (Juniors)
December/January.	EOC Tests Retakes
October.....	Financial Aid Seminar
October.....	College Credit Plus Informational Meeting
Feb .....	ACT, ODE requirement for all Juniors
April 1 .....	HHS College Credit Plus Sign-up Deadline
April.....	EOC End of Course Exams
May.....	Advanced Placement Testing

### **TESTING - PROGRAM STATE TESTS**

Students will be taking End of Year Tests in selected courses. Points earned on each test, as reported by the Ohio Department of Education, will qualify students toward a diploma, depending on the year of graduation.

### **TESTING - PSAT/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (voluntary):**

The PSAT (Preliminary Scholastic Aptitude Test) is a practice test for the SAT, which is one of the tests often required for college admission. During the junior year, the PSAT is used as a qualifying test for the National Merit Scholarship Program. The test assesses math and verbal skills/reasoning. The PSAT is a shorter version (math - 50

questions, 60 minutes; verbal - 60 questions, 60 minutes) of the SAT.

### **TESTING - ADVANCED PLACEMENT (AP):**

The Advanced Placement Tests, sponsored by the College Entrance Examination Board, are made available to students at Hillsdale High School who wish to be considered for advanced placement or advanced credit in a college or university. Each test is approximately three hours long and, depending upon the college or university, may provide college-level credit or advanced-level standing upon entry into the college or university.

Students desiring to take an advanced placement test (usually given in May) should first discuss the matter with the counselor as early in the year as possible. Payment of fees for the Advanced Placement Tests is paid by the student and is usually required at least one month prior to the test date. The test is administered by the high school AP program coordinator. Completion of the AP course (subject) usually increases the chances of passing the AP Test for the specific subject tested (score of three or higher).

### **TESTING – ACT, COLLEGE ENTRANCE TESTING**

The Hillsdale High School code number for the ACT and SAT is 362-740. Applications are filed online directly to ACT or SAT by the student. (Hillsdale High School is a testing site for ACT.) Students should arrange to take their tests in the spring of their junior year or the fall of their senior year.

### **TEXTBOOKS**

Textbooks are provided to students on loan for use in class. When a textbook is issued, the teacher records the condition of the book. Any damage or loss of book will be the responsibility of the student. Students will be charged for the cost of lost or damaged books. Workbooks and other supplemental materials which are required in class will be purchased by the student.

### **THREATENING ACTIONS TOWARD SCHOOL EMPLOYEES**

Students will not at any time engage in behavior that serves to degrade, slander, demean, intimidate, impersonate, threaten, bully or harass any student, administrator, or faculty or staff member of the Hillsdale Local Schools. Acts that are committed could be deemed a disruption of the education process and be disciplined through detentions, in-school detention or out of school suspension for a period of up to 10 school days. Any student violating this policy may also be referred to law enforcement.

### **VIDEO SURVEILLANCE**

This facility is equipped with a camera surveillance system. This system may be used to monitor student conduct and assist in disciplinary action. This system also provides added security to our faculty, staff and students.

### **VISITORS**

Hillsdale High School welcomes adult visitors but asks they do the following:

All visitors to Hillsdale High School MUST check in at the principal's office immediately upon entering the building. This includes alumni returning for a visit. Alumni visits are restricted to before and after school hours. Alumni may meet with former teachers

during their conference periods provided arrangements have been made ahead of time.

No visitor may enter a room while a class is in session.

Permission will not be granted to have a visitor come to school during lunch or to attend classes with a student.

Parents are welcome to visit Hillsdale High School at any time, but are requested to check in at the office in order that proper arrangements are made to insure a quality visit.

Prospective students who wish to visit Hillsdale High School must make prior arrangements through the guidance department.

### **VIRTUAL LEARNING ACADEMY (VLA) POLICY – ONLINE LEARNING OR INSTRUCTION**

Students enrolled in VLA courses continue to be bound by all rules, regulations, policies and expectations within this handbook and are subject to disciplinary consequences for any violation.

### **WITHDRAWAL FROM SCHOOL – STUDENT WITHDRAWAL**

When a student is withdrawing from HHS, parents must notify the office at least one week prior to the student's last day of school. Student transcripts and records will be released once all school obligations have been met. Students must obtain a withdrawal/transfer form from the office and have each teacher sign it, return all textbooks and library books, and pay all school fees, fines, and lunch charges. When financial obligations are met, teachers will then verify the child's current grades. Once the receiving school files a records request, all transcripts and documents will be mailed or faxed to the new school. If Hillsdale obligations are not met, records will be withheld, prohibiting the student's registration to their new school.

### **WORK PERMITS**

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms can be obtained in the self-serve file or online and verified by the superintendent's office.

### **HILLSDALE LOCAL SCHOOL DISTRICT COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY**

The provisions and expectation of the Hillsdale Local School Acceptable Use Policies are available in Final Forms. They must be agreed to and signed by every student, parent, staff, teacher, administrator or any users who wished to deploy any and all available forms or equipment, services, storage and/or products while on or away from school grounds or property.