

TABLE OF CONTENTS

<b>Introduction</b>	<b>2-3</b>
2017-2018 SCHOOL CALENDAR,	2
EARLY RELEASE SCHEDULE	3
FIGHT SONG, ALMA MATER,	3
<b>Academic Information</b>	<b>3-8</b>
COURSE SCHEDULING	3
GRADUATION REQUIREMENTS	3-4
CREDIT FLEXIBILITY	4
GRADING SCALE	4
GUIDANCE DEPARTMENT	4-5
HONORS DIPLOMA	5
HONOR ROLL	5-6
SENIOR EXAM EXEMPTIONS	6
INDEPENDENT STUDY	6
INCOMPLETES	6
LIBRARY	6
COLLEGE CREDIT PLUS	6-7
SCHOOL CLOSINGS	7
STUDENT MENTOR PROGRAM	8
STUDENT RECORDS AND PRIVACY	8
STUDY HALL RULES	8
TELEPHONE	8
<b>Policies</b>	<b>8-23</b>
ACCEPTABLE USE OF TECHNOLOGY (COMPUTERS/INTERNET)	8-10
ADMINISTRATION OF DRUGS AND MEDICINE	10
ATTENDENCE POLICY	10-14
BULLYING/HARRASSMENT/INTIMIDATION/HAZING	14-15
BUS REGULATIONS/SUSPENSIONS/ AND BUS RULES	15-17
CHEATING/ACADEMIC HONESTY/ACADEMIC INTEGRITY	17
CAFETERIA AND LUNCH	17
DRESS CODE	17-18
DRIVING/PARKING	18
DRUG/ALCOHOL/TOBACCO	19-23
ELECTRONIC DEVICES	23-24
FOOD AND DRINKS	24
SCHOOLS RIGHT TO SEARCH/SECURITY RECORDINGS/SEIZURE	24
<b>Code of Conduct / Suspension and Expulsion</b>	<b>24-32</b>
CODE OF CONDUCT	24-28
EXPLANATION OF CONSEQUENCES	28-32
ILLEGAL POSSESSION OF A WEAPON	32
<b>Additional Notes</b>	<b>32-35</b>
BELL SCHEDULES	32-33
EARLY RELEASE	33
EIGHTEEN YEAR OLD STUDENTS	33
EXTRA CURRICULAR ACTIVITIES	33-34
FIELD TRIP ATTENDANCE POLICY	34
FEES	34
FUNDRAISING	35

**HARDIN NORTHERN LOCAL SCHOOL DISTRICT**  
**2017-2018 SCHOOL CALENDAR**

August 14 – Teacher Professional Development Day  
August 15 – Teacher Work Day  
August 16 – First Day For Students  
August 16 – Kindergarten Testing Day  
August 17 – Kindergarten Testing Day  
August 18 – First Day for Kindergarten  
September 4 – No School – Labor Day  
September 5 – No School – County Fair Day  
October 13 – End of First Nine Weeks  
October 16- Begin Second Nine Weeks  
October 25- 2 Hour Delay (Professional Development)  
November 1 – Early Dismissal 1:30 Parent/Teacher Conferences K-12 (2:00 – 8:00)  
November 2 – Early Dismissal 1:30 Parent/Teacher Conferences K-6 (2:00 – 8:00)  
November 3- No School  
November 21 – Early Dismissal 1:30 – Thanksgiving Break  
November 22- 24 – No School – Holiday Break (Thanksgiving)  
December 13- 2 Hour Delay (Professional Development)  
December 21 – Early Dismissal 1:30 – Holiday Break/ End of 2<sup>nd</sup> Nine Weeks  
December 22 – January 2 – No School – Holiday Break (Christmas)  
January 3 – Students Return from Break/ Begin Third 9 Weeks  
January 15- No School-Martin Luther King Jr. Day  
January 16 - No School Teacher Professional Development Day  
February 14 – 2 Hour Delay (Professional Development)  
February 19 – No School – President’s Day  
February 20 - K-12 Early Dismissal 1:30 / 7-12 Parent/Teacher Conferences (2:00 – 8:00)  
March 9 – Last Day Third Nine Weeks  
March 12 – Begin Fourth Nine Weeks  
March 28- Early Dismissal 1:30 – Spring Break  
March 29-April 2 – No School – Spring Break – Holiday Break (Easter)  
April 3- Students Return from Break  
May 18 – Last Day for Students  
May 20- Commencement  
May 21 – Teacher Professional Development Day  
May 22 – Teacher Work Day

**2017-2018 Grading Periods**

August 16-October 13—41 days  
October 16-December 21—45 days  
January 3-March 9—45 days  
March 9-May 18—47 days

**Total Student Days—178**

Conference Days—2  
Professional Development Days—3  
Teacher Work Days—2  
Total Teacher Days—185

## Early Release Schedule (2:30 pm)

August 30

September 6, 13, 20, 27

October 4, 11, 18

November 1, 8, 15

December 6, 20

January 3, 10, 24, 31

February 7, 21, 28

March 7, 14, 21, 28

April 4, 11, 25

May 2, 9, 16

## Fight Song

Stand, Salute our Hardin Northern, we'll cheer you on to victory  
We May Win and we may lose, we're behind you, yes siree  
So Keep your courage and your spirit,  
Let black and white Stand out Tonight  
We're All Behind You Hardin Northern  
So Let's Fight! Fight! Fight!

## Alma Mater

Alma Mater to thee we raise our voice in songs of praise  
To Thee, Hardin Northern, we pledge our love and loyalty  
Our guide and counsel will direct our pathways  
Faithful sons and daughters we will ever strive to be

## Academic Information

### Course Scheduling

I. **Junior High Promotion Requirements:** For seventh grade students to be promoted to the eighth grade and eighth grade students to be promoted to the ninth grade, they must have passed [year average D=(65%) or better] the previous year three of the five core courses of English, mathematics, reading, science, and social studies. Approved summer school course work may be used to correct deficiencies.

II. **High School Graduation Requires Twenty-one Credits** The Hardin Northern Board of Education adopted the policy for graduation to be a requirement of 21 credits. Students need to keep this policy in mind as they finalize their course schedules. To be classified as a Sophomore, a student must earn 5 credits, a Junior 10 credits, and a Senior 15 credits.

Approved summer school course work may be used to correct deficiencies. More detailed information on required courses and graduation requirements is available in the course scheduling booklet, a copy of which each student receives during course scheduling each year

Students in the class of 2018 and beyond must accumulate 18 points on end of course tests, including at total of 4 points on English tests, 4 points on math tests, and 6 points on Science and Social studies tests.

**III. Way to Meet the Alternative Testing Requirements:** A student in the class of 2017 may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets **ALL** of the following criteria:

- Passes 4 of the five tests and has missed passing the 5<sup>th</sup> test by no more than 10 points;
- Has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have had an expulsion in high school;
- Has completed the high school curriculum requirement;
- Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.
- Students have taken advantage of all interventions offered, including summer intervention at Apollo

Students in the class of 2018 and beyond may meet alternative testing requirements by:

- Earning a “remediation free” score on nationally recognized college admission exam such as the ACT or SAT.
- Earn a state board of education-approved, industry recognized credential and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

### Credit Flexibility

Students in grades 9-12, and 7th- and 8th-graders accessing high school curriculum, may earn high school credits through any one of the following options:

1. Completing coursework
2. Testing out or showing mastery of course content
3. Pursuing an educational option and/or an individually approved option
4. Any combination of the above options

### Grading Scale

The following Board approved grading scale will be used in assigning grades:

- A - 100-92
- B - 91-83
- C - 82-74
- D - 73-65
- E - Student achieving at ability, but not passing, credit earned
- F - Below 65 failing

Grades will be indicated with letter grade and the exact percentage. Quarterly assessments will be calculated into the quarter grades, **weighted as 20 percent of each quarter percentage.** Semester grades will be determined in the following manner:

- 1st quarter (50%) + 2nd quarter (50%) = 1st semester grade
- 3rd quarter (50%) + 4th quarter (50%) = 2nd semester grade
- 1st semester grade + 2nd semester grade = final grade

### Guidance Department

The school counselor would like to take this opportunity to extend an invitation to every student to visit the guidance office at his/her convenience. One of the main aims of the counselor is to help you get successfully through this school. This means helping with your schedule and career plans. The counselor coordinates all testing (PSAT, SAT, ACT), college scholarships, and personal files. Another important purpose of the department is the counseling and guidance of students concerning problems of every nature; social, emotional, and academic. You are encouraged NOT to wait until the last moment (graduation) to make your plans for the future. You are welcome to visit the Guidance Office during your study hall with a permission slip from the counselor.

A. **Schedule Changes - Class Add or Drop:**

1. Students can make schedule changes two weeks after school is out. Specific dates and times will be published in the school newsletter and area papers.
2. Students will have two weeks at the end of school to drop or add classes.
3. No changes in schedules will be made by student or parent after June 6<sup>th</sup> unless extenuating circumstances exist
4. Student withdrawing or being withdrawn after the second week of a course shall receive a WD-F unless:
  - a. The counselor may recommend to the principal a withdrawal with no penalty after consulting with the student and parents and determining there are extenuating circumstances.
  - b. A teacher may request a student be withdrawn. An administrator will make the final decision after conferring with the teacher, student, counselor, and parents.
5. Students will be able to pick up their schedules and pay their fees in August. Senior students taking less than 6 credits need to complete proper paperwork with parental signature
6. All athletes are recommended to carry 6 full credits for OHSAA eligibility

**B. Student Withdrawal-Transfer:**

A student withdrawing from school must first report to his guidance counselor. The student will then take a withdrawal form to each of their teachers and turn in their textbooks and pay any fines. When the withdrawal form has been filled out by all of the respective teachers, librarian, and the school secretary, it is to be returned to the office.

**C. Change of Address or Telephone:**

Inform the guidance office and school office if you change your address or telephone number.

**D. Records Requests:**

Hardin Northern Designates the following information as “directory information” and the law requires this information to be released to any non-profit organization that requests it unless a parent (for students under 18) or a student over 18 provides the school with a written request prohibiting the school from releasing it. This request should be sent to the guidance office and should state the student’s name, parent’s name, that you request directory information not to be released, and signed by student and parent.

1. Student’s name
2. Student’s address
3. Telephone number
4. Student’s date and place of birth
5. Participation in officially recognized activities and sports
6. Student’s achievement awards or honors
7. Student’s weight and height, if a member of an athletic team
8. Date of graduation

Request for student records other than what are considered “directory information” (see above) must be made in writing and must include either the parent’s signature (if student is under 18) or student’s signature (if over 18)

**Honors Diploma**

The criteria for receiving an honors diploma is established by the Ohio Department of Education. Students earning an honors diploma are noted on the graduation program and receive a diploma with a Diploma with Honors Seal. To receive an honors diploma, students must meet the requirements for a regular diploma plus SEVEN of the following EIGHT requirements.

1. Earn four units of English.
2. Earn four units of mathematics from Algebra I, Algebra II, and Geometry.
3. Earn four units of science that includes physics and chemistry.
4. Earn four units in social studies.
5. Earn three units of one foreign language or two units of each of two foreign languages.

6. Earn one unit of fine arts (band, choir, or visual art at Hardin Northern) Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year. (FIRST 7 SEMESTERS)
7. Obtain a composite score of 27 (90th percentile) on the American College Test (ACT) (college admission test) or an equivalent Scholastic Aptitude Test (SAT) score of (1210).

### Honor Roll

The Hardin Northern High School recognizes academic success by using two separate honor rolls for student's grades 7-12.

1. The "first honor roll" recognizes all students who have achieved all A's for the grading period in all courses.
2. The "second or regular honor roll" recognizes all students who have attained grades of no lower than a B in any course.

### Senior Assessment Exemption

Seniors are exempt from taking 4<sup>th</sup> quarter assessments if the class is not needed to graduate and/or the student grade calculation is a passing grade before taking the assessment. Seniors may take their final assessment if they feel that taking the assessment will raise their grade, however their grade on the assessment will be calculated into their final grade, even if the final grade lowers as a result of taking the assessment.

### Independent Study

Students may take a course as an independent study with a teacher pending the teacher's agreement to allow the independent study.

### Incompletes

All incomplete must be taken care of within two weeks after any given grading period. Either the principal or counselor must approve any extensions given for incompletes after consultation with the classroom teacher. All incomplete not finished will be given the grade "F".

### Library

Hardin Northern's library is a facility maintained to help students find material needed for class assignments and to provide books for recreational reading. However, specific guidelines must be followed.

1. Students using the library should have a pass.
2. Study hall teachers ARE NOT to excuse or send students to the library without a pass.
3. Students in the library will remain seated and will not stand in the doorway waiting for the bell to ring.
4. Other more specific rules will be made by the librarian.

### College Credit Plus (CCP)

General Description

**Description:** This program provides **academically high achieving** 11<sup>th</sup> and 12<sup>th</sup> grade students the opportunity to take classes at eligible community colleges, technical institutions, state university, and many private colleges and universities including: Findlay, Urbana, Ohio Northern, Bluffton, OSU Lima, Northwestern (Ohio), Owens, and Rhodes State.

**Purpose:** Promote rigorous academic pursuits and provide a wider variety of curriculum options.

#### **Options for taking class:**

Option A, the student earns only college credit and the college costs are covered by the student. Option B, the student earns both college credit and high school credit for course work and the costs are covered by the local high school.

Version 1- student takes some courses at high school and some at college.

**Credit:** The student must complete and pass 5 semester hours (7.5 quarter hours) to equal one credit of high school. This may require the student to take two classes on a similar subject matter to obtain one full high school credit.

**Costs:** If the student does one of the versions under Option B, the local high school will cover cost of tuition, books, fees, and transportation provided the student does not withdraw from the class or fail the class due to poor attendance. **If the student does withdraw or fail, the student will have to reimburse the school for all costs.**

**Eligibility for extracurricular:** The student will be eligible to participate in extracurricular activities provided they carry and pass enough credits and the student has the time available.

**Advantages:** Allows students a wider range of class offerings (example Spanish class, Calculus, etc). Get students a head start on college courses (at no cost).

**Disadvantages:** Must provide own transportation. Classes are more difficult and count on high school transcript. Students have less time in local high school. Local classes and college classes may not schedule (time conflicts).

**More Information:** See the Guidance Office for more details.

#### Procedures for enrolling/timeline

1. February- students are made aware of program and interested students are given **CCP PSO** packet.
2. March 1-30- Student and parents meet with guidance counselor and have programs positives and negatives explained in greater detail.
3. March 30- Deadline for student and parents to file all paperwork with Hardin Northern to indicate the student intends to participate in **CCP PSO** for the next school year. This is necessary to insure HN will cover costs. After this date, special permission will have to be obtained from HN superintendent.
4. April- Student and parents are notified that they are approved for the program by Hardin Northern. Student should then talk to guidance counselor to secure applications for college that he/she wishes to apply to.
5. April-May- College informs student if the college has accepted them into their program. Student meets with a college admissions counselor, with HN schedule and transcript in hand. College counselor helps student decide what classes to schedule.
6. June- College informs HN of students' schedule.
7. Student attends and passes classes (HN pays for costs). Student drops out of course or fails course (parent pays for costs).
8. College will inform HN of completed course grades. HN will recognize credit and include on students grade card and official transcript.

Student could begin **CCP PSO** program in middle of school year (winter quarter/semester) provided the HN Superintendent approves.

#### School Closing

In case of inclement weather that would make it dangerous to operate the school buses, school may be closed or delayed. The connect ed phone message system will be used to notify parents and staff. Local radio and television stations will also be notified of closings and delays.

## Student Mentor Program

Hardin Northern encourages students to provide service to the school and community. Therefore, students in grades 11 and 12 wishing to help a teacher may be granted permission to do so during the student's study hall. The student mentor must have a minimum of a 2.8 GPA and have achieved 16 points or higher on End of Course Exams (EOC) passed all 5 sections of the Ohio Graduation Test. Students will be allowed to continue to help that teacher as long as the student does not fail a class. If a student has a failing mark on a nine weeks grade card, that student will be required to return to study hall for at minimum one (1) quarter for the rest of the year so that they can use the time to study. The student may be reinstated as a student mentor if they have raised their failing grade by at least two (2) letter grades and are in good academic standing overall. Teachers with a student mentor are responsible for the student at all times. No more than one student per teacher per period. Any student that receives any disciplinary action for violating the student code of conduct in or out of the school will be removed from being a student mentor. Being a student mentor is a privilege and comes with responsibility of being a role model.

Elementary teachers and student mentor's must apply to have this arrangement through the elementary principal with the understanding that the student mentor will be expected to work with students during this time.

## Student Records and Privacy

The School district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office.

## Study Hall Rules

1. No Talking
2. No Sleeping
3. No cell phones/ipods/ E.C.D.'s
4. Students Must be working on classwork, or silently reading at all times.
5. Students Must remain seated unless given permission by teacher/aide on duty
6. Students Must have a pass from their teacher if they are going to leave Study Hall
7. Students must sign out on the sign out sheet anytime they leave study hall, and sign back in upon return.

## Telephone

Office phones may be used in case of emergency. Students will not be permitted to make personal phone calls from the office phone. Students will not be called to the phone during the school day unless an emergency exists. Students may use personal cell phones to make an emergency call/text if given permission by a teacher and/or administrator.

Any student that posts pictures, videos or content of any kind during the day to any type of social media (e.g. Facebook, Instagram, Snap Chat, etc.) may be subject to and up to out-of-school suspension. (See also: acceptable use policy)

## Policies

### Acceptable Use of Technology (Computers/Internet)

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

The District provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyber-bullying awareness and response.



Computers and use of the District network or online services support learning and enhance instruction, as well as assist in administration. Computer networks allow people to interact with many computers; the Internet allows people to interact with hundreds of thousands of networks.

All computers are to be used in a responsible, efficient, ethical and legal manner. Failure to adhere to this policy and the guidelines below will result in the revocation of the user's access privilege. Unacceptable uses of the computer/network include but are not limited to:

1. violating the conditions of State and Federal law dealing with students' and employees' rights to privacy, including unauthorized disclosure, use and dissemination of personal information;
2. using profanity, obscenity or other language which may be offensive to another user or intended to harass, intimidate or bully other users;
3. accessing personal social networking websites for non-educational purposes;
4. reposting (forwarding) personal communication without the author's prior consent;
5. copying commercial software and/or other material in violation of copyright law;
6. using the network for financial gain, for commercial activity or for any illegal activity;
7. "hacking" or gaining unauthorized access to other computers or computer systems, or attempting to gain such unauthorized access;
8. accessing and/or viewing inappropriate material and
9. downloading of freeware or shareware programs.

The Superintendent/designee shall develop a plan to address the short- and long-term technology needs and provide for compatibility of resources among school sites, offices and other operations. As a basis for this plan, he/she shall examine and compare the costs and benefits of various resources and shall identify the blend of technologies and level of service necessary to support the instructional program.

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

The Board does not condone the use of such materials. Employees, students and parents of students must be aware that the privileges to access online services are withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established. A user's agreement is signed to indicate the user's acknowledgment of the risks and regulations for computer/online services use. The District has implemented technology-blocking measures to prevent students from accessing inappropriate material or materials considered to be harmful to minors on school computers. The District has also purchased monitoring devices which maintain a running log of Internet activity, recording which sites a particular user has visited.

"Harmful to minors" is defined as any picture, image, graphic image file or other visual depiction that:

1. taken as a whole and with respect to minors appeals to a prurient interest in nudity, sex or excretion;
2. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or lewd exhibition of genitals or
3. taken as a whole, lacks serious literary, artistic, political or scientific value as to minors.

Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. **The full policy can be found on the Hardin Northern website under the Student Network Acceptable Use Policy 7540.03: Bylaws and Policies.**

### Administration of Drugs and Medicine

The faculty and employees of Hardin Northern School are prohibited from administering drugs internally including aspirin, to any student. The only exception to this rule is when a parent has completed an Authorization Form to administer the drug or medicine and this form is on file in the nurse's office or superintendent's office. The school nurse or building principal may administer the drug/medicine according to written instructions.

### Attendance Policy

Education is more than passing tests and receiving course credit. Class attendance is critical for the student to receive full benefit of the educational program. Regular attendance is a positive factor that develops habits of punctuality, self-discipline, and responsibility in students. Pupils who attend class regularly generally achieve high grades, enjoy school more, and are more employable after leaving school. Even though a student may make up the actual work missed because of absences, he/she may never be able to replace the social, educational, and cultural contacts which are received only through actual classroom participation.

Parents need to notify the school by 9:00 a.m. on the day a student is absent by phone at **759-2331**, unless previous notification has been given in accordance with school procedure for excused absences. If no notification has been received on that day the student will be considered UNEXCUSED: UNAUTHORIZED. ALL STUDENTS NEED TO BRING WRITTEN NOTIFICATION TO OFFICE WHEN THEY RETURN TO SCHOOL.

## II. Excused Absences

**A. School (E)**- This type of absence is not counted toward the **72 hours** ~~45 days~~ of Excessive Absences as indicated below in this policy. Religious holidays and all absences from class when they are a direct result of participation in a legitimate authorized school activity will be considered Excused. For example: students will not be counted absent if they choose to participate in: class field trips, county fair show day, student organization conventions, guidance conferences, and **prior approved** college visitations (Juniors, 1 day; Seniors 2 days not to be taken during the month of May)

**B. Authorized (A)**- This type of absence counts toward the **72 hours** ~~45 days~~ of Excessive Absences. Full Make-up will be permitted. Parents are allowed only **30 hours** ~~5 days~~ per semester to call in or write notes for student absences. All authorized days must be in the categories below or they will be marked Unauthorized /unexcused.

1. Personal Illness. Extended medical or physical absences over **18 hours** ~~3 days~~ in length require a doctor's note for verification to be turned in within 24 hours of the return to school.
2. Medical and Dental appointments verified by a doctor in writing. (Appointment card, etc.)
3. Death in the student's family. (Funeral Card)
4. Quarantine to the home.
5. Emergency work at home due to the absence of a suitable solution (not to exceed 3 days per school year).
6. Court appearance with copy of court notice to verify.
7. Or any other emergency situation as allowed under the ORC 3321.04 (Ohio Revised Code) with prior approval of the Principal.
8. Religious reasons.
9. Other absences arranged previously by the parents with administrative approval.

**STUDENTS HAVE 3 SCHOOL DAYS TO BRING EXCUSED NOTES TO THE OFFICE.**

**C. Fair Attendance-**The Hardin County Fair is a learning environment. If the student is going to be out of school during fair week because of fair activities, then the student needs to fill out the proper forms no later than the Friday before the fair week. No fair forms will be accepted during fair week. Students need to request these forms and return them on or before the Friday before the fair week. The student will be excused **only** on their show days.

**III. UNEXCUSED**

A. **Unauthorized** (U) - This type of absence counts toward the **72 hours** ~~45 days~~ of Excessive Absences. When a student is absent from school with or without the knowledge or consent of the student's parents for any reason other than listed above, the student will be unexcused. **Students who exceed their 30** ~~5 days~~ **parental excused hours in any semester will be considered in this category.** The student will not be allowed to make up work missed. Unexcused absences and/or tardiness guidelines:

1. Car trouble/repairing the car
2. Oversleeping
3. Missing the bus or ride
4. Staying out of school an unnecessary length of time due to doctor's, or other appointment.
5. Baby-sitting in non-emergency situations
6. Running errands in non-emergency situations
7. Suspension or expulsions from school.

\*\*The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the Principal.

**IV. EXCESSIVE ABSENCES** - loss of academic credit

Absences shall be considered excessive when the total number reaches eight (8) days per semester course and fifteen (15) days per full-year course. Two ½ days will equal 1 day missed. Any number of days exceeding the total of 15 days will be considered unauthorized/unexcused unless they are excused with an extended medical excuse. Any student nearing this level of absences will be considered truant and reported to the County Attendance Officer. Parents of students who are considered truant may be referred to the parenting classes sponsored by the attendance officer. Students/parents have the right to appeal the loss of credit to the superintendent.

**V. EXCESSIVE ABSENCES** - loss of driving privileges

Students who have been absent without a legitimate excuse for 10 consecutive days or a total of 15 days during the school year, may have their driving privileges suspended under Ohio Revised Code. The denial of driving privileges (issuance of a temporary permit, driver's license) can remain in effect until the student reaches age 18.

## **VI. MAKE-UP WORK**

Students are responsible for all assignments made by their teachers. Failure to do makeup work will result in a zero. Students are responsible to meet with their teacher on the day they return to school to arrange for makeup work.

Students having unexcused absences will not be permitted to make up work missed.

Students are responsible for their make-up work. Students need to take responsibility when they will be or are absent from school.

1. For pre-arranged absence such as doctors appointment, field trips, college days, fair, etc. the student must have their assignments completed and be prepared for class on the day they return to school.
2. For other absences students will be allowed one more day than the number of days missed to make-up their work.
3. For extended illnesses, makeup time may be extended for the students at the discretion of the teacher.

## **VII. EXTRA-CURRICULAR PARTICIPATION**

In order to practice or participate in any extra-curricular activity a student must be in attendance **3.5 hours** ~~one half (1/2) day~~ on the day of the event unless PRIOR approval has been given. For events off of campus, students must go with the group and return with the group on school approved transportation. Transportation may be provided by parents with prior approval by school administration.

## **VIII. PARTIAL DAYS ABSENT**

Any student who must leave the building during the school day will be counted ~~1/2 day~~ absent **the amount of hours they are absent from the school day**. ~~if the student misses more than two (2) class periods.~~

## **IX. EARLY DISMISSAL POLICY**

Students who need to be dismissed early should turn in notes to the PRINCIPAL before 8:20 a.m. Students need to sign out in the office before they exit the building. Early dismissals will be granted when we have a VALID note or phone call from a parent for one or more of the following reason:

1. Doctor's appointments.
2. Work at home.
3. Other circumstances approved by principal.

\*\*Faked phone calls or Forged notes will result in disciplinary action.

\*\*Students who turn 18 years of age while attending school must still have permission from school authority to leave school early and must see the school nurse if they become ill and need to go home.

## **X. TARDY POLICY**

Students late to school or class need to develop the good habit of being on time. Any student is considered tardy if the student arrives after the first period bell.

- A. **Tardy to school** - students arriving to school after the first period bell.
1. The student must report directly to the office to sign in. If the student has no note from a parent/ guardian or if the reason is an unacceptable one, an “Unexcused” tardy will be issued.
  2. On the fourth “Unexcused” tardy to school during a semester grading period, the student will be issued one detention.
  3. On the sixth and each subsequent tardy per semester, the student will be assigned to Saturday School.
  4. Tardies will start over each semester.
- B. **Tardy to class** - arriving late to class.
1. The student reports directly to the class that the student is late to.
  2. The classroom teacher will record the tardy as “Unexcused” if no note from the office or another teacher is provided.
  3. On the third “Unexcused” tardy to class during a nine week grading period, the classroom teacher will issue a detention to the student to be served with the teacher or during Tuesday School.
  4. Detentions will be issued on every tardy thereafter for the remainder of the quarter.
  5. Tardies will start over every nine week grading period.

## **HABITUAL TRUANCY**

The Board desires 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. Therefore, the Board of Education adopts this policy specifically to deal with students who are “habitual truants”.

**Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, for 42 or more hours in one (1) month, or 72 or more hours in one (1) school year.**

**If a student is habitually truant and the student’s parent has failed to cause the student’s attendance, the Board authorizes the administration to file a complaint with the Judge of the Juvenile Court and/or taken any other appropriate intervention actions set forth in Board Policy 5200.**

On the request of the Superintendent or his/her designee, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer is required to 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 an “habitual truant”. The notice must also inform the parent, guardian, or other person having care of the child that he/she shall cause the child’s attendance at school.

**Habitual Truancy**-- Upon the failure of the parent, guardian, or other person having care of the child to cause the child’s attendance at school, if the child is deemed to be an habitual truant, Hardin Northern is required to do ~~either or both of~~ the following:

Take any appropriate action as an intervention strategy. The intervention strategy may include any or all of the following:

- a. ~~The assignment of the habitual truant to an alternative school~~
- b. Providing a truancy intervention program for an habitual truant

- c. Requesting or requiring a parent or guardian, or other person have care of an habitual truant to attend parental involvement programs
- d. Requesting or requiring a parent, guardian, or other person having care of a habitual truant to attend truancy prevention mediation programs
- e. Notification of the registrar of motor vehicles
- f. Taking legal action **by filing a complaint with the proper county juvenile court** ~~if a complaint is filed, it shall allege that:~~
  - a. ~~The child is unruly for being a habitual truant, or is a delinquent child for being a habitual truant who previously has been adjudicated an unruly child for being a habitual truant~~
  - b. ~~The parent, guardian, or other person has violated the ORC Chronic truancy. According to policy guidelines, upon the failure of the parent, guardian, or other person having care of the child to cause the child's attendance, if the child is deemed to be a chronic truant, the Board or its designee shall file a complaint in the county juvenile court jointly against the child and the parent, guardian, or other person having care of the child. The complaint must allege that the child is a delinquent child for being a chronic truant and that the parent, guardian, or other person having care of the child has violated the ORC.~~

### **Bullying/Harassment/Intimidation/Hazing**

Harassment, Intimidation, or bullying means any intentional, written, verbal, electronic, or physical act that a student has exhibited toward another student more than once and the behavior causes physical or mental harm to the other student, and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Harassment, intimidation, and bullying are strictly prohibited, the effect of which occurs on school property, on a school bus, or at school sponsored events. A student found responsible for harassment, bullying, or intimidation may be suspended.

All school personnel must reports suspected harassment, intimidation, or bullying to the building principal. The custodial parent of any student involved in a prohibited incident will be notified by a school official once the investigation in complete. Victims and others may anonymously report suspected incidents by accessing the bullying report form on the schools website. Students making false reports are subject to discipline described in the code of conduct.

### **RACIAL/ETHNIC HARRASSMENT POLICY**

No student, parent or employee shall, on the basis of his or her race or ethnicity, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

Racial/ethnic harassment may include, but is not limited to:

1. Racially/ethnically oriented verbal kidding or demeaning racial/ethnic innuendoes, teasing, jokes or remarks of a racial/ethnic nature.
2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racially/ethnically motivated intimidation and or physical violence or threats of physical violence.

Although the administration has the discretion to set and impose the amount of discipline which will end the harassment engaged in by the offender, the following progressive discipline procedure should be considered, steps may be used in a nonconsecutive order:

1. First Offense of harassment on the part of a student will require a session with a teacher, counselor, or the principal to educate and increase awareness of appropriate and acceptable behavior in regard to other students. The student may be asked to provide a written or verbal apology to the victim.
2. Second Offense will be punishable by detention(s).
3. Third Offense will be punishable by three days or more out-of-school suspension.

4. Successive offenses will be punishable by additional out-of-school suspension with the possibility of referral to the Superintendent for expulsion from school for the remainder of the school year or as permitted by State Law. (First, second, or third steps may be used at principal's discretion.)

Any person who believes he or she has been subjected to harassment and desires to report the harassment must promptly report the alleged harassment to his or her building principal or supervisor. If the complaint involves the building principal or supervisor, such report should be made to the Superintendent. Such a report should be in writing with sufficient detail. All reports, complaints, or accounts of harassment received by an administrator must be forwarded to the Title VI Coordinator for Nondiscrimination and or Superintendent immediately. If the information was given verbally, the principal/supervisor or other school employee receiving the information shall reduce it to written form and forward it to the Title VI Coordinator for Non-discrimination or Superintendent within two school days. However, the coordinator and Superintendent should be orally informed of the discrimination immediately. Within two school days of receiving a grievance or complaint of harassment or illegal discrimination, a copy of the policy against harassment and of the District's written procedure for reporting shall be sent to the complainant.

Title VI Coordinator: Mr. Andrew Cano

## **TRANSPORTATION REGULATIONS**

### **BUS CONDUCT:**

1. Parents are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.
2. Parents are also to be informed that they are responsible for:
  - a. the safety of their child while going to or from the bus stop and while waiting for the school bus, including waiting for a school bus in a location clear of traffic and away from the bus stop;
  - b. their child being at the bus stop prior to scheduled pick-up time;
  - c. damage by their child to school buses, personal property, or public property.
3. Students are expected to conduct themselves in a proper manner at bus stops. The Board will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
4. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.
5. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

6. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the bus supervisor.
7. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
8. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
9. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the bus supervisor should be consulted.

**The PRIVILEGE of riding a bus depends upon following these basic rules of good courtesy and good behavior.**

### **BUS RULES**

1. Load and unload from the bus at the designated stop in an orderly manner. Students must go to the designated place of safety.
2. Ride only the regularly assigned bus and unload at the regular stop.
3. No littering. No eating and drinking any beverages on the bus.
4. There will be absolute quiet at railroad crossings and other places of danger as specified by the driver.
5. Noise on the bus should be kept at a minimum. Similar behavior is expected on a bus and in the classroom.
6. Pupils should not change seats while the bus is in motion.
7. Pupils must not throw anything.
8. Pupils must not hang any object or part of their body outside the bus.
9. Any child who insists on misbehaving shall be denied the privilege of riding the bus by the proper authority upon notification of the parents.
10. Cross the street at least ten feet in front of the bus and upon the signal of the driver.
11. Pupils are NOT to transport animals on the school bus.
12. Pupils should go promptly to the bus when dismissed from school. When discharged from the bus they should go directly to their designated place of safety until the bus is safely on its way.
13. Positively NO SMOKING allowed on the bus.
14. Pupils must sit only in their assigned seats.
15. Obscene or profane language and fighting are prohibited.
16. No aerosol cans or flammable liquids on the bus. (hairspray, cologne, paint, etc.)
17. No material over ten pounds or 2'x3' will be transported on the bus during a regular route. (This includes large band instruments.)

### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES:**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.



A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

### **Cheating/Academic Honesty/Academic Integrity**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. Teachers should report all incidents of cheating to the principal. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in further disciplinary action.

### **Cafeteria and Lunch**

The Hardin Northern Board of Education will follow the eligibility rules as developed by the State Department of Education Division of School Food Service and Federal guidelines for Free or Reduced Lunches. These are mailed to all families at the beginning of each school year. Additional copies are available from the superintendent. A revised income scale is on file in the superintendent's office. School lunch price shall be established to cover costs of the food services. Prices are to be reviewed by the cafeteria supervisor and the superintendent for Board approval of school lunch prices. These are subject to change. Additionally, students may either purchase their lunch in the school cafeteria or carry their lunch to school. All food must be kept and consumed in the cafeteria. Students eating in cafeteria should leave the table and surrounding area clean and orderly. Failure to do so will result in disciplinary action.

Student lunch periods are closed meaning that students may not leave the building for lunch or call and have food delivered to the building during the lunch period. Students may bring food for lunch but should do so when they come to school.

### **Dress Code**

The Hardin Northern Local School District is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. Hardin Northern Local Schools views the Dress Code as a serious issue and expects parents to promote the observance of this policy. This dress code is in effect for all activities where a student is representing the school district, including school days where the student will be participating in an extracurricular event, extracurricular events including away events, and all extracurricular banquets. Some athletic uniforms may not meet this dress code, but are acceptable during that activity (i.e. volleyball shorts). It is understood that not all unacceptable attire can be listed here. **Building administrators have the final decision as to the appropriateness of all clothing and attire. Following are the guidelines for the students:**

1. Vulgar, illegal, (including alcohol, drugs, tobacco) and/or sexually oriented statements or suggestions on clothing are not permitted. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.

2. Hats (or other head coverings), headphones and sunglasses will not be permitted to be worn inside the school building unless approved by a principal, a physician and/or school nurse.
3. Shorts if in good taste may be worn at the discretion of the principal. Spandex/bicycle shorts are not permitted. Shorts and skirts will have hems and will be no shorter than middle of the thigh **all the way around the body**. Shirts and tops will be no lower than one inch below the collarbone, must have sleeves and must be long enough to be tucked in. Low cut tops, see-through clothing, tank tops, spaghetti straps and shorts or skirts shorter than the middle of the thigh are examples of styles that are considered unacceptable for students.
4. See-through clothing and clothing that has excessive rips, tears or holes are not permitted. All undergarments are to be covered. Pants with holes, rips, or tears above the knees would be considered excessive
5. Extremely tight-fitting clothes including Yoga pants are prohibited **unless a shirt or top reaches to the middle of the thigh or lower all the way around the body**.
6. Oversized clothing and ***Sleepwear (P.J., robes, bedroom slippers, etc.)***, which compromises the safety of students, is not permitted. Clothing that touches the floor is not permitted.
7. Appropriate and safe shoes or sandals will be worn at all times.
8. Coats are to be worn to and from school only and must be placed in student lockers. Students should be prepared for variations in temperature by having a sweatshirt and/or sweater.
9. Some school programs, such as industrial arts, laboratory activities, physical education and interscholastic athletics may require special hair care, clothing, footwear or restrictions on jewelry to ensure the health and safety of all students. **Students must comply with program requirements and restrictions.**
10. Students will not be permitted to carry book bags, backpacks and other large bags that are used to carry books and supplies during the school day. These bags are to be stored in the student lockers during the school day.

\*\*\*Failure to comply with Dress Code guidelines is considered to be an insubordinate act and will be treated as such. Students who violate the dress code will be referred to the office. Attempts to secure appropriate clothing from home or borrow from the office will be made. According to the discretion of the administrator in charge, students dressed inappropriately may not be able to attend class for the day if appropriate attire cannot be arranged. Violators of the dress code will be assigned detention and repeat violators will face more serious consequences. Classwork missed for inappropriate dress will receive a grade of zero.

### Driving/Parking

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

The Hardin Northern Local Schools assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any sophomore, junior, and senior who have a driver's license (based on issue date on the license) wishing to drive to school must abide by the following rules:

1. **Students must park in their number-assigned parking spot.**
2. Students must observe a proper speed while on the school grounds.
3. ~~Students must park only in the proper student parking lot.~~
4. ~~Students may not park in faculty parking or visitor parking lots.~~
5. Students are not to drive on the grass.
6. School buses have the right-of-way at all times.

7. Students must be out of their cars and in school by 8:15 a.m.
7. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardies and/or leaving school without permission).
8. Cars are to be parked within parking lines.
9. Students are not allowed to move their cars without permission from the office.
10. Students are to complete a *Pupil Driving Permit Registration and Agreement* form, available in the Main Office and on the district Web site. Upon completion and return of this form, a high school permit will be issued. The permit must be displayed from the front mirror of the car that is being driven to school. Failure to do so may result in school discipline, including loss of driving privileges.
11. Students are not to loiter in their cars
12. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the principal or principal's designee.

All Hardin Northern students, when permitted, will be given an assigned parking spot and an accompanying parking pass with matching numbers. Students found not parking in their assigned spots will lose

### **Drug/Alcohol/Tobacco**

A copy of the Student Handbook containing the Alcohol, Tobacco and Other Drug Use/Abuse Policy (ATOD) will be given to each student. Compliance with the ATOD policy is mandatory. It is the primary objective of the Hardin Northern Local School District to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to the disciplinary measures specified in Section 9 of the ATOD, Offenses and Disciplinary Action.

### **Statement of Policy Regarding Students**

Students of the Hardin Northern Local School District, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, at any school-sponsored activity or event, or at any time while on school premises.

#### Definitions

- "Possession" includes, without limitation: Holding in the student's hand, retention on the student's person or in purses, wallets, lockers, desks or any other personal possessions or vehicles parked on school property or at school functions.
- "Use of mood-altering chemical": Is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
- "Tobacco": Includes any product containing tobacco that is smoked, chewed, inhaled or placed against the gums.
- "Mood-altering chemical": Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as *White Out*, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use

according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.

- "Counterfeit" or look-alike drug is (O.R.C., Section 2925.01(P)) any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.

Any unmarked or unlabeled substance, that is represented to be a controlled substance or mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it.

Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution or the price for which it is sold or offered for sale.

### **Jurisdiction**

This policy extends to use of the above:

1. On or in close proximity to any property owned, leased by or under the control of the Hardin Northern Board of Education, including vehicles used for the transportation of students.
2. During normal school hours, including recess, lunch and class changes, and summer school.
3. At any school-sponsored or sanctioned activity or event away from or within the school district.

### **Student Responsibility**

All students are responsible for understanding the ATOD policy and the counseling services available to them.

### **Parent Responsibilities**

The Hardin Northern Board of Education recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this ATOD policy will be assisted by the cooperative effort of the family, the school officials and the board.

### **Staff Responsibilities**

All HN staff has the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or principal's designee and may be required to submit a written report at a later time.

### **School Officials Responsibilities**

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school. Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.

If the student is in need of medical attention, the school nurse and/or the local emergency squad will be notified to give medical attention.

The parent or guardian of the student will be notified and asked to meet with the school officials. Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.

School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.

Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

### **Drug Paraphernalia**

1. Spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

### **Searches**

1. If the school official has reason to believe that mood-altering or controlled substances, drug paraphernalia, or instruments are concealed in a school locker, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:
2. Locker Search: A school locker may be searched. The normal procedure is for the school official to accompany the student to his locker and require the youth to show the official the contents. Whenever possible, a second staff person will observe.
3. Personal Searches: The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. If the student refuses, the school official may ask student or the student's parent for permission to conduct a search. The school official, at their discretion, may call the local law enforcement agency to investigate.
4. Student Vehicle: When the possession of illegal or dangerous items is suspected to be in a student's vehicle on school property, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.

### **Offenses and Disciplinary Action**

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. Similarly, the school official may, at the hearing, consider matters in mitigation of the routine disciplinary measures. Following are the offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy. Violations are cumulative within grades 7-12:

### **Consequences**

Possession, purchase, use OR application of any mood-altering chemical, as defined above:

First Offense:

1. The rapid eye movement test may be administered for screening purposes. If the screening is positive, the parents will be recommended to seek professional guidance with a certified chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
2. Parent/guardian (hereafter referred to as parent) may be notified immediately and the student will be removed from classes or school events for the remainder of the day.
3. Law enforcement officials may be notified and, at their discretion, conduct an investigation. In any instance in which it is illegal for a school official to possess or dispose of a mood-altering drug, law enforcement will be notified. School officials will notify law enforcement in the jurisdiction in which the offense occurs.
4. Parents will meet with the principal or the principal's designee that day, if possible.
5. The student shall be assigned ten days Out-of-School Suspension. The principal may waive five of the ten days Out-Of-School Suspension provided that the student has an appointment for an assessment with a certified chemical dependency counselor within five days and notifies the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessments will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended, it must be with an Ohio-certified chemical dependency counselor. The student must waive his or her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee. It is the responsibility of the student and parents to keep the principal or the principal's designee apprised of the student's progress throughout this entire process.

#### Second and Subsequent Offenses:

1. The rapid eye movement test may be administered for screening purposes. If the screening is positive, it will be recommended that the parents to seek professional guidance with a chemical dependency counselor. Also, an investigation will be conducted by the legal authorities as to the source of the drug.
2. Parents will be notified immediately and the student may be removed from classes or the school event.
3. Law enforcement officials may be notified and, at their discretion, conduct an investigation. School officials may file charges in the appropriate court.
4. Parents will consult with the principal or the principal's designee.
5. The principal will recommend expulsion.
6. The principal will suspend the student (for not more than ten days) pending the results of the expulsion hearing.
7. Following suspension and/or expulsion, the parent, student, school principal or his designee will have a readmission conference prior to the student returning to the student returning to class.
8. Actual or attempted transmitting, selling, supplying or purchasing of mood-altering chemicals, counterfeit or look-alike substance or paraphernalia is a serious offense.

#### **Third Offense** First Offense and Subsequent Offenses:

1. Will follow the same process and receive a ten-day suspension with a recommendation for expulsion

#### **Self-Referral**

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. The student or his/her immediate family may make voluntary referrals. For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five days, an appointment for an assessment with a certified chemical dependency counselor within five days and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the

responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended it must be with an Ohio-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee. For a tobacco referral, the student must within five days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee. Parents must sign a release of information to the principal/principal's designee so that the student's progress in the program can be followed and written verification of completion given to the principal or principal's designee. The student must complete the program or receive the original discipline.

2. Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her career at Hardin Northern Local Schools. Any subsequent violations will be enforced as a second or subsequent violation. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.

#### Tobacco

#### **Use or possession of tobacco, nicotine or paraphernalia used to consume tobacco products:**

##### First Offense:

1. The student shall be assigned two **days of In-School Detention** ~~Saturday Schools~~.

##### Second Offense:

2. The student shall be **assigned three days of In-School Detention**.

##### Third and Subsequent Offenses:

3. The student shall be assigned five days Out-of-School Suspension.

**Provided that the student, within five days, provides verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee, the principal or principal's designee may reduce the above-mentioned discipline as follows:**

Two **days of In-School Detention** ~~Saturday Schools~~ reduced to one;

Three days of In-School Detention reduced to two; or

Five days Out-of-School Suspension may be reduced to three days **Out-of-School Suspension** ~~In-School~~

#### ~~Detention~~

In all cases, parents must sign a release of information to the principal or principal's designee so that the student's progress in the program can be monitored and written verification of completion must be given to the principal or principal's designee. The student must complete the education/cessation program or receive the original disciplinary consequence.

#### **Electronic Devices**

Technology intended and used for instructional purposes will be permitted with classroom teacher approval. However, the use of a personal communication device (PCD) to engage in non-educational related communications is expressly prohibited. Students using PCD's must use the school's network and must not use their 3G/4G network to access sites that are otherwise blocked to students at school. During school activities, PCD's shall be powered off and stored out of sight when directed by school personnel.

Students are prohibited from using PCD's during the school day, including while off campus on a field trip, to capture, record, and/or transmit the words, sounds, and or images of any student, staff

member, or other person. Using a PCD to transmit the words, sounds, and images of another person is considered an invasion of privacy. The use of PCD's in locker rooms and bath rooms is prohibited. Students who use their PCD to violate the code of conduct (i.e. cheating, academic dishonesty, harassment, bullying, etc.) will face consequences spelled out in the code of conduct (detentions, suspensions, etc.)

Possession of a PCD by a student at school during school hours is a privilege that may be forfeited by any student who fails to abide by the terms of this policy. Students who violate this PCD policy will have their cell phone confiscated, and the phone will only be released to a parent or guardian. Students are personally and solely responsible for the care and security of their PCD's. The board of education assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCD's brought onto school property. Parents/Guardians are advised that the most appropriate and recommended way to get in touch with their child during the school day is by calling the office. Students may use school phones to contact parents/guardians during the school day.

### **Food and Drinks**

It is the individual student's responsibility to keep the school building clean. No candy, pop or other beverages are to be consumed in the hallways, restrooms or lockers. At times teachers may have food in their classroom as an extension of the learning experience.

- Students are only allowed to eat or drink in areas designated as lunch areas.
- Students are expected to pick up trash and put in appropriate containers.

No open food or drink is to be brought into classrooms, library, gym, or hallways.

### **Schools Right to Search/Security Recordings/Seizure**

Lockers, desks or storage places provided for student use are, and remain at all times, property of the Hardin Northern Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, without warning, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable suspicion to believe that a student may be in possession of evidence that a law or a school rule has been violated. Failure to comply with a reasonable search will be considered insubordination.

**Security Recordings** - The Hardin Northern High School is equipped with a surveillance system. This system is used to monitor student conduct and assist in disciplinary action. The system also provides security to our facility, staff, and students. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person other than law enforcement.

### **Code of Conduct/Suspensions, Expulsion**

The Hardin Northern Local School District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance, and behavior in school. They are encouraged to cooperate with the school in supporting educational environments that optimize learning and teaching. All of us, staff, students and parents are expected to practice respect, responsibility, honesty and cooperation as we speak to and work with each other. The district has a legal duty to make its schools as free as possible of the dangers of



violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the district's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of expulsions, permanently. The district also owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reasons, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short term removal). Such removal serves multiple purposes of eliminating, or minimizing the disruption, or reinforcing the district's commitment to an appropriate educational environment, and of allowing a respite period, for disciplinary or other reasons, short of suspension or expulsion. In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer term removal from the class (long term removal). Long term removal may, but need not always be, for disciplinary purposes. A staff member employed by the district may temporarily remove a pupil from the staff member's class if the pupil violates the terms of this Code of Conduct. In addition, long term removal of a student will be possible if the principal or designee upholds a staff member's recommendation that a student be removed from the class for a longer period. Removal from class under this code does not prohibit the district from pursuing or implementing other disciplinary measures, including, but not limited to, detentions, suspensions, and expulsions, for the conduct for which the student was removed.

For the purpose of this code, a "class" is any class, meeting or activity which students attend, or in which they participate while in school under the control or direction of the district. This may include, but not be limited to regular classes, special classes, testing sessions, field trips, resource room sessions, counseling groups, recess, lunch, study halls, media center, school assemblies, and labs, and school sanctioned programs off school property. Class may also include district sponsored extracurricular activities, either inside or outside of school hours.

"Teacher" is defined as a person holding a license or permit issued by the state superintendent whose employment by the school district requires that he/she hold that license or permit. Additionally, a teacher may also include substitute teacher, proctor, monitor, group leader, and for purposes of this code, educational assistants functioning in supervision of students or adults employed by the district in coaching or advisory positions.

"Student" is defined as any student enrolled in the district, exchange student, or student visitor to the district's schools.

The image a school portrays is often determined by the behavior of its students and the physical appearance of the building. We must all – students, teachers, administrators, staff and community members – show pride by doing our share to make middle and high school a better place in which to learn and work.

The ultimate goal of the school staff is to develop self-discipline in all students. The following rules apply while on school premises, school buses or any other school property during school activities at or away from school, or off the school grounds if the situation is initiated at school. Students shall be given due process before a disciplinary action is taken.

Any student conduct that would constitute criminal conduct under the Ohio Revised Code is also a violation of the Code of Conduct. The rules also apply to any form of student misconduct directed at a district official or employee or the property of a district official or employee, at any place, at any time.

## **I. Teacher Intervention and Referral**

Teachers will take appropriate measures to make students aware of unacceptable behaviors and steps to be taken to discourage these behaviors in the classroom. When possible/necessary this intervention may include several progressive steps aimed at ending misbehavior. Teacher disciplinary actions may include, but are not limited to, the following:

1. Verbal warnings
2. Changing student's seats
3. Informal conference with students
4. Assigning writing requirements
5. Parent conferences
6. Referral to school counselor
7. Teacher assigned detention
8. Removal from class (for class period)

\*\*\*\*\*Teachers will refer students to the principal after progressive attempts to change student behavior have failed or a student is in blatant violation of any rules.

## **II. Administrative Action**

When a pupil allegedly breaks any school rule and is referred to the principal, the principal shall:

1. Discuss the discipline referral with the student and/or others involved.
2. Check the pupil's disciplinary records to determine the student's current disciplinary status.
3. Apply the appropriate school-administered penalty(ies).
4. Notify the parent/guardian of the students' actions.
5. Consider intervention agencies, and/or taking legal action

### **Parent Education or Training**

The Board may require a parent or guardian of a student who is suspended or expelled from school, or who is truant (absent without legitimate or legal excuse as provided in the Hardin Northern Student Handbook, or absences totaling nine (9) or more days in the first semester of the school year, and/or a total of fifteen (15) days unexcused absences at any point in the academic school year) to attend a parental education or training program.

If the parent or guardian fails to attend the program as required, the parent/guardian may be charged with a misdemeanor of the fourth degree, punishable by a maximum fine of \$250 dollars and/or placed in jail for up to thirty (30) days.

A violation of any rule may result in disciplinary action including, but not limited to:

- After-School or Morning Detention
- In-School Detention (ISD)
- Suspension Alternative Program (SAP)
- Saturday School
- Tuesday School
- Cleaning Detention
- Lunch Detention
- Out-of-School Suspension (OSS) 1,3,5,10 days
- Court referral
- Expulsion
- Compensatory payment of damages
- Loss of bus privileges
- Loss of credit for assigned work or tests
- Assigned work related to the offense
- Loss of other privileges

Notice: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

### Code of Conduct

1. **Disruption of School:** Students shall not, by the use of violence, force, coercion, threat or any other means, cause disruption or obstruction to the normal operation of this school or any other school or school district
2. **Harassment /Bullying/ Intimidation:** Students shall not harass other students, school employees, persons that are guests of the school or persons conducting business for the school. This category also applies to remarks or actions of a sexual, racial, ethnic or religious nature that are deemed offensive.
3. **Threats:** Students shall not, through verbal, written, technological or any other means, make statements that state that physical or emotional harm may come to another person or to an institution. Bomb threats will result in expulsion from school.
4. **Use of Obscene Language / Materials / Actions / Gestures:** Students shall not use obscene, vulgar or profane language, make inappropriate gestures/actions or possess vulgar materials.
5. **Attendance:** No student shall fail to comply with state attendance laws including, but not limited to, truancy or tardiness from a specific class or school. No student shall leave school property or an assigned educational location once he or she has come under the supervision of a school employee, prior to specified dismissal times, without official permission.
6. **Forgery:** Students shall not misrepresent a signature on any document.
7. **Damage of Property:** Students shall not cause or attempt to cause damage of school property, including buses and bus seats, or personal property. Students shall not touch or handle another person's property without their authorization. Students must pay for any damages they cause to school equipment, materials or facilities and may be subject to additional disciplinary action.
8. **Assault:** Students shall not act or threaten to act in such a way as to cause physical injury to other students, any school employee or other persons. Specific violations include but are not limited to:
  - a. Fighting/Violence
  - b. Serious Bodily Injury
  - c. Threats of fighting, violence, or serious bodily injury (see #3 – Threats)
9. **Failure to Obey Instructions / Dishonesty / Insubordination / Disrespect:** No student shall fail to comply with any lawful instructions or requests of teachers, student-teachers, principals or other authorized personnel during any period of time when he or she is properly under the authority of such school personnel. No student shall fail to provide information, or supply false information, when it is requested.
10. **Dangerous Weapons and Instruments:** Students shall not possess, handle, transmit or conceal any dangerous weapon or instrument on school property, in a school vehicle or at any school-sponsored activity. Board policy requires that building administrators recommend the expulsion of students in violation of said policy. Firearms (including starter pistols), objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives (any object with a blade and a handle) are considered dangerous weapons. Other instruments/devices may also be defined as dangerous weapons depending on their use or intended use. Should a student have knowledge of a weapon or dangerous instrument on school property, in a school vehicle or at a school-sponsored activity and not report it to a school employee, the student may be held to the same disciplinary measures as that of the perpetrator. (Refer to BOE Policy JFCJ and O.R.C. 2923.122.) Specific violations include but are not limited to:
  - a. Use, possession, sale or distribution of a firearm
  - b. Use, possession, sale or distribution of any explosive, incendiary or poison gas

- c. Use, possession, sale or distribution of a dangerous weapon other than a firearm or explosive, incendiary or poison gas (including knives and any other object with a blade and a handle)
  - d. Use, possession, sale or distribution of objects that are indistinguishable from and/or represented as firearms, explosives, incendiary devices and knives
11. **Narcotics, Alcoholic Beverages and Drugs:** Students shall not possess, use, transmit, conceal, make arrangements to sell or purchase, or use the aforementioned items immediately prior to or during school or a school function. Look-alike drugs and drug paraphernalia are included and will be dealt with accordingly. (Code of Conduct/Discipline – Alcohol, Tobacco, Drug and Other Use/Abuse Policy.) Specific violations include but are not limited to:
    - a. Use, possession, sale or distribution of intoxicating Alcoholic Beverages
    - b. Use, possession, sale or distribution of drugs other than tobacco or alcohol
  12. **Tobacco:** Tobacco, in any form, shall not be carried or used by any student on school property or at school events, home or away. Paraphernalia used for the consumption of tobacco products is prohibited. Per Senate Bill 218, administrators may refer violators of the tobacco policy to the Juvenile Court.
  13. **Theft:** Students shall respect the personal ownership rights of others. Students shall not take ownership of items of others. The principal may exercise the prerogative of reporting thefts to local authorities.
  14. **Cheating/Plagiarism:** Students shall not give or receive unauthorized information regarding class work or class activities, misrepresent the results of researched or laboratory assignments, or give or receive unauthorized assistance on assignments. Use of electronic translators without permission is a violation of this rule. Repeated violations may result in failure of academic subjects.
  15. **Dress Code:** See Code of Conduct/Discipline – Dress Code
  16. **Inappropriate Display of Affection:** Students shall refrain from displays of affection. Students are not to hold hands, hug, kiss or demonstrate other similar acts of affection. In unusual circumstances involving sorrow or extreme joy, hugging is natural and acceptable.
  17. **Unauthorized or Unsupervised Areas:** Students may not be in areas for which they have not been authorized or areas that are unsupervised.
  18. **Hazing (Initiations):** Initiations of any sort are prohibited. Initiations and/or hazing are those activities into which students are coerced in order to become part of a group or activity or to avoid harm.
  19. **Computers:** Computers/technology is provided for student use for teacher-assigned work in courses or programs at the middle school. (See Code of Conduct/Discipline - Computer Usage Policy)
  20. **Student Speech –** Any speech that is likely to cause substantial disruption or material interference with school activities or is an invasion of the rights of others is prohibited speech.
  21. **Violation of Bus Rules:** Students must follow all Bus Rules as outlined in Code of Conduct/Discipline – Bus Rules.
  22. **Violation of Acceptable Use Policy:** Students shall not violate the schools' acceptable use policy, or misuse the schools computers or network.
  23. **General Misconduct:** Students shall refrain from throwing objects, or being abusive or excessively disruptive in their behavior. Respect the rights, feeling and safety of others.
  24. **Gross Misconduct:** Repeated violations of the Code of Conduct
  25. **Other violations:** Other conduct violations not covered in the above rules

### Explanation of Consequences

#### **A. DETENTIONS--REGULATIONS FOR STUDENT DETENTIONS**

1. Students will serve detention on the next regularly scheduled detention time.
2. Parents are responsible for providing transportation of students after detentions.

3. Detention students must report with work to do at the specified time.
4. Any student failing to serve a detention will face further disciplinary action up to out of school suspension.
5. For every three detentions accumulated during any 9 week grading period, a student may be assigned one Saturday School session in lieu of two days out-of-school suspension.
6. More than two Saturday School assignments in one semester for detentions will result in a day of out-of-school suspension for each three detentions.

## **B. SATURDAY SCHOOL**

Saturday School (8:00 A.M. TO 11:00 A.M.) to be used in lieu of or in conjunction with detentions and suspensions.

1. Saturday School will be held as-needed from 8:00 a.m. to 11:00 a.m.
2. Tardy students will not be admitted.
3. Students failing to attend a Saturday school session or failing to reschedule prior to the assigned day when assigned may be given a two-day out-of-school suspension.
4. Transportation to and from Saturday school will be the responsibility of their parent.
5. Students will report to Saturday school prepared to do work on regular class assignments. If the student does not bring work to do, the student will be given an assignment to be completed by the end of the scheduled time. Failure to complete the assignment will result in additional Saturday schools or suspension.
6. Students will not be allowed to use telephones (except for an emergency) or go to lockers.
7. Students may not leave their seat or talk to other students.
8. Students will not be allowed to put their head down or sleep.
9. No radios, cards, or other recreational items will be allowed in the room.
10. No food or beverages may be consumed during Saturday school.
11. Saturday school option is at the discretion of School principal in lieu of possible suspension.
12. Students removed from Saturday school will be subject to an automatic suspension at the discretion of the principal.

## **C. SUSPENSIONS**

1. Suspension is defined as the denial to a student of permission to attend school and to take part in any school function for a period of at least one but not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
2. Students are encouraged to take all books and materials home and work independently. On the first assigned suspension during the academic calendar year, the student will be able to make up the assignments. All assignments are due on the day of return from the suspension. The student is not permitted on school grounds during the school day or at any school activity after school or in the evening for the period of the suspension. This includes a weekend over which the suspension extends. Prior notice of an intended suspension need not be given when it is clear that the health, safety, or welfare of the school community is threatened.
3. The principals and/or superintendent have the authority to suspend a student from school.
4. A student will be given a written notice of the intent to suspend by the principal. The notice will contain the reason(s) for the intended suspension. If the suspension is based on a violation of O.R.C. §3313.662 and if the pupil is 16 years or older, the notice is to include a statement that the superintendent may seek to permanently exclude the pupil if convicted or adjudicated a delinquent child for the violation.
5. The student will have the opportunity to appear at an informal hearing before the principal, and challenge the reasons for the intended suspension. The hearing may take place immediately upon receipt of the written notice of the intent to suspend.

6. A written notice of the suspension shall be forwarded to the parents, guardian or custodian within one (1) school day. The notice shall contain the reason for the suspension, the length of the suspension including the dates during which the student will be suspended and information concerning the right of the pupil or the pupil's parent, guardian, or custodian to appeal the suspension to the superintendent, the Board of Education or its designee, the right to be represented, and to request the hearing or appeal be held in executive session if before the Board. The notice should also inform the parent or guardian that they must appeal the suspension within 10 days of receiving the notice or lose the right to appeal.
7. A copy of the written notice sent to the parents will be forwarded to the Treasurer of the Hardin Northern Board of Education.

**D. IN-SCHOOL DETENTION ISD(ISS)**

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

**E. EXPULSION**

1. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period of one year under certain circumstances, but in most circumstances for period not to exceed eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place unless the expulsion is extended pursuant to the permanent exclusion portion of this Policy. If a the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of expulsion to the following school year. The Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm to a school operated by the board or onto any other property owned or controlled by the Board, except that the expulsion may be reduced on a case-by-case basis in accordance with this policy.

The Superintendent may expel a student from school for a period of one (1) year for bringing a firearm to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with this policy.

The Superintendent may expel a pupil from school for a period not to exceed one year for bringing a knife to a school operated by the Board, onto any other property owned or controlled by the Board, or to any interscholastic competition, an extra-curricular event, or any other program or activity sponsored by the District or in which the District is a participant, or for possessing a firearm or knife at a school, on any other property owned or controlled by the board, or at any interscholastic competition, an extra-curricular event, or any other school program or activity, which firearm or knife was initially brought onto school property by another person. The Superintendent may extend the expulsion, as necessary, into the school year in which the incident that gives rise to the expulsion takes place.

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

incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

A knife is defined as 1) any weapon or cutting instrument consisting of a blade fastened to a handle; 2) a razor blade; or 3) similar device that is used for, or is readily capable of, causing death or serious bodily injury.

If a student commits an act at school, on any other property owned or controlled by the Board, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a: would be a criminal offense if committed by an adult; and
- b: results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised Code Section 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a: for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs; or
- b: other extenuating circumstances.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

2. Only the superintendent has the authority to expel a student from school.

3. The superintendent will forward to the student and parents written notice of the intent to expel. The notice will include the reason for the intended action, including reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent, guardian, or representative to appear before the superintendent or his/her designee to challenge the action or to otherwise explain the student's actions and notification of the time and place to appear. The time to appear shall not be earlier than three or later than five school days after the notice is given, unless the Superintendent grants an extension of time at the request of the pupil, or the pupil's parent, guardian, custodian or representative. The notice should also inform the parent or guardian that they must appeal the expulsion within 10 days of receiving the notice or lose the right to appeal.

4. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board of Education. The notice will include the reasons for the expulsion and the right of the student, parent, guardian or custodian to appeal to the legal counsel of the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session if held before the Board.. The notice

should also inform the parent or guardian that they must appeal the expulsion within ten (10) days of receiving the note or lose the right to appeal.

5. Any student who is expelled from school for more than 20 days or into the following semester or school year will be referred to an agency which will work towards improving the student's attitudes and behavior. The Superintendent will provide the student and his/her parent/guardian or custodian with the names, addresses and phone numbers of the public and private agencies.

6. When the student has been expelled, the student is not permitted to be on school premises. This includes but is not limited to athletic contests, music events, school activities and during school time.

#### **F. TUESDAY SCHOOL**

In lieu of a Saturday School, the Principal may choose to assign a Tuesday School (3:30 PM to 6:30 PM). The same rules as a Saturday School apply.

#### **G. CLEANING DETENTION**

Some teachers may assign a cleaning detention in lieu of a detention. This detention will be served after the school day.

#### **H. LUNCH DETENTION**

Some teachers may choose to assign a detention to be served during lunch. Students will receive their lunch, and report directly to the teacher's classroom or the office.

#### **Illegal Possession of a Weapon**

The board may expel a student from school whenever it finds the student guilty of possessing, using, or storing a weapon on school property, or school buses, or while under the supervision of school authority, or for possessing a weapon at any school event.

A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage.

#### **Additional Notes—Bell Schedules**

##### **Normal Schedule Day**

1 <sup>st</sup>	8:20-9:07
2 <sup>nd</sup>	9:10-9:52
3 <sup>rd</sup>	9:55-10:37
4A	Class 10:40-11:22, Lunch 11:22-11:52
4B	Lunch 10:37-11:07 Class 11:10-11:52
HR	11:55-12:15
5 <sup>th</sup>	12:18-1:00
6 <sup>th</sup>	1:03-1:46
7 <sup>th</sup>	1:49-2:30
8 <sup>th</sup>	2:32-3:15

##### **2 Hour Delay Schedule**

1 <sup>st</sup>	10:20-10:50
4A	10:53-11:23 Lunch (11:26-11:56)
4B	11:26-11:56 Lunch (10:53-11:23)
2 <sup>nd</sup>	11:59-12:29
3 <sup>rd</sup>	12:32-1:02
5 <sup>th</sup>	1:05-1:35
6 <sup>th</sup>	1:38-2:08
7 <sup>th</sup>	2:11-2:41



8<sup>th</sup> 2:44-3:15

Assembly Schedule

6<sup>th</sup> 1:00-1:38

7<sup>th</sup> 1:41-2:16

8<sup>th</sup> 2:19-2:55

Varsity Cheerleaders will be dismissed from class by announcement at 2:45 p.m. on Pep Rally Days.

All Other Schedules will be presented to the staff as needed.

### **Early Release**

A student may request an early release for one or more periods from school (no earlier than 1:45) if they meet one of the following criteria:

- a. I am 18 years old, have scheduled courses to complete the graduation requirements and am requesting an adult schedule and early release at 2:30 (8<sup>th</sup> period only).
- b. I am 17 years old, a senior, have an Ag SAE project, work-study position, or am employed during school hours and have a copy of a valid work permit on file in the high school office and have scheduled courses to complete the graduation requirements for the school year.
- c. I am an underclassman, who has an approved SAE program requiring my work during the school day, approved and supervised by my Agricultural Education Instructor.
- d. I am an underclassman, who has an approved Work Study Job for credit because of my enrollment in an approved special education program and supervised by the County Work Study Coordinator.

\*\*\*\*Students released for employment purposes must have a valid work permit and must show a check stub on a monthly basis to the high school office. If employment is terminated than the early release is also terminated.

\*\*\*\*Privileges may be revoked and student may be assigned to study halls if they become in danger of failing required courses for graduation or have not passed all five parts of the graduation test.

\*\*\*\*If the student is an athlete, they must be carrying 5 credits of courses.

### **Eighteen Year Old Students**

Upon reaching the 18<sup>th</sup> birthday, students will remain subject to the same rules as younger students. Except in those circumstances where State or Federal law specifically permits a student 18 years of age or older to sign a form or grant permission for the release of records, all forms and notes will require signature of parent or legal guardian or custodian.

### **Extracurricular Activities and Conflicts**

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

If a suspension is imposed, the student will receive written notice of the suspension, including the reasons and the date the suspension begins and the date it ends. The student will also have the opportunity to appear at an informal hearing to challenge the suspension or explain the student's actions.

**Conflicts** The following should be used as a guideline to determine a student's participation when a conflict in scheduling arises: Any performance (athletic event, contest, play, concert, etc.) has priority over any practice or rehearsal. When two events of equal value conflict, the student may participate in the event of his or her choice, without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

### **Field Trip Attendance Policy**

Any student (7-12) that intends to participate in a school-affiliated field trip, including class trips, (i.e. Washington D.C., New York City, etc.) must be in good standing in accordance with the district attendance policy. (pgs. 9-13) Any student that has either one (1) full day or one half (1/2) day unexcused absence at the time of the proposed field trip will be denied permission to attend the field trip. Two unexcused half day (1/2) absences are equal to one (1) full day absence.

- A. Under this policy, students have the opportunity to make up "unexcused" educational time missed, up to two (2) full unexcused days, by attending either Saturday School(s) or Tuesday School(s). Each Saturday and/or Tuesday School will eliminate one half (1/2) day of an unexcused absence.
- B. The make-up time will only eliminate unexcused absences for field trip purposes and will not eliminate unexcused absences on school and legal absence records.
- C. In the event that there is not ample time before a field/class trip for a student to make up unexcused educational time through Saturday/Tuesday School, it is the responsibility of the STUDENT to make appropriate arrangements with the principal to receive approval for the trip and schedule Saturday/Tuesday School post-trip to compensate for lost educational time.
  - 1. Students that are required to make up lost educational time after completion of a field/class trip must do so within the next four Saturday/Tuesday School opportunities to avoid further penalty.
  - 2. Students that have not made up an unexcused absence but have had the opportunity to do so prior to the field/class trip will be denied permission to attend the trip, unless prior arrangements are made with the principal.
- D. Failure to make up pre-arranged unexcused days after the completion of a field class trip will result in further disciplinary action. (e.g. In-School Detention, additional Saturday/Tuesday School(s), loss of privileges, etc.)
- E. When a student accrues unexcused absences exceeding two (2) full days according to school and/or legal records, there are no additional make-up opportunities and the student will be denied any permission to partake in any school-affiliated field/class trip.
- F. All monies, fees, or other non-monetary expenses that pertain to the trip are non-refundable.

### **Fees**

Students are charged a fee for certain courses and consumable workbooks/supplies. Each year the Hardin Northern Board of Education adopts a schedule of fees. Student fees are to be paid when the student picks up their schedules in August. The total amount of the fees and fines are expected to be paid or a schedule of payments is to be agreed upon by the principal and the student.

Unpaid student fees will result in grade cards not being issued until these fees are paid. In addition student schedules may be held until fees or fines are paid. Any student not paying their fees and fines will not be permitted to take any school related field trips.

### Student Fundraisers

The Board of Education recognizes a need for students to raise funds to conduct necessary school activities. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level
3. activities in which schools may appropriately engage;
4. conducted under the supervision of teachers and administrators;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on teacher and principal time or work;
7. evaluated annually by teachers, administrators, and students;
8. limited in number so as not to become a burden or nuisance to the community and
9. in no direct competition with fund-raising efforts sponsored by recognized groups and organization within the community.

To be an official school fundraiser, the following must also occur.

1. Be approved by the high school principal,
2. The top portion of the fundraiser activity form must be filled out prior to the activity, and the bottom portion filled out upon completion of the activity.
3. All proceeds must be donated to the approved students' activity fund.
4. All proceeds must be divided equally among all eligible and participating members of the student activity.
5. Official school fundraisers will be covered by the Hardin Northern Boosters tax exempt status (or your own).

Hardin Northern is happy to cooperate with community fundraisers and activities with the following conditions:

- 1.They provide a benefit to the Hardin Northern community and/or the school district.
2. Any publication advertising the community fundraiser has a disclaimer stating: "While the Hardin Northern School District believes in supporting community activities and feels that the Hardin Northern School Building was built with the idea in mind to welcome community activities, this is not an official Hardin Northern Fundraiser."
3. Products cannot be bought using the Hardin Northern name or tax exempt status nor billed to the district.
4. Products cannot be shipped to the Hardin Northern School Building.