

# STUDENT HANDBOOK



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## HARRISON HILLS CITY SCHOOL DISTRICT

100 Huskies Way, Cadiz, Ohio 43907

740-942-7800

[www.hhcsd.org](http://www.hhcsd.org)

### HHCSD ADMINISTRATION

Mr. Duran Morgan, Superintendent  
Mr. Ken Parker, PK-12 Principal  
Mr. Todd Dunlap, Federal Programs, Assessment and Ed Tech  
Mr. Keith Eddy, Director of Technology  
Mr. Nick Yourkovich, Assistant Principal (9-12)  
Mr. Donnie Madzia, Assistant Principal (4-8)  
Mrs. Stephanie McKinney, Assistant Principal (PS-3)  
Ms. Amy Sedgmer, Special Education  
Mr. Ray Hibbs, Athletic Director  
Mrs. Roxane Harding, Treasurer  
Mr. Mike Saffell, Director of Operations

### HHCSD BOARD OF EDUCATION

Mr. D.J. Watson, President  
Mrs. Tracy Mattern, Vice President  
Mrs. Deborah Kenny, Member  
Mr. Ed Banks, Member  
Mrs. Kristen Willis, Member

*"Oh Alma Mater Harrison Central High, we lift our voice in praise.  
Our hearts are filled with joy and pride recalling High School days.  
Your friendships true, your spirit too, always with us shall be.  
We pledge you our allegiance to serve you faithfully.*

*And when in future years we roam far from these hallowed halls,  
We'll never forget the happy hours we spent within your walls.  
We go forth bright and eager and whenever we shall return,  
The silver and black your standard inside our hearts will burn."*



## **HHCSD EDUCATIONAL PHILOSOPHY**

The Board of Education believes that each individual should be accepted into the educational programs as he/she is, and that a stimulating and invigorating environment should be provided with opportunities for learning experiences designed to promote desirable behavioral changes that will affect continuing satisfactory adjustments to life.

## **HHCSD MISSION STATEMENT**

Our school district will work as partners with students, their families, business and industry, and the community to improve student performance so that all students achieve the levels of knowledge and skill required for working, living, and learning in a knowledge-based society.

# HHCSO ACADEMIC CALENDAR

## HARRISON HILLS CITY SCHOOL DISTRICT

HOME OF THE HARRISON CENTRAL HUSKIES

### 2023-2024 Academic Calendar

1-20	Faculty Workday	August 2023							January 2024						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
21	Faculty Professional In-Service Day			1	2	3	4	5	1	2	3	4	5	6	7
22	Faculty Professional Meeting Day	6	7	8	9	10	11	12	7	8	9	10	11	12	13
23	First Day of Classes for Students	13	14	15	16	17	18	19	14	15	16	17	18	19	20
		20	21	22	23	24	25	26	21	22	23	24	25	26	27
		27	28	29	30	31			28	29	30	31			
		September 2023							February 2024						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2								
4	Labor Day	3	4	5	6	7	8	9	4	5	6	7	8	9	10
		10	11	12	13	14	15	16	11	12	13	14	15	16	17
		17	18	19	20	21	22	23	18	19	20	21	22	23	24
		24	25	26	27	28	29	30	25	26	27	28	29		
		October 2023							March 2024						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6	7						1	2
24	PM Parent-Teacher Conference Day (3:00-6:00PM)	8	9	10	11	12	13	14	3	4	5	6	7	8	9
		15	16	17	18	19	20	21	10	11	12	13	14	15	16
		22	23	24	25	26	27	28	17	18	19	20	21	22	23
		29	30	31					24	25	26	27	28	29	30
									31						
		November 2023							April 2024						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	PM Parent-Teacher Conference Day (3:00-6:00PM)				1	2	3	4	1	2	3	4	5	6	7
22-27	Thanksgiving Recess	5	6	7	8	9	10	11	7	8	9	10	11	12	13
		12	13	14	15	16	17	18	14	15	16	17	18	19	20
		19	20	21	22	23	24	25	21	22	23	24	25	26	27
		26	27	28	29	30			28	29	30				
		December 2023							May 2024						
		S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2					1	2	3	4
22-29	Christmas Recess	3	4	5	6	7	8	9	5	6	7	8	9	10	11
		10	11	12	13	14	15	16	12	13	14	15	16	17	18
		17	18	19	20	21	22	23	19	20	21	22	23	24	25
		24	25	26	27	28	29	30	26	27	28	29	30	31	
		31													

Student and Staff Holiday
Pre Planning/Professional Learning (No Classes)
Start/End of Grading Period
Parent-Teacher Conference

#### Commencement Date and Location:

Friday, May 24, 2024, 7:00 p.m.  
 Harrison Central Junior-Senior High School Gymnasium  
 100 Huskies Way  
 Cadiz, Ohio 43907

## WELCOME

Welcome to Harrison Central. As you start the new school year, it is our hope this new year will be successful and enjoyable. This handbook was developed to answer many of the questions you and your parents may have. Please read through it to familiarize yourself with the rules and regulations of Harrison Hills City School District. If you have any questions, please contact the main office of the Elementary School or the Jr./Sr. High School.

We are a school that promotes 21st century skills, which may include the following:

1. Creativity, innovation, critical thinking, problem solving, communication and collaboration.
2. Promoting information, media, and technological literacy.
3. Promoting productivity, accountability, leadership and responsibility.
4. Promoting interdisciplinary, project-based real world learning opportunities.

## WHO MAKES THE RULES

Harrison Central's general code of behavior is determined for the most part by those duly constituted by law to make these rules, namely the Board of Education, the school administration, and faculty.

This Handbook replaces all prior handbooks and other similar written material on the same subjects. This Handbook does not create a contract between the school and the students and/or parents, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. While every effort is made to ensure the accuracy of the information provided, the School reserves the right to make changes at any time without prior notice. **All discipline for student action whether on or off school campus is subject to the applicable student code of conduct and athletic rules and regulations found in this handbook as well as Board of Education policy. Copies of current Board policies and administrative guidelines are available on the District's website.**

## EQUAL EDUCATION OPPORTUNITY

Harrison Hills City School District provides an equal education opportunity to all students in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1967, the Age Discrimination and Employment Act of 1976, and Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

# **SECTION 1: GENERAL SCHOOL OPERATION**

## **BUS TRANSPORTATION**

Bus transportation is provided to all students who live one mile or more from the school. Definite routes and time schedules are established. The “Rules and Regulations” regarding bus conduct are provided to all students who use the bus. Abuse of the bus rules may result in the loss of bus riding privileges. Any violation of bus rules will be subject to disciplinary action as determined by the building administration.

Students are not permitted to arbitrarily change buses to which they were assigned. Nor are they to ride a bus to the home of another student. Any request for a student to change a bus schedule or bus assignment should be done through a phone call to Mr. Saffell, Director of Operations, (942- 7852) by a parent/guardian. If an emergency situation arises, the parent should contact the building administration at 942-7700.

## **LUNCH PROGRAM**

Students are offered a protein, grain, 2 half cups of vegetables, 2 half cups of fruit, and an 8 oz milk. Three components must be taken to count as a reimbursable meal and one of those components must be a fruit or a vegetable. Students eligible for reduced or free lunch will complete necessary forms at the beginning of each school year. These forms must be signed by the parent/guardian and returned to the office before the program can be initiated.

We are under a closed lunch policy. No student will be excused at lunch time to leave the building. Students may not order food to be delivered to the school.

Each student will receive an ID number that will remain with the student until graduation. Students will pay for lunches by depositing money into their account, similar to a debit system. Students may deposit money into their accounts during breakfast, homeroom, or at the end of their lunch period. Prepayments by check are accepted and encouraged. Please put your ID number on the check. Parents also have the option to pay online through the district website. If you are qualified for free or reduced lunch, this information will be in the system, and the meal will be processed just as it is for all other students. Students are encouraged not to pay with cash in the serving lines.

## **CHROMEBOOKS**

You will be issued a district owned Chromebook for instructional purposes. **Chromebooks are property of the Harrison Hills City School District and are subject to search at any time.** Please refer to the Agreement for Use of Student Chromebooks for guidelines. This agreement must be signed before a student will be issued a Chromebook.

## LOCKERS

Lockers are located throughout the building and will be assigned. Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else. Under no circumstances should you ever keep money or valuables in your locker. No writing in/on lockers or students will be charged a fee at the end of the year. Lockers do not come equipped with a lock. Students wishing to lock their lockers should bring their own padlock and provide the access code to the principal. **Lockers are the property of the school and may be inspected at any time.** During this process, any locks on the locker may be removed by administration.

## LIBRARY SERVICES

The purpose of library services is to provide students with materials for their classes and to provide recreational reading, viewing, and listening. Staff will assist students in checking out materials properly. All resources are the property of Harrison Hills and will be expected to be returned in the same condition that they were taken.

## PHOTOGRAPHS AND PICTURES

In order to maintain a progressive and coordinated program of public relations for our schools, district, and community; photographs/pictures are at times taken during school events and published in various news articles, media events and/or District Calendar/Annual reports. These photos are considered to be directory information and are not intended to be personally identifiable. If a parent does not want their son's/daughter's picture to be used in any of the above mentioned examples, they should indicate that in the One View forms.

## SEVERE WEATHER CLOSINGS

In the event that school shall be closed because of road, weather, or other emergency conditions, students will be notified by the district's notification system calling your home. Local TV stations will also be alerted to the adjusted opening of the school: **WTRF-TV7**, Wheeling, W. Va. and **WTOV-TV9**, Steubenville, Ohio. **Policy on two hour delay** - School starts two hours later than the normal start time.

## EMERGENCY PROCEDURES

Students will be made aware of the fire exits in all their classes and are urged to make note of these exits. ALL EXITS are clearly marked and EXIT procedures are posted in every classroom, as well as throughout the building. We will have several fire, tornado and emergency drills throughout the year in which all students are expected to proceed out the prescribed EXIT quickly and quietly.

## SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. Substitute teachers will be given the same respect and appropriate behavior as required with the regular teacher.

## VISITORS

The school policy is to welcome only visitors or guest speakers who have legitimate business at the school. All visitors or guests of Harrison Central, while they are in the building or on school grounds, are subject to the same rules, regulations, and codes of conduct and dress that apply to the Harrison Central student body. All guests and visitors must report to the main office for authorization and for a visitor's pass before proceeding through the school. Any unauthorized person who fails to register in the main office and/or fails to secure a visitor's pass will be asked to leave the building. Any visitors will be screened using an electronic monitoring system using their personal state issued ID. Any teacher who observes an unauthorized person in the building without a school visitor's pass displayed will notify the main office immediately. Visitors are expected to return their pass to the office and to leave the building and/ or school property promptly once their business has been completed. Students are not permitted to bring guests, which includes babies, to school.

## SCHOOL COUNSELING

If a student is having a problem and he/she would like to discuss it with someone, a School Counselor is available. To set up a conference, the student should inform his/her teacher that he/she would like to meet with the Counselor for an appointment or a conference.

## TEXTBOOKS/FEES

All books and electronic devices issued to students must be handled and used with care. In the event books are abused beyond reasonable wear, the District is required by Board Policy to charge for all damages for repair or replacement. **For the 2023 - 2024 school year, workbook fees have been waived.**

## WITHDRAWAL

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made by parent/guardian with the building administration.
2. Withdrawal forms should be completed and signed by the parent/guardian.
3. Meet with a school team that may include teachers, counselors, and/or administration.
4. All school property must be returned prior to withdrawal.

## CHANGE OF ADDRESS

Students or Parents are asked to please inform the office of any change of address or telephone number. Parents have the capability to do so on the District's OneView platform.

## SCHOOL DANCES

School dances are held for the benefit and enjoyment of the student body of Harrison Central. They are chaperoned by school faculty and administration and are closed to any one who is not a student of Harrison Central. Prom and Homecoming are formal dances (formal dress/attire required) and are

open to Harrison Central students and their guests; however, no Jr. High students/guests will be permitted to attend any high school dance. Prom and Homecoming are the only dances in which you may bring an out of school guest (no guests above the age of 20). Students grades 9-12 are not permitted to attend Jr. High dances. Student conduct should be appropriate for a school setting. Inappropriate conduct may result in removal from the event by Administration or function supervisor.

Harrison Central also hosts school dances at the elementary level (special occasions, winter formal, etc.). Grade level restrictions may apply to these events. All guidelines stated above apply.

## **PUBLIC SIDEWALKS/CROSSWALKS AND PRIVATE PROPERTY**

Students are reminded that they are representatives of Harrison Central during the school day as well as when walking to and from school each day. Therefore, students are not permitted to loiter or litter on private property adjoining District property, nor are they to litter or loiter on District property. Likewise, students are not to block access to public sidewalks or roadways on or around the school premises. All students are to obey the traffic laws and ordinances to ensure their own safety and the safety and respect of others.

## **LOST AND FOUND**

Students who find lost articles are asked to return them to the office where they can be claimed by the owner. The school district is not responsible for housing lost items and will dispose of unclaimed items on a routine basis.

## **COMPUTER USE AND ACCESS**

Computer use and Internet access is restricted to school related classroom assignments and work only and follows the guidelines set forth by district policy. Any use of computers and printers for personal or non related school work is prohibited. Violations may result in loss of computer use and access privileges. Hot spots are prohibited during school hours.

## **PLAGIARISM/CHEATING/APPEARANCE OF CHEATING**

Plagiarism/Cheating/Appearance of Cheating is defined as taking, giving, or using ideas, writings or information from another source and offering them as your own. A student should act in such a way that a teacher would not suspect him or her of cheating. Violation of this policy will result in disciplinary action.

Plagiarism/Cheating involves any of the following:

- Using another person's work as your own.
- Copying and/or duplicating assignments that will be turned in as an "original"
- Exchanging assignments by print or digital means and then submitting as "original".
- Writing formulas, codes, key words, etc. on your person or objects for use in an assessment.
- Using unauthorized reference sheets during an assessment.
- Exchanging answers with others (either giving or receiving) unless directed by a teacher.
- Taking someone else's assignment and submitting it as your own.

## PBIS EXPECTATIONS

Positive Behavior Intervention Support (PBIS) is a process supported by the Ohio Department of Education and Harrison Hills City School District to promote and maximize academic achievement and behavioral competence. It is a three-tiered system of support for helping all students achieve important social-emotional and learning goals. This framework provides clear expectations for student behavior, outlines specific methods and strategies to encourage social skills, and a menu of corrective strategies when misconduct occurs. By detailing every expected behavior and teaching students in a positive, proactive way, we provide common language for everyone in our district, including students, teachers, front office staff, and paraprofessionals.

### Harrison Central Elementary PBIS Matrix

	<b>Respect</b>	<b>Responsibility</b>	<b>Readiness</b>
<b>Classroom</b>	Be kind Talk with permission Leave seat with permission Keep hands and feet to self	Keep area clean Make smart choices Have materials ready Be an active learner	Follow directions quickly
<b>Hallway/ Transition</b>	Walk Hands and feet to self 0 inch voice	Go directly to destination Walk in a straight line	Follow directions quickly
<b>Restroom</b>	Privacy to others Wait patiently Keep hands and feet to self Use 1 inch voice	Wash your hands Clean up after yourself Inform teacher of any problem	Be timely
<b>Cafeteria</b>	Keep hands, feet and food to elf Use good table manners Use a 2 inch voice	Clean up after yourself	Be timely Follow directions quickly
<b>Playground</b>	Play fair and share Use equipment appropriately Use a 3 inch voice	Think before you act Report any harmful situations to adults on duty	Be timely Stop at the whistle Follow directions quickly
<b>Bus</b>	Keep hands and feet to self Keep your body in your seat Use a 2-inch voice	Stay seated Keep area clean Keep aisle clean	Follow directions quickly Enter and exit swiftly and safely



### Harrison Central Jr/Senior High PBIS Matrix



	<b>Respect</b>	<b>Responsibility</b>	<b>Readiness</b>
<b>Classroom</b>	Use appropriate language Respect others' opinions Talk with permission	Keep area clean Ask for assistance Turn in assignments on time	Bring necessary materials and a charged chromebook Use electronic devices properly Support a healthy learning environment
<b>Hallway/ Transition</b>	Use appropriate language quietly Respect others' personal space Hands, feet, and objects to self	Go directly to destination Have a hall pass If in a disagreement, walk away	Get materials & go back immediately to class Stay to the right side Follow directions quickly
<b>Cafeteria</b>	Use appropriate language Talk quietly Respect others' personal space	Clean up after yourself Think before you act Keep hands, feet & objects to yourself	Stay in place in line Keep account paid up Use electronics appropriately



# **SECTION 2: STUDENT ATTENDANCE**

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the school will partner with students and their families to identify and reduce barriers to regular school attendance. The school will utilize a continuum of strategies to reduce student absences including, but not limited to:

- Notifying the parent or guardian of a student's absence
- Developing and implementing an absence intervention plan on a case-by-case basis, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities
- Referral for truancy if applicable

## **MISSING CHILD ACT**

Parent(s)/guardian(s) MUST notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The building administration or a designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone number and home addresses, as well as emergency telephone numbers.

## **EXCUSED ABSENCE (WITH LEGITIMATE EXCUSE)**

Absence from school for any reason other than those listed below and recommended by the State Department of Education, State of Ohio, is not acceptable and will be unexcused. The teacher, student, and family should share in the responsibility for completing work missed due to excused absences.

1. Personal illness or illness in the immediate family requiring the student to stay home. It is the responsibility of the parent to make contact with the school.
2. Doctor or dentist appointment. (must provide note upon return)
3. Death in the family or a close friend.
4. Religious holidays as related to your own faith.
5. "Act of God" such as weather or unexpected home calamities.
6. Family going on vacation: This is to be discouraged and must be approved by the building

administration one week in advance. Failure to secure this permission will cause the absence to be unexcused. Please schedule all vacations at a time that does not interfere with your son's or daughter's exam schedule.

7. Attending a wedding or graduation ceremony of family or a close friend.
8. Attending a career setting/institution of higher learning. This applies only to seniors who are allowed two days and juniors who are allowed one day.

## **EXCUSED ABSENCE NOTES/COMMUNICATION (MUST INCLUDE)**

1. Student's name
2. Date or dates of absence
3. Nature of absence (must meet list 1-8) and description
4. Parent or guardian's signature

Any student absent under doctor's care should bring the slip when he/she returns to school with the dates and doctor's signature. Early dismissals for purposes other than professional appointments will be granted with parental permission and will be recorded as unexcused time out of school.

## **UNEXCUSED ABSENCE (WITHOUT LEGITIMATE EXCUSE)**

The pupil is absent from school while it is in regular session with the knowledge of the parents, but is in violation of the school attendance rules. Any excuse not having a specific reason stated will be classified unexcused. Excuses signed by 18 year old students and not by a parent or guardian, unless living away and are self supporting, will be classified unexcused. When a student returns to school and no parental or guardian response to the absence has been recorded, the said student will be deemed unexcused.

## **MAKE-UP WORK**

After an excused or unexcused absence from class or school, it is the student's responsibility to see the teachers of the classes missed and to arrange for making up class work. Getting assignments which were missed due to an absence from school is the student's responsibility. Any test missed will be made up in the number of days the student was absent and at a time convenient for the teacher. It is the responsibility of the student to initiate time to make up tests. All make up tests and/or make up work will be of the same format (objective, essay etc.) and of equal quantity as test and/or class work missed.

## **EXCESSIVE ABSENCES (EXCUSED AND UNEXCUSED ABSENCES COMBINED)**

- Student is absent 38 or more hours in one school month with or without a legitimate excuse.
- Student is absent 65 or more hours in one school year with or without a legitimate excuse.

When a student becomes excessively absent:

- The school will notify the student's parents in writing within 7 days of the triggering absence
- The student will follow the school's policy for addressing excessive absences

School policy for excessive absences:

- Student will be placed under monitoring by the school attendance officer
- Student may forfeit class and incentive field trips that would cause additional class absences
- Student and family may be referred community resources as appropriate.
- Student may be referred to the Absence Intervention Team

## **HABITUAL TRUANCY (UNEXCUSED ABSENCES)**

- Student is absent 30 or more consecutive hours without a legitimate excuse
- Student is absent 42 or more hours in one school month without a legitimate excuse
- Student is absent 72 or more hours in one school year without a legitimate excuse

When a student becomes habitually truant within 7 school days of the triggering absence, the school will:

- Select members of the absence intervention team; and
- Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
  - Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
  - Within 14 school days after the assignment of the team, the district will develop the student's absence intervention plan;
  - Within 7 days after the plan is developed, the district shall make reasonable efforts to provide written notification to the student's parent or guardian; and
  - The student has 60 days to successfully implement the plan.

If the student does not make progress on the plan, as determined by the absence intervention team, the attendance officer must file a complaint in juvenile court against the student on the 61st day after the implementation of the absence intervention plan.

If, at any time during the implementation phase of the absence intervention plan, the student is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, the school must have its attendance officer file a complaint against the student. This requirement does not apply if the absence intervention team has determined the student has made substantial progress on the absence intervention plan

## **SUSPENSION FROM SCHOOL**

A student who has been suspended from school or from class will have the number of days of suspension charged against attendance limits. Parents will be notified of the suspension. Suspended students are not to take part in or attend any school activity, game or other function during suspension days. Assignments missed during suspension may be made up with principal approval.

## **INCOMPLETES**

All incompletes are the responsibility of the student and are to be made up at the convenience of the classroom teacher no later than 10 (ten) days after the end of each 9 (nine) week's grading period except for the last (fourth) nine week's grading period. Any incomplete received for the final grading

period of the school year must be made up before the end of the school year. Failure to make up incomplete course work within these time constraints will result in denial of credit for said course.

## **SCHOOL SPONSORED OR SANCTIONED ACTIVITIES**

School sponsored or sanctioned activities that have prior administrative approval are exempted from and will not count toward the total absences.

## **ATTENDANCE PROCEDURE**

1. Attendance will be taken during homeroom and reported.
2. Students who have been absent will immediately bring a written excuse to the main office before the home room period to avert being tardy to homeroom.
3. The Daily Attendance Sheet will list the absentees and students to be dismissed early from school on that day.
4. Each teacher will keep a record of attendance each period and turn in the names of any student who was absent from class but who's name did not appear on the absence list.
5. A student coming to school tardy must first report to the main office and admit himself/herself by signing in. For students in grades PK-6, an adult must sign them in the office.
6. Any student leaving the building during school hours must have the written permission of the building administration. When the student returns he/she must report to the office and sign in.

## **EARLY DISMISSAL FROM SCHOOL PROCEDURE**

1. An early dismissal from school will be limited to illness, emergency, or professional appointment. Early dismissals will be treated as other absences. Requests for early dismissal should be made before school begins in the morning.
2. Emergency - Students who become ill during the day must report to the school nurse for permission to call the parent or guardian to go home ill. The call must be made by the nurse, secretary or administration. Please do not call your parent from your cell phone to pick you up without permission first.

## **INJURIES/ILLNESS AT SCHOOL**

If a student needs to return home because of an illness, the necessary permission will be initiated from the Principal's Office. Students who sustain any injury on the school grounds **MUST** report that injury to the staff member supervising the situation or the building administration. An Accident Form will be completed by the staff member in charge of the student and sent to the building administration.

# **SECTION 3: MEDICAL INFORMATION**

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board of Education will provide to parents or guardians of all students enrolled in the District's schools an Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event will have access to Emergency Medical Information for those students.

## **SCHOOL INSURANCE**

For a nominal fee, pupils may participate in an insurance program distributed by the school. Literature relative to this matter is distributed to all students at the beginning of each school year. It is advisable that all students participating in sports have insurance either through school or at home.

## **STUDENT MEDICATIONS**

Any student that must take medication must follow all Board of Education guidelines. If possible, all medications should be given by the parent at home. If this is not possible, it is done in compliance with the following:

1. The school nurse or an appropriate person appointed by the Board of Education supervises the secure and proper storage and dispensing of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
4. The parent(s) must agree to submit updated orders, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.

## **INHALERS FOR ASTHMA**

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or nurse must have received copies of these required written approvals.

## EPINEPHRINE AUTOINJECTORS

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and from his/her parent. Written approval must be on file with the principal and, if one is assigned, school nurse. In addition, the principal or the school nurse must receive a back-up dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information:

1. student's name and address;
2. names and dose of the medication contained in the auto injector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided that student with training in the proper use of the epi-pen;
5. circumstances in which the epi-pen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
  - a. the student may experience that should be reported to the prescriber or
  - b. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and
9. the parent and any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

## HEALTH SERVICES

The Harrison Hills City School District will provide certain health services. The services at school are a vital function in the interest of the health of each child. The school health nurse will be available should the School Principal, or designee, need him/her. Their function is:

1. Maintain the health records.
2. Vision screening of students in grades Pre-K, K, 1, 3, 5, 7, 9, and 12 and all teacher referrals from other grades.
3. Hearing screening to all Pre-K, K, 1,3, 5, 7, 9, and 12 grade students all teacher referrals from other grades.
4. Available for any health problem which the school Principal may bring to his/her attention.
5. Encourage and participate in assemblies which are health related.

## **BLOODBORNE PATHOGENS**

The Board of Education recognizes that staff/students incur some risk of infection and illness each time they are exposed to blood or other potentially infectious materials. While the risk to staff/students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards any such risk as serious.

To reduce the risk to staff/students by minimizing or eliminating staff exposure incidents to bloodborne pathogens, the Board directs the Superintendent to develop and implement an Exposure Control Plan. Bloodborne pathogens are defined as pathogenic micro-organisms that are present in human blood and can cause disease in humans. These include, but are not limited to, Hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

The Board of Education recognizes that the human immunodeficiency virus (HIV) and the condition of acquired immune deficiency syndrome (AIDS), which is caused by the HIV infection, present significant medical, legal, educational and social issues. The Board desires to protect the rights of all students and employees and does not discriminate against students and employees who are HIV-infected. The Board works cooperatively with state and local health organizations to assess the needs of HIV-infected students or staff and to keep updated on current educational information that could be included in the District's educational plan.

Decisions about any changes in the educational program of an HIV-infected student shall be made on a case-by-case basis, relying on the best available scientific evidence and medical advice

## **CASUAL CONTACT COMMUNICABLE DISEASES**

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated. Any student suspected or reported to have a communicable disease is examined by a school nurse./designee or public health nurse. The student may be excluded from school, according to the guidelines set forth by the Ohio Department of Health. Re-admission is dependent upon a decision by a physician, school nurse, or local health department. Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

Contagious Disease - The following diseases are classified by the Ohio State Department of Health as "Communicable Disease", and the exclusion from of the actual patient is recommended as follows:



<b><u>DISEASE</u></b>	<b><u>INCUBATION PERIOD</u></b>	<b><u>CONTROL MEASURES</u></b>
Chicken Pox	10-21 Days	Exclude from school until the sixth day after onset of rash or until lesions are dry
Conjunctivitis (Pink eye) therapy	24-72 hours after	Exclude until 24 hours of antibiotic until discharge decreases
Measles	7-18 days	Exclude for at least 4 days following the onset of rash - can return on day 5
Whooping Cough	6-20 days	If not treated with antimicrobial therapy exclude school until three weeks after the onset
Mumps	12-25 days	Exclude for 9 days after the onset of swelling - can return on day 10
Scarlet Fever/Strep Throat	1-3 days	Exclude until 24 hours of antibiotic therapy has been completed and symptoms of infections have subsided.
Ringworm	4-10 days (body) 10-14 days (scalp)	Exclude until 24 hours of appropriate treatment completed. Continue to exclude from contact sports until lesions are gone to prevent spread.
Pediculosis (Head Lice)	Remove from classroom	Can return to school when checked by School nurse. Treatment with medicated or another so appointed medicated shampoo.

## OHIO IMMUNIZATION SUMMARY FOR SCHOOL ATTENDANCE

<b>Vaccines</b>	<b>Fall 2023 Immunizations for School Attendance</b>
DTaP/DT Tdap/Td (Diphtheria, Tetanus, Pertussis)	K-12 Four or more does of DTaP or DT, or any combination. If all four doses were given before the fourth birthday, a fifth dose is required. If the fourth dose was administered at least six month after the third dose, and on or after the fourth birthday, a fifth dose is not required
POLIO	K-12 Three or more doses of IPV. The FINAL dose must be administered on or after the fourth birthday, regardless of the number of previous doses.
MMR Measles, Mumps, Rubella	K-12



	Two doses of MMR. The first dose must be administered on or after the first birthday. The second dose must be administered at least 28 days after the first dose.
HEP B Hepatitis B	K-12 Three doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least eight weeks after the second dose. The last dose in the series must not be administered before age 24 weeks.
VARICELLA Chicken Pox	K-12 Two doses of varicella vaccine must be administered prior to entry. The first dose must be administered on or after the first birthday. The second dose should be administered at least three months after the first dose; however, if the second dose is administered at least 28 days after the first dose, it is considered valid.
MCV4 Meningococcal	Grade 7 One dose of meningococcal (serogroup A,C,W, and Y) vaccine must be administered on or after the tenth birthday. Grade 12 Two doses of MCV4. Second dose on or after age 16 years. If the first dose was given on or after the 16th birthday, only one dose is required.

#### **Pre - K**

4DTP/DTAP/DT

3 Polio

1 MMR

3-4 HIB

3 Hep B

Physical Exam

#### **Kindergarten**

5DPT/DTAP/DT

4 Polio

2MMR

3 Hep B

2 Varicella

Health HX

#### **Grade 1-10**

4DPT/DTAP/DT

4 Polio

2 MMR

3 Hep B

1 Varicella (1st & 3rd grade only)

TDAP (7th grade only)

Meningitis #1

#### **Grade 11-12**

4DPT/DTAP/DT/TD

4 Polio

2MMR

Meningitis #2 (12th grade only)

#### **Health HX (Medical History)/Lead Test**

Pupils who do not meet or exceed minimum immunization requirements should be considered inadequately immunized. Such pupils should not be admitted to school unless they have received at least one dose of DPT or TD (adult) vaccine, one dose of Polio vaccine, one dose of MMR Vaccine, one dose of HepB vaccine (according to the age/grade requirements for the current school year, and one dose of Hib (preschool enrollment). It is permissible for a physician or health department to administer any combination of these vaccines on the same visit. Parents should be advised that failure to complete the balance of required DPT/Polio/MMR/HepB immunizations in a timely manner is basis for excluding pupils from school; parents should be further advised that re-admittance will not take place until proof of additional immunizations(s) is submitted. Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

The required immunizations can be waived if a medical contradiction exists. A physician's written statement is required. Objection on religious or philosophical ground is a valid exemption only when a written statement to this effect is signed by a parent or guardian.

# **SECTION 4: DISTRICT CODE OF CONDUCT**

## **CAMERA USE ON DISTRICT PROPERTY**

All students, parents and staff are advised that as a public school facility, students, parents, staff and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about campus.

In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, the Harrison Central campus and its buses are equipped with a surveillance system both internally and externally. This surveillance system operates 24 hours a day, 7 days a week. This system may be used by administration and school resource officers to monitor student conduct and to assist in enforcing the Student Code of Conduct, if necessary.

## **INTERROGATIONS AND SEARCHES**

The Harrison Hills City School District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Administration and their designees are permitted to search the person and personal property (purse, knapsack, backpack, etc.) of a student where there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school policy. Student vehicles that are parked on school property may also be subject to search at the discretion of administration (with reasonable suspicion). The administration has developed regulations to be followed in the case of searches and interrogations.

Student lockers, chromebooks and desks are the property of the Harrison Hills City School District, and as such students should have no expectation of privacy in these items. Since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board of Education to permit the building administrator to search any locker and its contents as the administrator believes necessary.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be confiscated, held, or turned over to law enforcement. The School reserves the right not to return items that have been confiscated.

## **CANINE SEARCHES**

If there is a reasonable basis for suspecting that a particular student has committed, or is committing, a violation of a law or District rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or District rules on the student's person, the student may be searched for evidence of the suspected

violation. Any such search must be reasonably related to the objectives of the search and must not be excessively intrusive in light of the age and sex of the student, as well as the nature of the suspected violation.

## **PUBLIC CONDUCT ON DISTRICT PROPERTY**

All persons on district grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations. No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, administrator, or other employees of the school or students.

All persons at extracurricular activities will be expected to abide by the rules and regulations of the Board, the school district in which the extracurricular activity is taking place and the Ohio High School Athletic Association. No person will disrupt or interfere with any extracurricular activity involving students from Harrison Hills City Schools whether at the District's facility or at another site at which the activity is taking place. Removal from the activity and possible exclusion from school activities may follow.

## **STUDENT CONDUCT "ZERO TOLERANCE"**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "Zero Tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student's misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents annually receive, at the beginning of the school year or upon enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or while participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. 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, regardless of where the misconduct occurs. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program. The Student Code of Conduct is made available to students and is online on the school's website ([www.hhcsd.org](http://www.hhcsd.org)). The Superintendent has the authority to expel a student from school for a period not to exceed 80 days, unless it involves a firearm, knife, bomb threat, or serious offense that causes harm to a person or property. These offenses can result in an expulsion up to one year. If there are not enough days

remaining in a school year, the expulsion can be extended into the new school year. Certain behaviors can result in the permanent exclusion of a student. The school district policy will be posted in each building.

## **DRESS CODE**

Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance. The Board of Education prohibits student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

## **BOOKBAG/HANDBAG POLICY**

Students are permitted to carry book bags to and from school. Student-owned bags should be of normal size. Students are not permitted to have book bags in the classroom and they should be stored in their assigned lockers.

## **HAZING AND BULLYING (HARASSMENT, INTIMIDATION AND DATING VIOLENCE)**

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying. Bullying, Harassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other students and is sufficiently severe, persistent or pervasive that it creates

an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited on school property or at a school-sponsored activity. The district includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

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

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided in violence, substance abuse prevention, and positive youth development.

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

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

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks
2. Threats, taunts and intimidation through words and/or gestures
3. Extortion, damage or stealing of money and/or possessions
4. Exclusion from the peer group or spreading rumors
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber-bullying"), such as the following:
  - a. Posting slurs on web sites, social networking sites, blogs or personal journals

- b. Sending abusive or threatening emails, website postings or comments and instant messages
  - c. Using electronic devices to take embarrassing photographs or videos of students and staff members and/or distributing or posting the photos or videos online
  - d. Using web sites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

## **WEAPONS ON SCHOOL PROPERTY**

The Harrison Hills City School District Board of Education is committed to providing the students of the District with an educational environment which is free from the dangers of firearms, knives and other dangerous weapons in the school.

Students are prohibited from bringing firearms or knives onto school property, in a school vehicle or to any school sponsored activity, or having such firearms or knives in his/her possession under the same circumstances. If a student brings a firearm or knife or has in his/her possession a firearm or knife on school property, the Superintendent shall expel the student from school for a period of (1) year. Any such expulsion shall extend, as necessary into the next school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with state law.

Students are prohibited from bringing onto school property or possessing at school, in school vehicles or at school sponsored activities, such devices that “look like” a gun or rifle, BB guns, or other items that are not included in the definitions of firearms. The District may suspend, expel or discipline students for such offenses. Students are also prohibited from bringing or possessing knives on school property, in school vehicles or to any school sponsored activity. A knife shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocket knives, and switchblades.

A firearm shall include, but is not limited to, any weapon (including a starter gun) and destructive device such as a bomb, grenade, rocket having a propellant charge and/or a projectile, a mine, or device similar to the devices described in the preceding clauses.

The Board of Education may extend the right to expel for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, throwing stars, explosives, noxious irritation or poisonous gasses, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

Matters which might lead to a reduction of the expulsion period include: an incident involving a student with a disability student and the incident is a manifestation of the disability, the age of the student and its relevance to the punishment, the prior disciplinary history of the student; and/or the intent of the perpetrator.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is

occurring at the time of the threat. Any expulsion under this policy extends, as necessary, into the school year following the school year in which the incident occurs and the expulsion takes place.

## **DUE PROCESS RIGHTS**

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Ohio Revised Code.



# **SECTION 5: LEGAL POLICIES**

## **STUDENTS WITH DISABILITIES**

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

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

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation. Additionally, in accordance with state and federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment." A student can access special education and related services through the proper evaluation procedures.

Students with disabilities have remedies under Ohio and Federal Law. Students can file what is called a due process complaint through the Office of Exceptional Children with the Ohio Department of Education regarding the provision of a Free and Appropriate Public Education (FAPE). Grievances under Section 504 can be filed with the District Compliance Officer under Board Policy 9.19.

## **TITLE IX**

### **Students Alleged Discrimination Grievance Procedures**

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Harrison Hills City School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), he/she may bring forward a complaint which shall be referred to as a formal grievance.

Under Board Policy 9.08 as follows:

**Step 1:** An alleged formal discrimination grievance complaint should first be made to the principal



**Step 2:** If not resolved at Step 1, the decision may be appealed to the district's Title IX Coordinator within ten (10) calendar days

**Step 3:** If not resolved at Step 2, the decision may be appealed to the Board of Education

**Step 4:** If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

Parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

## **HARASSMENT AND VIOLENCE**

Harassment and violence by students in the school environment can substantially interfere with their ability to learn, perform, work, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time, in any school, during transit to or from school, or during any school sponsored activity or event that constitutes harassment or violence involving students shall be strictly prohibited. Any such conduct, communication, activity, or practice should be immediately reported to the building principal. All reports shall be investigated as soon as possible in accordance with Board Policy 9.10.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) ensures that parents and students have access to and an opportunity to challenge the content of a student's record and that schools will not release information that directly identifies a student to a third party. Under this act, however, Harrison Central Jr./Sr. High School does reserve the right to release directory information for the purpose of conducting school business including honor rolls, sports programs, and yearbooks. Such information may include a student's name, address, date of birth, class, weight, height, awards and honors, extracurricular participation, and dates of attendance. Parents who wish to have such directory information withheld by the school should notify school officials in writing.

## **MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The Harrison Hills City School District Board of Education will comply with the McKinney-Vento Homeless Assistance Act, 42 USC 11431 (the "McKinney-Vento Act") providing for a free, appropriate education, including public preschool, to each homeless child or youth. Information about a homeless child's or youth's living situation shall be treated as a student education record and shall not be deemed to be directory information.

The District's E.M.I.S. Director will serve as the point of contact for correspondence with outside agencies regarding homeless children.

## **CHILDREN & YOUTH IN FOSTER CARE NOTICE**

The Harrison Hills City School District Board of Education will collaborate with the Ohio Department of Education ("ODE") and with local child welfare agencies to provide educational stability for children in foster care. The District will adhere to the guidelines established by the ODE in making a "best

interest” determination for a child in foster care. The District will consult with the relevant child welfare agencies in making a best interest determination.

The District’s E.M.I.S. Director will serve as the point of contact for correspondence with child welfare agencies regarding children in foster care.

# **SECTION 6: ELEMENTARY SCHOOL OPERATION**

## **HARRISON CENTRAL ELEMENTARY SCHOOL MISSION STATEMENT**

At Harrison Central Elementary all students will learn and be challenged to achieve. I am responsible for my own learning and behavior. I am here to learn and lead with a great positive character.

## **HARRISON CENTRAL ELEMENTARY SCHOOL EXPECTATIONS**

1. Students should walk into and out of the building as they also walk in the hallways and throughout the building.
2. Respect for law and order and a courteous respectful attitude to those in authority are essential at all times for success. Students who desire to cooperate seldom encounter difficulty.
3. In the classroom, you should give your attention to the teacher, speaker, announcer, or student that is reciting.
4. Assembly and similar programs are measuring sticks of you and your school. Entering quietly, listening attentively, and applauding enthusiastically are ways to maintain the best traditions a school can have.
5. Be punctual and regular in attendance and study; be ready to learn.
6. Take part in worthy projects for the good of the school.
7. Help new students to get acquainted. Offer every courtesy and services to visitors.
8. Radios, electronic devices, mobile phones, toys, etc. should not be brought to school. The school is not responsible for these or related items.
9. Never forget the “magic” words “please and thank you.”
10. Show respect to other students and yourself.

## **HARRISON CENTRAL ELEMENTARY SCHOOL BUS EXPECTATIONS**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. Be careful when approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the highway. Students wait for the bus driver's signal to cross.
2. Be on time at the bus stop in order to permit the bus to follow the time schedule.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom.
4. Reach the assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. Obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. Keep the bus clean and sanitary, refrain from chewing gum or consuming candy, food or drinks on the bus at any time;
7. Refrain from loud talking or laughing (unnecessary confusion diverts the driver's attention and might result in a serious accident).
8. Keep head, arms and hands inside the bus at all times.
9. Be courteous to fellow students and to the bus driver.
10. Treat bus equipment as one would treat valuable furniture in his/her home (damage to the school bus is strictly forbidden).
11. Remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus.

## **HARRISON CENTRAL ELEMENTARY SCHOOL GENERAL RULES**

1. Students must be aware of other classroom(s) in session as they move around the school including the hallways and stairways during the day and maintain a certain degree of quiet and order in keeping with the situation. Behave in corridors - walk at all times and keep to the right.
2. Students are not permitted to throw snowballs, ice, stones, or other items while at school or at bus stops.
3. Gum chewing is not permitted.
4. Parents are required to phone the school office (740-942-7600) when your child is absent. If you do not call, the school will attempt to contact you by phone.
5. All students are expected to exercise care in the use and preservation of school property. They should help to keep the building neat and orderly by putting waste paper and other litter in the receptacles provided and not on the floor. Students are responsible for paying damages caused by negligence or abuse.

## HARRISON CENTRAL ELEMENTARY SCHOOL GRADING SYSTEM

Grade cards for students K-12 shall be issued at four intervals of nine weeks. Progress shall be posted on Progress Book throughout the quarterly grading period for students K-6. Evaluations of student progress will be made as follows: Kindergarten students will be evaluated by the use of a check system to indicate their progress in social, personal, and academic skills. Students in grades 1- 6 will be given the letter grades based of the figures of:

95 - 100 = A	90 - 94 = A-	
87 - 89 = B+	83 - 86 = B	80 - 82 = B-
77 - 79 = C+	73 - 76 = C	70 - 72 = C-
67 - 69 = D+	63 - 66 = D	60 - 62 = D-
Below 60 = F		

Students in grades 1 and 2 will receive letter grades in the following classes: Reading, Math, Spelling, and ELA/Writing. They will receive S's and Us in Art, Computer Science, Music, Science, Social Studies, and Physical Education.

Students in grades 3-6 will receive letter grades in the following classes: Reading, ELA/Writing, Math, Science, and Social Studies. They will receive S's and U's in Art, Computer Science, Music, and Physical Education.

When final grades are given and the student is bordering between passing or not passing the year, the teacher shall confer with the counselor and the assistant principal or principal, and they shall determine the most educationally sound action in light of the circumstances of the grades achieved. If the student is "placed" in the next grade, a statement listing the reasons for which the placement was made shall be filed in the student's cumulative folder.

Grades should be determined by having sufficient evidence (grades from homework assignments, classroom participation, projects, reports, quiz(s), and test(s) to base the grade upon a minimum of 9 items during a nine-week period for grades K-3 and 12 items for grades 4-6.

**Honor Roll** : The student must have all A's and B's and S's in all courses for the nine-week period.

**Principal's List**: The student must have all A's and S's in all courses for the nine-week period.

## PROMOTION AND RETENTION OF ELEMENTARY STUDENTS

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors. The district takes into consideration: reading grade, mental ability, age, physical maturity, emotional and social

development, social issues, home conditions, and grade point average. A child who has received a failing average in two of the major subject areas (reading, social studies, math, ELA, or science) should be considered for retention.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Guidelines include the following elements:

1. A student receiving passing grades in reading, social studies, math, science, and ELA is promoted
2. A student having failing grades in reading, math, and ELA at the end of each year has his/her case evaluated by the district personnel for placement.
3. No conditional promotions are permitted.
4. A student having failing grades may be assigned to the next higher grade with discretion only with approval of the school administrator.,
5. A student having passing grades, "D" or above, throughout the year is not failed.
6. No student should be retained more than twice in the elementary grades.
7. Documentary and anecdotal evidence should be available to justify retention.
8. A student with failing grades during any academic term is entered into the Districts intervention programs to be assisted toward academic success in those areas.

Intervention services will be offered to students who are not making satisfactory progress toward the attainment of the statewide academic standards for their grade level.

# **SECTION 7:**

## **JR./SR. HIGH SCHOOL OPERATION**

### **HARRISON CENTRAL JR./SR. HIGH SCHOOL VISION STATEMENT**

Harrison Central's vision is to provide all students with learning opportunities that inspire them to reach their highest potential in order to thrive as productive members of society.

### **HARRISON CENTRAL JR./SR. HIGH SCHOOL BELIEF STATEMENTS**

1. We believe student learning should encompass academic, extra-curricular, and social activities for a well rounded education.
2. We believe the purpose of the school is to provide students with a safe environment that is conducive to learning and to provide to the students a staff that is caring and compassionate.
3. We believe effective teaching is essential to the successful education of students. Teachers should have a thorough knowledge of the subject to be able to communicate well with students, staff, parents, and administrators. They also must be willing to change their teaching styles to benefit the ever changing educational environment.
4. We believe the principal's primary job is to provide a positive, safe environment for students, staff, and parents. They should also be able to communicate well with others and have an open mind concerning problems and/or changes that need to be made for a better school.
5. We believe the parent's role in education is to reinforce the homework and supply additional information at home. Parents should encourage their children to conduct themselves appropriately so as to produce a learning environment at home and school. Parents should support their children!
6. We believe that a positive, safe, and successful education of our students needs to be a combined effort of teachers, administrators, parents, and community.

### **PARENTAL INVOLVEMENT IN EDUCATION**

The Board of Education believes that parental involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism. All parents are encouraged to take an active role in the education of their children. Programs and activities available at Harrison Central Jr./Sr. High School to address this issue include:

1. Parent/Teacher Conference Night

2. Parent/Teacher Communication
3. College Financial Aid Night
4. National Honor Society Induction Ceremony
5. Academic Letter Recognition Ceremony
6. Attendance Notification
7. Progress Book electronic access
8. Academic and athletic booster meetings
9. Participation in building meetings

The school reserves the right to hold parental conferences, guidance conferences, and the right to request schedule changes or student program placement.

## GRADING SYSTEM

In grades 7 to 12, the four scholarship marks in each subject are cumulative for the year and are averaged for the final mark that determines whether credit has been earned. Each of the four (4) nine week periods is equal to 1/4 of the final grade.

**Grading Scale**

Grade	Point Value	Starting %	Ending %	Starting Point	Ending Point
A	4.0	95	100	3.71	4
A-	3.7	90	94.99	3.51	3.709
B+	3.4	87	89.99	3.3	3.509
B	3.0	83	86.99	2.71	3.299
B-	2.7	80	82.99	2.51	2.709
C+	2.4	77	79.99	2.3	2.509
C	2.0	73	76.99	1.71	2.299
C-	1.7	70	72.99	1.51	1.709
D+	1.4	67	69.99	1.3	1.509
D	1.0	63	66.99	0.71	1.299
D-	0.7	60	62.99	0.7	0.709
F	0.0	0	59.99	0	0.699

**AP/Scholars/CCP Weighted Grading Scale**

Grade	Point Value	Starting %	Ending %	Starting Point	Ending Point
A	5	95	100	4.71	5
A-	4.7	90	94.99	4.51	4.708
B+	4.4	87	89.99	4.3	4.509
B	4	83	86.99	3.71	4.299
B-	3.7	80	82.99	3.51	3.709
C+	3.4	77	79.99	3.3	3.509
C	3	73	76.99	2.71	3.299
C-	2.7	70	72.99	2.51	2.709
D+	2.4	67	69.99	2.3	2.509
D	2	63	66.99	1.71	2.299
D-	1.7	60	62.99	1.7	1.709
F	0	0	59.99	0	1.699

Students must have a D– average to pass for the year.

Also providing that:



- a. the student has earned enough quality points (2.8) to pass the course for the year.
- b. the student has achieved a passing grade in a semester course by earning 1.4 quality points.
- c. the student has completed all required assignments including tests, quiz(es), reports, term papers, class projects, etc. If a student fails to make up the required work he/she will be given an "I" (incomplete) rather than an "F" and may not receive credit for that course.

Grades are a means of communicating degrees of success or failure to parents and students on actual academic achievement. Grades should be determined by having sufficient evidence from homework assignments, classroom participation, projects, reports, quizzes, tests, and a quarter assessment to base the grade upon--a minimum of 15 items (grades) per nine week grading period for grades for 7-12. There will be a place on the report card to write encouraging or critical notes, but the grade is to reflect the progress of the student's performance. The Board of Education recognizes that any grading system, however effective, is subjective in nature. Therefore, fundamental principles must guide all instructors in assigning marks of achievement:

1. The achievement mark in any subject should represent the most scientific estimate by the teacher of the student's progress toward mastery of content standards. Great care, understanding and empathy must be employed at all times in fairness to the student. A variety of evaluation measures will be used and accurate records shall be kept to substantiate the grade given.
2. Each individual must be given every consideration. An individual should not receive a failing grade unless he/she cannot meet stated minimum requirements.
3. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades.
4. Grades are never to be considered the goals of learning; they are merely the symbols which evidence the extent of learning. Grades are a consequence of learning and not the purpose for learning. Grades are to:
  - a. Inform students as to their scholastic progress
  - b. Acquaint parents with the achievement of their child(ren)
  - c. Enable teachers to evaluate instruction and guide technique
  - d. Provide administrators, consultants, and counselors with adequate and accurate records of a student's progress and achievement.

## **SCHEDULE CHANGES**

Random and arbitrary schedule changes will not be permitted. Adjustments to a schedule due to conflicts, failures, class close outs or human error will be made during the first 10 days of each semester by the counselor and/ or the administration.

## **COLLEGE CREDIT PLUS**

According to Board Policy, any student grades 7-12 may enroll in the College Credit Plus Program provided they meet the requirements established by law, the college and by the district. Interested students should contact the counseling office to obtain the necessary information. Students enrolled in a post-secondary program must abide by the student code of conduct and attendance policy. Understand that students must meet requirements to remain eligible for College Credit Plus and that students will be placed on probation if deemed ineligible. See policy for more information. All grades earned through College Credit Plus will show on the transcript.

## STUDY HALLS/SEMINAR/INTERVENTION TIME

Study halls and seminars are provided for students to study in a quiet atmosphere. Educational materials must be brought to every scheduled study hall period. Students will be permitted to receive intervention during their study hall or seminar period.

## PROMOTION, RETENTION & GRADUATION

**Grades 7-8:** 1. A student receiving passing grades in, social studies, mathematics, science, and English is promoted. 2. A student having failing grades in mathematics and English at the end of each year will have his/her case evaluated by the teachers, guidance counselor, and principal for placement.

**Grades 9-12:** A student grades 9-12 is promoted from one grade to the next if he/she secures five (5) academic credits per year.

**Graduation:** Twenty (20) units of credit are required for graduation from Harrison Central High School. They include 4 units of English, 4 units of math (including Algebra 2), 3 units of science, 3 units of social studies (including American History and Government), 1/2 unit of Health, 1/2 unit of Physical Education, 1 full year of fine arts (from 7th-12th grade), and 5 elective units. Additional graduation requirements, including testing requirements are updated in the Program of Studies.

Intervention services will be offered to high school students who are not making satisfactory progress toward graduation.

## HONOR ROLL & PRINCIPAL'S LIST

**HONOR ROLL** - A student must carry a 3.0 average with no grade lower than "C-" for the current nine week period.

**PRINCIPAL'S LIST** - A student must carry at least a 3.51 average with no grade lower than "C-".

**PRINCIPAL'S LIST WITH DISTINCTION** - A student must carry at least a 4.0 and above with no grade lower than "B".

## NATIONAL HONOR SOCIETY

A student must maintain a cumulative grade point average of 3.5 to be considered for nomination into the high school NHS. Junior high students must achieve a 3.5 to be considered for nomination into NJHS.

## HONORS PROGRAM—ACADEMIC LETTER

Harrison Central Jr./Sr. High School offers an Academic Letter Program that recognizes and promotes both scholastic achievement and community service. To be eligible a student must achieve a 3.0 cumulative grade point average or make the honor roll/principal's list the first 3 nine weeks grading periods with no grade below a "C-." Additionally, a student must submit 45 hours of

documented community service for the school year. Summer community service programs will be recognized.

## **DIPLOMA WITH HONORS**

Refer to the Harrison Central Junior-Senior High School Program of Studies for required criteria to meet for different Diplomas with Honors.

## **PARKING LOT**

All cars, trucks, and motorcycles driven to school must be registered to park in one of the school's assigned parking lots. Each student wishing to park in one of the lots must pick up an application from the Principal's Office. Any vehicle not registered may be towed at the owner's expense. Students are not to loiter in the parking lot. No cars are to be driven on the road between the Main building and the parking lot during morning drop off and afternoon pick up. **No student is permitted to go to the student parking lots during school hours without first being granted permission by the building administration.**

## **CHANGING CLASSES**

When changing classes stay to the right side of the corridor, move without rushing. Take necessary books with you for the morning classes. Students are permitted to visit their lockers on their way to lunch. By doing this, there is no excuse for a student to be tardy to a class or a study hall after lunch. There is no sitting on hall floors or steps. Students should not be sitting in the extended learning areas without adult supervision.

## **SELECTIVE SERVICE REGISTRATION**

Registration for Selective Service is available in the Guidance Office.

# **Appendix 1:**

## **Student Code of Conduct Grades K-3**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. A student who fails to comply with established school rules or with any reasonable request made by school personnel, could be subject to the disciplinary action listed for such infraction(s).

### **DISCIPLINARY ASSIGNMENT OPTIONS**

Lunch detention  
After-school detention  
In-school restriction  
Individualized Instruction  
Alternative school placement  
Removal from activities  
Removal of bus privileges  
Removal/Limitation of privileges (this may include a student being ineligible for extra -curricular activities)  
Fines/charges for damages/losses  
Out of school suspension  
Expulsion from school  
Referral to law enforcement agencies

### **DISCIPLINARY INFRACTIONS**

#### **CLASS “A” INFRACTIONS:**

1.DANGEROUS WEAPONS AND INSTRUMENTS - A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence. This list, though not complete, includes, but is not limited to: Firecrackers, lighters, ammunition, sharp instruments, guns, stun guns, knives, ammunition, ice picks, switchblades, brass knuckles, chains, chemicals and gasses (including mace and pepper spray).

2.POSSESSION of, under the influence of, or selling of controlled substances or alcoholic beverages in school, drug paraphernalia or look alike drugs/paraphernalia on school grounds, at school activities, or on school buses or rented carriers. (Law enforcement will be notified if warranted).

a. A controlled substance, narcotic, illegal drug, drug paraphernalia including a counterfeit controlled substance, is defined as:

i. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.

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

iii. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.

iv. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance 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.

v. No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.

vi. No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with the use of controlled substance.

vii. No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

3. INAPPROPRIATE PHYSICAL CONTACT - A student shall not cause physical injury or behave in a way that could threaten to cause injury to school staff, students, or visitors while under the jurisdiction of school.

4. BREAKING & ENTERING - Illegal or unauthorized entry into school facilities for the purpose of theft of school or private property or the vandalism or destruction of the same. In addition to consequences, full restitution will be made.

5. AGGRESSIVE PHYSICAL CONTACT - In the case of an unprovoked attack, the aggressor shall be disciplined under the above regulation until possible Juvenile Court charges are filed.

6. ARSON - A student shall not willfully start an unauthorized fire or ring the fire bell when there is no cause.

7. GANGS - The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the district. Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited. The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

8. THEFT - A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district. Any theft will result in full restitution.

## **CLASS “B” INFRACTIONS:**

9.INSUBORDINATION - A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: Refusal to leave a class or report to an office when directed by a staff member, walking out of class, refusal to give up cell phone, etc.

10. USE OF PROFANITY AND/OR OBSCENE LANGUAGE - A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications.

11.DISRUPTION OF SCHOOL AND/OR CLASS, SCHOOL FUNCTION OR ASSEMBLY - A student shall not, by use of violence, force, coercion, threat, hazardous action, or repeated violations of code, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. A student shall not exhibit behavior disrespectful or unbecoming of a student while attending or participating in any school related activity at our school or at any additional location/venue by virtue of the school extension policy.

12.DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY - A student shall not cause or attempt to cause damage to property including building, grounds, buses, books, equipment or materials. Any destruction of property will result in full restitution of damages.

13.REPEATED VIOLATIONS - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aids, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of the school personnel.

14.INTIMIDATING, THREATENING, DEGRADING OR DISGRACEFUL ACTS - A student shall not engage in any act which intimidates, threatens, degrades, disgraces or appears as any of these actions towards a teacher, fellow student, visitor, administrator, school employee, or member of the Board of Education, by written, verbal, or gestural means.

15.TOBACCO/NICOTINE/SMOKING/VAPING - Products are not permitted in the school building, on school property, or at school events wherever located at any time. Students shall not possess, use, transmit, sell, or conceal cigarettes, tobacco, nicotine products, electronic smoking products or devices including but not limited to vaporizers, charges, juuls, vape pens, vape mods, e-cigarettes, dab pens, e-liquids, or e-juice, etc. If discovered by school authorities, the device will be confiscated and consequences applied. Additionally, students may be required to complete an education course and offenses may result in charges filed with law enforcement. Repeated offenses may result in a student's required enrollment in a recognized drug and alcohol counseling program before returning to school.

Please note: Use of E-cigarettes, vaping, juuling, or using similar devices will initially be treated as a smoking/ vaping offense. Students and/or vaping solutions will be tested within 24 hours of the violation. Should test results establish the presence of an illegal substance (controlled substance), the student's disciplinary infraction will fall under Major Infractions, #2.

16.ANY STUDENT who takes the responsibility for being a “lookout” will face disciplinary action.

17.HAZING - Students shall not coerce another student into participating in any act that may cause or create a substantial risk of causing mental or physical harm to any student for the purpose of acceptance or admission into any club, group, or organization. Failure to comply with this rule will result in disciplinary action.

18.VIOLATION OF CAFETERIA RULES - Students are expected to proceed to lunch in an orderly manner. Students are expected to have their ID's in hand in order to purchase lunch. Students are not to take lunch from the cafeteria, nor are they to return to any classroom until lunch period has concluded. Students are to eat lunch and/or breakfast in assigned areas only. Any acts in the cafeteria unbecoming of students will result in disciplinary action. **Students are not permitted to order or receive food from an outside establishment during the school day.**

19.CELLULAR PHONE/ELECTRONIC DEVICE POLICY: The preferred electronic device to be used in school is the District issued chromebook. The chromebooks are to be used when a staff member grants permission for use for educational/instructional purposes only. Students are prohibited from using all personal devices, including but not limited to cell phones, laser pointers and other devices designed to receive and send electronic signals during instructional time, and these devices shall be kept out of sight. Each classroom teacher will have rules and policies in place for the students to abide by.

Students are permitted to use devices outside of instructional time, such as before school, after school, during lunch break, in between classes, during after-school activities, and on school buses or District-supplied transportation if permitted by the supervisor. A student's use of ECDs may be restricted during any of the aforementioned times if requested by a teacher or administrator.

No student shall use these devices to record images, video or audio of another student or staff member without the express permission of the person being recorded. These devices shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists. These devices shall not be used to record images, videos or audio of any actions that may violate the Student Code of Conduct. The District will not be held liable for cell phones and other electronic devices that are lost, stolen or damaged.

1st Offense: Documented warning (By the classroom teacher).

2nd Offense: Confiscate device and return at the end of the day (By the classroom teacher)

3rd Offense: Official write-up in Public Works (by the classroom teacher); the device will be confiscated and held in the Principal's office until the end of the day.

4th Offense: (and any future offenses); the device will be retained in the Principal's office

**(PARENT OR GUARDIAN MUST PICK UP DEVICE AT SCHOOL)**



20. WRITING AND PASSING OF NON-EDUCATIONAL NOTES - Students are not permitted to write or pass non-educational related notes (in print or electronically) in the building or during school time. Failure to comply with this rule may result in disciplinary action.

21. PUBLIC DISPLAY OF AFFECTION is not permitted on school property. Failure to comply with this rule may result in disciplinary action.

22. GAMBLING on school premises is prohibited. Failure to comply with this rule may result in disciplinary action.



# **APPENDIX 2:**

## **STUDENT CODE OF CONDUCT GRADES**

### **4-12**

The Code of Conduct in this Handbook applies to all students:

- On school grounds before, during and after school hours
- At extracurricular events (attendance privileges to further extra curricular school activities for the remainder of the school year may be denied for any violations)
- At any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event
- On a school bus, a school sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles
- Whenever a student represents his or her school
- At all times whenever a student's conduct is related to school or school activities

## **STUDENT CONDUCT DEMERIT SYSTEM**

Harrison Central uses a demerit system as the basis for its disciplinary action and policy. It is impossible to list or categorize all types of disciplinary violations, thus the ADMINISTRATION RESERVES THE RIGHT OF DISCIPLINARY ASSIGNMENT AS THE CAUSE SO DETERMINES.

**\*Any student removed from a class because of disciplinary problems may receive an "F" for the course.**

Throughout the demerit point system each student will be referred to the School Counseling Office in an attempt to find the cause of the behavior and to hopefully eradicate it so that he/she may benefit from the educational experiences and course offerings. Our counselor is always available to provide professional guidance and to offer assistance and understanding when necessary.

## **DISCIPLINARY INFRACTIONS FOR WHICH DEMERITS ARE ASSIGNED**

The following incidents call for the assignment of up to twenty demerits and possible recommendation for in school restriction, out of school suspension, Saturday school, detention, lunch detention, alternative school, individualized instruction, community service or expulsion from school:

## **CLASS “A” INFRACTIONS:**

\*It is impossible to determine the severity of each disciplinary infraction without processing all evidence of each individual incident, thus the ADMINISTRATION RESERVES THE RIGHT OF DISCIPLINARY ASSIGNMENT AS THE CAUSE SO DETERMINES.

1. **DANGEROUS WEAPONS AND INSTRUMENTS** - A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence. This list, though not complete, includes, but is not limited to: Firecrackers, lighters, ammunition, sharp instruments, guns, stun guns, knives, ammunition, ice picks, switchblades, brass knuckles, chains, chemicals and gasses (including mace and pepper spray).

2. **POSSESSION** of, under the influence of, or selling of controlled substances or alcoholic beverages in school, drug paraphernalia or look alike drugs/paraphernalia on school grounds, at school activities, or on school buses or rented carriers. (Law enforcement will be notified if warranted).

a. A controlled substance, narcotic, illegal drug, drug paraphernalia including a counterfeit controlled substance, is defined as:

**viii.** Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.

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

**x.** Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.

**xi.** Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance 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.

**xii.** No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance.

**xiii.** No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with the use of controlled substance.

**xiv.** No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance.

3. **INAPPROPRIATE PHYSICAL CONTACT** - A student shall not cause physical injury or behave in a way that could threaten to cause injury to school staff, students, or visitors while under the jurisdiction of school.

4. **BREAKING & ENTERING** - Illegal or unauthorized entry into school facilities for the purpose of theft of school or private property or the vandalism or destruction of same. In addition to consequences, full restitution will be made.

5. AGGRESSIVE PHYSICAL CONTACT - In the case of an unprovoked attack, the aggressor shall be disciplined under the above regulation until possible Juvenile Court charges are filed.

6. ARSON - A student shall not willfully start an unauthorized fire or ring the fire bell when there is no cause.

7. GANGS - The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the district. Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited. The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

8. THEFT - A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district. Any theft will result in full restitution.

9. SEXTING - The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person, possessing, taking, or disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

#### **CLASS "B" INFRACTIONS:**

10. INSUBORDINATION - A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: Refusal to leave a class or report to an office when directed by a staff member, walking out of class, refusal to give up cell phone, etc.

11. USE OF PROFANITY AND/OR OBSCENE LANGUAGE - A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications.

12. DISRUPTION OF SCHOOL AND/OR CLASS, SCHOOL FUNCTION OR ASSEMBLY - A student shall not, by use of violence, force, coercion, threat, hazardous action, or repeated violations of code, cause disruption or obstruction to the educational process, including all curricular and extracurricular activities. A student shall not exhibit behavior disrespectful or unbecoming of a student while attending or participating in any school related activity at our school or at any additional location/venue by virtue of the school extension policy.

13. DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY - A student shall not cause or attempt to cause damage to property including building, grounds, buses, books, equipment or materials. Any destruction of property will result in full restitution of damages.

14. REPEATED VIOLATIONS - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aids, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of the school personnel.

15. INTIMIDATING, THREATENING, DEGRADING OR DISGRACEFUL ACTS - A student shall not engage in any act which intimidates, threatens, degrades, disgraces or appears as any of these actions towards a teacher, fellow student, visitor, administrator, school employee, or member of the Board of Education, by written, verbal, or gestural means.

16. TOBACCO/NICOTINE/SMOKING/VAPING - Products are not permitted in the school building, on school property, or at school events wherever located at any time. Students shall not possess, use, transmit, sell, or conceal cigarettes, tobacco, nicotine products, electronic smoking products or devices including but not limited to vaporizers, charges, juuls, vape pens, vape mods, e-cigarettes, dab pens, e-liquids, or e-juice, etc. Device will be confiscated and consequences applied. Additionally, students may be required to complete an education course and offenses may result in charges filed with law enforcement. Repeated offenses may result in a student's required enrollment in a recognized drug and alcohol counseling program before returning to school.

Please note: Use of E-cigarettes, vaping, juuling, or using similar devices will initially be treated as a smoking/ vaping offense. Students and/or vaping solutions will be tested within 24 hours of the violation. Should test results establish the presence of an illegal substance (controlled substance), the student's disciplinary infraction will fall under Major Infractions, #2.

17. ANY STUDENT who takes the responsibility for being a "lookout" will face disciplinary action.

18. UNEXCUSED TARDINESS - Any student that has not reported to school by first bell will be recorded as an unexcused tardy to school. For each nine weeks, one, and only one, excused tardy to school will be accepted when a phone call is made by the parent or guardian or a written slip is presented to the building administration explaining the reason for being tardy to school. Accumulation of tardies to school will reset at the end of each nine weeks, but all demerits accumulated will be carried over to the next nine weeks.

#### Tardy to school penalties:

@ #4 in a 9-week period: meet with Truancy Preventionist

@ #5-7 in a 9-week period: 1-2-3 day lunch detention (progressive with # of tardies)

@ #8-9 in a 9-week period: 1 day after school detention, must provide own transportation home; will receive one day notice to set up transportation, if necessary (2:45 pm - 3:15 pm)

@ #10 in a 9- week period: 1 day ISR

Failure to attend lunch detention, after school detention, or ISR will result in (5) demerits and disciplinary action applied according to the demerit system.

#### Tardy to Class Penalties

Once the ending bell rings, students are to move to their next period class. Each teacher will instruct their students when they will start class. Individual student schedules may necessitate that they carry books for two classes and not return to their locker between periods due to the location of the next assigned class. At 10 tardies to class in a semester, the student will face disciplinary action.

**10 tardies to class** – 5 demerits and one day of ISR assigned. Any additional tardy to class may result in 2 demerits and a day of ISR for each additional tardy.

**\*TEACHER-CAUSED TARDY** - A teacher who detains a student causing him/her to be late to another class will complete a pass for the student, or call the student's next teacher stating the reason for his/her being late. These passes will be honored by the teachers concerned.

19. SKIPPING OR CUTTING CLASS and/or leaving school grounds during school hours without proper permission:

20. REMOVING AUTOMOBILE FROM PARKING LOT DURING SCHOOL WITHOUT PROPER PERMISSION - This rule also applies during the closed lunch period.

21. RELEASE FROM SCHOOL FOR APPROVED ACTIVITY - Any student who is released from school for a school approved activity shall attend that activity only and is not permitted to go anywhere except the event for which his/her excuse is authorized. All school rules are extended to any activity outside the school that are school sponsored. It is an extension of the school day. Failure to comply with these rules will result in disciplinary action.

22. UNAUTHORIZED USE OF HALL PASS - A student who forges or uses an unauthorized hall pass or any student who is granted permission to leave a designated school area and proceeds to go elsewhere without permission from school staff member shall face disciplinary action.

23. HAZING - Students shall not coerce another student into participating in any act that may cause or create a substantial risk of causing mental or physical harm to any student for the purpose of acceptance or admission into any club, group, or organization. Failure to comply with this rule will result in disciplinary action.

24. VIOLATION OF CAFETERIA RULES - Students are expected to proceed to lunch in an orderly manner. Students are expected to have their ID's in hand in order to purchase lunch. Students are not to take lunch from the cafeteria, nor are they to return to any classroom until lunch period has concluded. Students are to eat lunch and/or breakfast in assigned areas only. Any acts in the cafeteria unbecoming of students will result in disciplinary action. **Students are not permitted to order or receive food from an outside establishment during the school day.**

25. CELLULAR PHONE/ELECTRONIC DEVICE POLICY: The preferred electronic device to be used in school is the District issued chromebook. The chromebooks are to be used when a staff member grants permission for use for educational/instructional purposes only. Students are prohibited from using all personal devices, including but not limited to cell phones, laser pointers and other devices designed to receive and send electronic signals during instructional time, and these devices shall be

kept out of sight. Each classroom teacher will have rules and policies in place for the students to abide by.

Students are permitted to use devices outside of instructional time, such as before school, after school, during lunch break, in between classes, during after-school activities, and on school buses or District-supplied transportation if permitted by the supervisor. A student's use of ECDs may be restricted during any of the aforementioned times if requested by a teacher or administrator. No student shall use these devices to record images, video or audio of another student or staff member without the express permission of the person being recorded. These devices shall not be used to record images, video, or audio at any time or place on District property where a reasonable expectation of privacy exists. These devices shall not be used to record images, videos or audio of any actions that may violate the Student Code of Conduct. The District will not be held liable for cell phones and other electronic devices that are lost, stolen or damaged.

1st Offense: Documented warning (by the classroom teacher)

2nd Offense: Confiscate device and return at the end of the day (by the classroom teacher)

3rd Offense: Official write-up in Public Works (by the classroom teacher); the device will be confiscated and held in the Principal's office until the end of the day

4th Offense: (and any future offenses); the device will be retained in the Principal's office

**(PARENT OR GUARDIAN MUST PICK UP DEVICE AT SCHOOL)**

26. **WRITING AND PASSING OF NON-EDUCATIONAL NOTES** - Students are not permitted to write or pass non-educational related notes (in print or electronically) in the building or during school time. Failure to comply with this rule may result in disciplinary action.

27. **PUBLIC DISPLAY OF AFFECTION** is not permitted on school property. Failure to comply with this rule may result in disciplinary action.

28. **GAMBLING** on school premises is prohibited. Failure to comply with this rule may result in disciplinary action.



## GUIDELINES FOR DEMERIT POINTS

THE DEMERIT POINT SYSTEM FUNCTIONS AS FOLLOWS: These points or demerits are accumulated for the entire school year.

**At 5 (five) points** - Students may be assigned in-school restriction, Saturday school, or detention.

**At 15 (fifteen) points** - Possible three day suspension or possible placement in the Alternative School for up to 5 days. Letter mailed to parents.

**At 20 (twenty) points** - Possible placement in the Alternative School for up to 10 days. Letter mailed to parents.

**At 25 (twenty-five) points** - Possible five day suspension or placement in the Alternative School for up to 20 days, letter mailed to parents and request for a parental conference with Administration. Possible referral to Conflict Mediation Program through Harrison County Juvenile Court.

**At 35 (thirty five) points** - Possible ten day suspension or placement in the Alternative School for up to a nine week period, letter mailed to parents. Also, possible referral to the Prosecutor's Office for charges.

**At 45 (forty-five) points** - Possible ten day suspension or placement in the Alternative School for a Semester, letter mailed to parents. Also, possible referral to the Prosecutor's Office for charges.

**At 55 (fifty-five) points** - Possible recommendation to Superintendent for expulsion or placement in Alternative School for remainder of school year.

**All further disciplinary reports may result in suspension from school.**

**It is understood that all consequences of prior demerit levels are still a possibility upon meeting higher thresholds of demerits.**

## DETENTION / SCHOOL COMMUNITY SERVICE

Detention / School Community Service is time students are assigned to report during lunch, before, or after school for any misconduct. The student is to be given one day notice when assigned so that he/she can arrange transportation if necessary. All assignment of detentions / school community service hours will be handled by the building administration.

## IN-SCHOOL RESTRICTION

In-School Restriction (ISR) has been instituted as an alternative to out-of-school suspension for Harrison Central. Assignment of ISR will be at the discretion of the building administrators for such violations that would constitute a placement in alternative school or out-of-school suspension. There may be a community service requirement issued as a part of the ISR process.

## **SATURDAY SCHOOL**

An alternative disciplinary measure for students who have violated rules that are only harmful to their own educational process. Students who receive Saturday School as punishment will be required to attend school on Saturday morning from 8:00 A.M. to 12:00 noon. Saturday School serves as an effective form of discipline while at the same time enabling students who have violated school policy to stay in the classroom and not miss class room work. Students placed in Saturday school will be subject to the same rules, regulations and consequences that govern a regular school day. If a student violates these rules or fails to attend an assigned Saturday School, he or she will be subject to further disciplinary action.

## **ALTERNATIVE SCHOOL**

Harrison Central partners with the Jefferson County ESC to offer the Alternative School as an additional resource to out of school suspension and/or expulsion. The Alternative School provides a structured educational opportunity for those students unable to adjust to alternative programs available on campus and for those students whose behavior has resulted in continued disciplinary actions in their school. It is the Alternative School's mission and purpose to provide each student with a safe learning environment to assist them in fulfilling their academic needs, while educating them both academically and socially.

Students who are assigned to Alternative School will be provided with District-issued transportation to and from Alternative School. It is the responsibility of the student to be at the predetermined pick-up location throughout the duration of the consequence. Students will follow all policies and procedures set forth by the Alternative School and its Administrators and Instructors. Students will receive a one day notice of placement in Alternative School and an informational packet will be provided to parents. Failure to follow procedures and policies while at the Alternative School may result in further disciplinary action.

Any student assigned to Alternative School is not to take part in or attend any school activity, game or other functions during their placement.

## **OUT OF SCHOOL SUSPENSION**

A disciplinary measure for a student action that is of serious nature beyond the level of In School Restriction that warrants out of school suspension. Suspended students are not to take part in or attend any school activity, game or other functions during suspension. Assignments missed during suspension may be made up with principal approval.

## **EXPULSION**

A disciplinary measure for a student action that is of a serious nature beyond the level of out of school suspension. An expulsion can last for an extended amount of time and is determined by the Superintendent.



# **APPENDIX 3:**

## **ATHLETIC RULES AND REGULATIONS**

### **2023-2024 SCHOOL YEAR**

The following rules and regulations are established for the purpose of developing uniform standards for all student-athletes in the Harrison Hills City School District.

Following these rules should help a student-athlete stay in top physical and academic standing. We feel these rules will help structure our athletic programs to attain the healthy and beneficial goals we hope to reach.

**\*\* No individual team rules may supersede any of the following rules. \*\***

1) **CUTOFF DATES FOR ATHLETIC PARTICIPATION:** No student may join a team one week after the official Ohio High School Athletic Association start dates for each athletic season. All prospective cheerleaders will go through the try-out process in the spring.

- a. Fall Sports – 1st Practice Date July 31st. **Last date to join August 8th.**
- b. Cheerleading – 1st Practice Date July 15th. **Cannot join unless the athlete went through the tryout process in the spring.**
- c. Winter Sports
  - i. Girls Basketball – 1st Practice Date 10/27/23. **Last date to join 11/3/23.**
  - ii. Boys Basketball – 1st Practice Date 11/3/23. **Last date to join 11/10/23.**
  - iii. Wrestling – 1st Practice Date 11/17/23. **Last date to join 11/20/23.**
  - iv. Bowling – 1st Practice Date 11/3/23. **Last date to join 11/10/23.**
- d. Spring Sports
  - i. Baseball & Softball – 1st Practice Date 2/19/24. **Last date to join 3/1/24.**
  - ii. Track – 1st Practice Date 2/19/24. **Last date to join 3/1/24.**

It is normal procedure for a coach to disqualify a student as a candidate for any sports activity when reporting late if:

- 1. That sport has actually been in session for one or more weeks.
- 2. Final team cuts have been made
- 3. The first scheduled competition has been completed.

In the case of special or unusual situations, such as student transfer, student illness, injuries, etc., the good judgment of the coach and the best interests of the athlete must be the determining factor.

Those situations judged special or unusual by a coach must be presented and approved by the athletic director.

## 2) **ELIGIBILITY:**

The Board of Education recognizes the value of a program of extracurricular activities for students in grades 7-12 as an integral part of the total school experience for the students of the district and for the community. However, student participation in extracurricular activities is a privilege and not a right.

For the purpose of this policy, "Extracurricular Activities" refers to a pupil activity program that a school or the district sponsors, and is under the supervision of a coach/advisor/and/or director. "Extracurricular activities" do not include activities in the district's graded course of study. However, band and choir students not meeting these established standards will be excluded from all non-graded/non-credit related activities of the organization during the ensuing grade period.

As a condition for the privilege of participating in extracurricular activities, a student in grades 9-12 must receive passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation during the preceding grading period. A student in grades 7-8 must receive passing grades in a minimum of four (4) courses.

If a student fails to fulfill this requirement, he/she becomes ineligible beginning the fifth day following the end of the grading period. This is the minimum requirement of the Ohio High School Athletic Association. However, each student has the opportunity to make up an incomplete (ten days after the preceding grading period). This will be determined by the guidance counselor, athletic director, then building principal.

**Students remain eligible for the nine weeks grading period if these requirements are met.**

Eligibility as adopted by the Board of Education also applies to all credit flexibility options. A student is required to make a passing grade the preceding nine weeks grading period in subjects that earn **five (5)** credits toward graduation in order to be eligible for athletic participation. A student enrolled in credit flex courses must at the conclusion of the high school's grading period, be "passing" their credit flexibility courses in order for this course to be counted towards the five on credit (or equivalent) courses. If no work has been completed or if the work is not of a level to receive a "Pass", the course cannot be used towards the five-credit requirement. If a student fails to fulfill this requirement, he/she becomes ineligible beginning the 5th day following the end of the grading period. This is the minimum requirement of the Ohio High School Athletic Association. However, each student has the opportunity to make up an incomplete (ten days after the preceding grading period). This will be determined by the guidance counselor, athletic director, then building principal.

Again students remain eligible for the nine weeks grading period if these requirements are met.

Prospective Division I student athletes are advised not to use the “test-out option” of credit flexibility. Any coursework earned via credit flexibility needs to be comparable in length, content and rigor to credits earned in a traditional classroom setting. The course must also be four-year college-preparatory in nature and have a defined time period for completion. For NCAA Division I requirements earned through credit flexibility will be noted on a student’s transcript or an addendum, and an explanation will be attached to the student’s transcript.

Junior high students (grades seven and eight) must currently be enrolled in the Harrison Hills City School District and must have been enrolled in school the immediately preceding grading period, and received passing grades in a minimum of **four (4)** of all subjects in which enrolled the immediately preceding grading period.

**Number of seasons of participation (HIGH SCHOOL)** – A student shall be eligible eight continuous semesters from the date they enroll as a ninth grader. He/she shall not be eligible for more than four seasons of participation in any sport.

**Number of seasons of participation (Junior High)** - A student shall be eligible four continuous semesters from the date they enroll as a seventh grader. He/she shall not be eligible for more than two seasons of participation in any sport.

**Transferred students** – A student must meet with the Athletic Director to determine what paperwork needs to be filed with the O.H.S.A.A. for eligibility clearance.

**Ineligible players** – A student shall not be allowed to appear at any scrimmage or interscholastic contest in the athletic uniform of his/her school if he/she is not eligible to play.

**Eligibility based upon age** – Once a student attains the age of 20, the student will no longer be eligible for interscholastic athletic competition notwithstanding where that 20th birthday falls in relation to the sports season.

3) **DRUG, ALCOHOL AND TOBACCO POLICY:** The Harrison Hills City School District recognizes the use of mood-altering chemicals as a significant health problem, and its negative effect on learning abilities and social development. We therefore wish to discourage the use of drugs and alcohol and encourage young people to lead a chemical free life. This drug, alcohol, and tobacco policy is applicable to student-athletes actively participating within the season of a school sponsored sport/activity. Any student participating or expecting to participate in Harrison Hills City School District athletic programs will be subject to all rules and regulations of the drug and alcohol policy.

**SALE AND/OR DISTRIBUTION OF ALCOHOL OR DRUGS:** The student/athlete/cheerleader will be denied participation from all Harrison Hills City School District athletic activities for one year from the date of violation. The principal will report the offense immediately to law enforcement..

**USE and/or POSSESSION:** of drugs, alcohol, or tobacco (including, but not limited to all uses or possession of tobacco of any type, smoking materials, and clove cigarettes: alcoholic beverages, counterfeit or look-alike drugs, and/or illegal drugs of any type).

**SELF-REFERRAL (A self-referral will still be considered a first offense):** An athlete, who feels that he/she may have a substance abuse problem, may personally report circumstances to the athletic director, coach or a member of the school teaching staff. The athlete must submit to a professional assessment and, if recommended, undergo substance abuse counseling sessions. During this time the student may continue to participate in athletics. All self-referral information will remain confidential. If the assessment indicates treatment, the athlete must follow through with the program to remain on the team. Parent(s) may also make referrals on their own student athletes. Procedurally, parent referral will be treated as a self-referral. The parents shall incur the cost of the course, assessment and treatment.

If complete program, step one remains an option for student, not straight to second

I. **FIRST OFFENSE:** The individual will be denied participation in the next contest if the season consists of ten or fewer scheduled contests. If the season consists of more than ten scheduled contests, the individual will be denied participation in the next two contests. Students are to be present for all team functions during the period in which participation has been denied. (Exceptions: While an individual is suspended from school, he/she is not permitted to attend school functions or otherwise participate in district athletic programs.) The individual will be required to participate in the chemical awareness program: failure to comply will result in immediate denial of participation from all activities, including receipt of awards until such time as this obligation is met. The parents shall incur the cost of the program, assessment and treatment. **Note:** If no additional violations occur within one year from the date of the first violation, the student/athlete/cheerleader's record will be wiped clean.

II. **SECOND OFFENSE:** The individual will be denied participation in the next two contests if the season consists of ten or fewer scheduled contests. If the season consists of more than ten scheduled contests, the individual will be denied participation in the next four contests. Students are to be present for all team functions during the period in which participation has been denied. (Exceptions: While an individual is suspended from school, he/she is not permitted to attend school functions or otherwise participate in district athletic programs.)

III. **THIRD OFFENSE:** The individual will be denied participation from all Harrison Hills City School District athletic activities for a period of one year from the date of violation.

IV. **Every violation after a third offense will be considered a third offense.**

4) **ATHLETE'S CONDUCT:** Athletes/students/cheerleaders, while representing Harrison Hills City School District are expected to conduct themselves in an exemplary manner at all times.

An athlete/student/cheerleader is representing his/her school while traveling to, during and away from all games, matches, meets, practices, or other team functions. During these times, an athlete/student/cheerleader is expected to show proper respect to school administration, teachers, custodians, coaches, officials, opponents' coaches, and all personal and school property.

If an athlete/student/cheerleader's conduct becomes abusive to the degree that he/she will be officially reprimanded by school officials, he/she will be suspended for the **next contest played by his/her team**. The incidents leading to this official reprimand shall be documented in writing by the coach or school official involved.

Any athlete/student/cheerleader ejected from any interscholastic contest will be denied participation for the next scheduled contest in that sport if the season consists of ten or fewer scheduled contests. If the season consists of more than ten scheduled contests, the individual will be denied participation in the next two contests. If that game/match is the last contest of the season, the athlete/student/cheerleader will be denied participation for the first game in the next sport of participation if the season consists of ten or fewer scheduled contests. If the season consists of more than ten scheduled contests, the individual will be denied participation in the next two contests.

A second official reprimand during the season will result in the athlete being removed from the squad for the remainder of the season, forfeiting all honors and awards. After a second official reprimand, an athlete/student/cheerleader may participate in a sport during the next season (fall/winter/spring), but any subsequent official reprimand within one calendar year will result in removal from participation for one calendar year.

5) **QUITTING THE TEAM/SQUAD:** We, in the Harrison Hills City School District, feel that if a student chooses to become a member of an athletic/cheerleading team/squad, he/she should stay with that team/squad until the end of the season.

For this reason, no student in grades 7-12 who quits a team may begin any organized team activity (i.e., open gym, practice, etc.) until the final regular season contest has been played in the activity in which he/she quit. For students in grades 7 & 8 this would be the final junior high contest and for high school students this would be the final varsity contest.

This policy will not go into effect until the student athlete has participated in a scrimmage or regular season contest as per OHSAA regulations regarding participation.

If a student chooses to quit a team/squad or is removed from the team/squad for rules violations forfeits their varsity letter if it had been earned prior to quitting or removal from team/squad.

6) **CONDUCT, CHARACTER, AND DISCIPLINE OF ATHLETES:** In matters pertaining to personal conduct in which athletics are not involved, the school itself is to be the sole judge as to whether the pupil may play on its teams.

In matters pertaining to personal conduct in which athletics are involved, such as gross violations of sportsmanship, attacks on officials and other acts of misbehavior, the State Association shall have jurisdiction to determine the penalties involved and whether or not the pupil may participate in athletics.

Any athlete ejected from an athletic contest in any sport for unsportsmanlike conduct must be immediately placed under proper supervision.

#### 7) **UNEXCUSED ABSENCES:**

There are only three reasons to obtain an excused absence; illness, injury, or a special reason approved by the coach. Permission to be absent from practice or a scheduled contest must be secured from the coach in charge of that activity **in advance**. In the event unexcused absences do occur for practice or a scheduled contest, the coach will follow a three-step procedure in dealing with the issue.

- First offense – Absence is specifically recorded: Student and parent are notified that the student may be dismissed on the next offense.
- Second offense – Student may be denied participation in upcoming contests.
- Third offense - Student may be dismissed from the team

In order to participate in a contest, a student must be in attendance for at least one half of the regular school day, unless excused by the athletic director or principal.

#### 8) **SUSPENSIONS:**

##### In-School Suspension

- Five (5) or more in-school suspension offenses during the sports season may result in the dismissal from the team.

##### OUT OF SCHOOL SUSPENSION/ALTERNATIVE SCHOOL (3 DAYS OR LESS)

- First offense – Athletes may not practice or participate in a contest on the dates of suspension. Additional Coach discipline may be administered including dismissal from the team. Parents are notified by mail that the next suspension may result in dismissal from the team.
  - Second offense – Three (3) days or less is considered the same as two unexcused absences. Any combination of two out of school suspensions may result in dismissal from the team.
- First offense of more than three days – Athletes may be dismissed from the team.

The administration reserves the right to waive all of the above steps and dismiss any athlete(s) from a team.

**Note:** Parents of students who have been dismissed from an athletic team will be notified in writing by the Athletic Director. This notice shall include the reason for the intended dismissal from the team.

9) **EQUIPMENT:** Athletic Equipment is a major expense to our Booster Clubs and athletic department. We try to provide each student-athlete with the safest and nicest equipment that our budget will allow.

At the end of each season, all equipment must be returned before equipment will be issued for another sport or activity.

The school district and coaches are not responsible for personal belongings that are lost or stolen. Each student is provided with a locker in the main building. Each coach has a key to get into the main building so you may get all personal belongings before leaving practice or a game. If you choose to bring personal belongings (cell phone, mp3 players etc.) to the site where you are practicing or training, you assume full responsibility if they are lost or stolen.

10) **HAZING:** is defined as: any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating, or demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities! Hazing creates an environment/climate in which dignity and respect are absent. Hazing activities are strictly prohibited.

Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Neither student nor coach may plan, encourage, or engage in hazing.

All hazing incidents shall be reported immediately to the head coach, who will then subsequently notify the athletic director, principal and superintendent. If hazing or planned hazing activities are discovered, involved students are to be informed by the discovering school employee of the prohibition contained in this policy, and are required to end all hazing activities immediately.

An investigation into the alleged activities will be conducted by the athletic director and principal. If hazing activities, as outlined in the above definition, are discovered as a result of the investigation, the student-athlete will be denied participation in the next contest if the season consists of ten or fewer scheduled contests. If the season consists of more than ten scheduled contests, the individual will be denied participation in the next two contests. If the student does not discontinue hazing, they will be immediately denied athletic participation for the season in which the incident occurred. Any future offense will result in removal from the team in which the offense occurs.

Students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with Ohio law.

11) **PUBLIC CONDUCT AT ATHLETIC ACTIVITIES:**

- a. All persons at athletic activities will be expected to abide by rules and regulations of the Harrison Hills City School District Board of Education, the school district in which the athletic activity is taking place and the Ohio High School Athletic Association.
- b. No persons attending athletic activities will assault, strike, push, threaten, menace or use improper, indecent or obscene language towards any person.
- c. No person shall disrupt or interfere with any athletic activity involving students from taking place. If concerns are to be expressed to a coach/advisor the meeting should not occur immediately before, during or immediately after a contest or game. Any concerns should be addressed in the following order: 1.) coach/advisor, 2.) athletic director, 3.) principal, 4.) superintendent.
- d. Whoever violates the above policy will be asked to leave the property by whoever is in charge. No person shall remain in any school building or on the grounds thereof, after being requested to leave the premises. Should that person refuse, he/she will be considered a trespasser, and the police will be called. The school will cooperate in any prosecution pursuant to the criminal law of the State of Ohio and local ordinances.
- e. Violations of this code of conduct may result in one of the following:
  - i. Denial of attendance to all athletic activities for the remainder of the season.
  - ii. Denial of attendance to all athletic activities for the remainder of the year.
  - iii. Denial of attendance to all athletic activities at the school for a time period of one calendar date of the infraction.

12) **SOCIAL MEDIA POLICY - WARNING:**

Playing and competing for Harrison Hills City School District is a privilege not a right. Student-athletes are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, our school and ourselves in a positive manner at all times.

In recent years, social networking sites have increased in popularity and are used by the majority of student-athletes. Student-athletes may not be aware that third parties including the media, faculty/administrators, future employers, college coaches and staff members, and OHSA officials can easily access their profiles and view all personal information.

This includes all pictures, videos, comments and posts.

Inappropriate material found by third parties affects the perception of the student, the athletic department and Harrison Hills City School District. This can be detrimental to a student-athlete's future and reputation.



Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments or posters showing the personal use of alcohol, tobacco, i.e., holding cups, cans, shot glasses etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
3. Posting pictures, videos, comments or posters that condone drug related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
4. Using inappropriate or offensive language in all comments, videos and other postings. This includes threats of violence and derogatory comments against other students.
5. Misrepresenting the District, School and Team.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

1. Set your security settings so that only your friends can view your profile.
2. You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
3. Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
4. Consider how the above behaviors can be reflected in all social media platforms.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletics department and Harrison Hills City School District.

13) **REQUIREMENTS FOR VARSITY LETTERING:** The Harrison Central High School lettering system is designed to acknowledge the player who performed at a high standard throughout the duration of the season. The Varsity letter is a plateau where the athlete is looked upon as an individual who strives for success. Players injured during the season will receive a letter on a prorated basis or at the discretion of the coach. The Varsity letter is not given by the coach, but instead is earned by the individual.

First year award winners receive a “Varsity HC” letter that they can put on a letterman’s jacket. Multi-sport athletes only receive one Varsity HC letter, after that metal pins for each sport are given.

1st year award	Varsity HC letter and sports pin
2nd year award	Gold bar pin
3rd year award	Gold bar pin
4th year award	Gold bar pin

In case of injury or other special situations, the coach may use his/her discretion in awarding letters.

**MINIMUM REQUIREMENTS FOR EARNING A VARSITY “HC” AWARD ARE AS FOLLOWS:**

**BASEBALL:** Each player must play in forty percent of all innings played in all varsity games played.

**BASKETBALL:** Participation in one-half of total regulation quarters played.

**BOWLING:** Each player must play in one half of all varsity bowling games played.

**CHEERLEADING:** Each girl must try out for cheerleader and make a required score in order to become a varsity cheerleader. Only varsity cheerleaders may letter. In order for a Varsity cheerleader to earn a letter, they must attend 95% of all scheduled practices, games, and events. Letters can be given for football, basketball, or competition teams.

**CROSS COUNTRY:** In order to earn a Varsity letter, a participant must score in the top seven places as our school team or as an individual for fifty percent of meets or invitationals.

**FOOTBALL:** In order to earn a Varsity letter, a player must participate in a minimum of twenty quarters of varsity games during the regular ten game schedules.

- The definition of a quarter consists of three consecutive plays either offensively or defensively.
- A senior may be awarded a Varsity letter if he has remained with the program for a substantial number of seasons. Final decisions will be at the discretion of the coach.

**GOLF:** The participant must participate in a “majority” of the scheduled varsity matches.

**SOCCER:** Participation in one-half of varsity regulation halves played.

**SOFTBALL:** Each player must play in forty percent of all innings played in all varsity games played.

**TRACK:** In order to earn a Varsity letter, the participant must meet one of the following criteria:

- Score fifteen points in a season and score in an invitational.
- Participate in each varsity meet, both dual and invitational competitions

**VOLLEYBALL:** In order to earn a Varsity letter, the participant must play in one-half of the total varsity games played.

**WRESTLING:** In order to earn a Varsity letter, the participant must earn fifteen points. The point system is as follows:

- 1 point – each Varsity match wrestled
- 1 point – each win in a Varsity match
- 1 point – each pin in a Varsity match

- **Tournament Finishes:**

- |                        |                        |
|------------------------|------------------------|
| ● 1st place – 8 points | ● 5th place – 4 points |
| ● 2nd place – 7 points | ● 6th place – 3 points |
| ● 3rd place – 6 points | ● 7th place – 2 points |
| ● 4th place – 5 points | ● 8th place – 1 point  |

14) **PROPER FORMS:** The following forms must be properly completed and returned to the athletic director before any student may participate in any practice or game/match/meet. **All forms are located on Final Forms.**

- a. A completed physical examination form
- b. School insurance waiver form
- c. Emergency medical card
- d. Signed copy of these Rules and Regulations
- e. Signed copy of OHSAA Athletic Eligibility Bulletin
- f. Signed copy of release, assumption of risk form
- g. Signed copy Ohio Department of Health Concussion Information Sheet
- h. Signed copy of Lindsey's Law

15) **APPEAL:** Students who are affected by any of these Rules and Regulations has the right to appeal any decision to the athletic appeals board chosen by the Principal of each school (except rule #5).

16) **REQUIRED COACHING PAPERWORK:** No coach will be allowed to supervise students without the proper BCI/FBI background checks, Pupil Activity License, CPR certification, Fundamentals of Coaching Class, Concussion Course, and Board of Education approval of employment with subsequent signed contracts.

17) **WALL OF FAME (INDIVIDUAL RECOGNITION):**

- a. CROSS COUNTRY: All-Ohio (top 25 State Meet)
- b. VOLLEYBALL: 1st & 2nd Team All-Ohio (Coaches Association)
- c. GOLF: All-Ohio (OHSAA)
- d. FOOTBALL: 1st and 2nd Team All-Ohio (Associated Press)
- e. WRESTLING: All-Ohio (Top 8 State Meet)
- f. BASKETBALL: 1st, 2nd & 3rd Team (Associated Press)
- g. TRACK: All-Ohio (Top 8 State Meet)
- h. SOFTBALL: 1st & 2nd Team (Coaches Association)
- i. BASEBALL: 1st & 2nd Team (Coaches Association)
- j. SOCCER: 1st & 2nd Team All Ohio
- k. BOWLING: 1st & 2nd Team All Ohio (OHSAA)
- l. OVAC Champions in an individual sport
- m. All State Qualifiers will be recognized on a separate board/plaque

# ATHLETIC BEHAVIORAL EXPECTATIONS

## PBIS

### LOCKER ROOM

#### Responsibility

- Use lockers as assigned
- Keep the area clean
- Properly dispose of trash

#### Integrity

- Do what is right - even if no one else is around
- Treat others with respect, including the language you use

#### Respect

- Monitor voice volume
- Maintain personal space
- Respect other's property
- Demonstrate a positive attitude
- Use headphones

### PRACTICES / SCRIMMAGES

#### Responsibility

- Arrive on time
- Have required equipment and uniform
- Arrive prepared and ready to go

#### Integrity

- Be coachable
- Be truthful
- Communicate any concerns with the coach
- Do what is right - even if no one is around

#### Respect

- Listen well and follow directions
- Make eye contact when someone is speaking to you
- Be aware of the personal space of others

### GAMES / COMPETITIONS

#### Responsibility

- Participate with pride
- Have necessary equipment and uniform
- Represent your school in a positive manner

#### Integrity

- Display good sportsmanship
- Understand and follow the rules of your sport

#### Respect

- Demonstrate a positive attitude
- Treat your opponents as you would like to be treated
- Do not argue with the officials

### BUS / VAN / TRANSPORTATION

#### Responsibility

- Be available to board at the time you were given
- Keep your area clean

#### Integrity

- Report any issues/concerns to the coach
- Demonstrate reliability and trustworthiness
- Accept responsibility for your actions

#### Respect

- Respect the property of others
- Speak to others with the appropriate tone and volume
- Be polite, don't interrupt others when they speak
- Be a good listener

**SIGNED COPY OF RULES AND REGULATIONS**

I, the parent/guardian of \_\_\_\_\_, have read the Athletic Rules and Regulations of Harrison Central Junior/Senior High School/the Harrison Hills City School District and understand the consequences if my son/daughter or myself fails to abide by these rules and regulations.

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN      DATE

I have read and understand the athletic rules and regulations of the Harrison Hills City School District. I understand the consequences of the failure to abide by these rules and regulations and hereby agree to abide by these rules and regulations as a member of any athletic/cheerleading team/squad.

\_\_\_\_\_  
SIGNATURE OF STUDENT      DATE

## **Athletic Rules and Regulations**

### **RELEASE, ASSUMPTION OF RISK, AND AGREEMENT TO HOLD HARMLESS.**

**(Both the student and parent or guardian must read carefully and sign.)**

I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury.

Because of the dangers of participating in the sport(s), I recognize the importance of following coaches' instructions regarding playing techniques, training and other team rules, etc., and agree to obey such instruction.

In consideration of Harrison Central Junior/Senior High School permitting me to engage in all activities related to the team(s), including, but not limited to, trying out, practicing or playing/participating in that sport(s), I hereby assume all the risks associated with the participation and agree to Harrison Central Junior/Senior High School of the Harrison Hills City School District, Cadiz, Ohio collectively and individually, its employees, agents, representatives, medical personnel, coaches and volunteers, including managers and trainers, harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the Harrison Central Junior/Senior High School athletic team(s). The terms hereof serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

### **PARENT/GUARDIAN**

I, \_\_\_\_\_, am the parent/legal guardian of \_\_\_\_\_ (student). I have read the above warning/release and understand its terms. I understand that all sports can involve many risks of injury.

In consideration of Harrison Central Junior/Senior High School permitting my child to engage in all activities related to the team(s), including, but not limited to, trying out, practicing or playing/participating in that sport(s), I hereby agree to hold Harrison Central Junior/Senior High School of the Harrison Hills City School District, Cadiz, Ohio collectively and individually, its employees, agents, representatives, medical personnel, coaches and volunteers, including managers and trainers, harmless from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the Harrison Central Junior/Senior High School athletic team(s). The terms hereof serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Parent/Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HARRISON HILLS CITY SCHOOL DISTRICT**  
**ATHLETIC INSURANCE INFORMATION AND/OR WAIVER**

The Board of Education of the Harrison Hills City School District requires that all students participating in sports or cheerleading have some type of medical insurance coverage.

Please check the proper column:

\_\_\_\_\_ I have insurance coverage on the student listed below and waive the need for school insurance.

\_\_\_\_\_ I need to purchase school insurance coverage for that student.

No student will be allowed to practice or play in games until this form is returned and insurance requirements are met.

**PLEASE PRINT INFORMATION REQUESTED**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
Grade in School

\_\_\_\_\_  
Home Phone Number

\_\_\_\_\_  
Name of Insurance Company (if waiving school insurance)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**INSURANCE WAIVER**

\_\_\_\_\_  
Name of Parent or Guardian

OF

\_\_\_\_\_  
Address

\_\_\_\_\_ and parent/guardian of \_\_\_\_\_  
City, State Child's Name

Grade \_\_\_\_\_ at Harrison Central Junior/Senior High School have insurance on my son/daughter and waive the insurance requirement of the school district.

Parent /Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_