

**Highland High School  
4150 Ridge Rd.  
Medina, Ohio 44256**

**2024-2025 Student/Parent Handbook**

***ALMA MATER***

***Oh, Highland High School now to thee  
We sing our song of loyalty  
We sing thy glory and thy fame  
All praises to thy honored name  
Come and join us while we sing  
We'll make the nearby hillsides ring  
Our faith in thee will never die  
We'll always love thee, Highland High***

Contacting us:

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

**330-239-1901 • 330-278-2727 • 330-686-1901**

Attendance Reporting - ext. 5000  
Main Office - ext. 5200  
School Counseling Office - ext. 5201  
Athletic Department- ext. 5400  
Instrumental Music - ext. 5311  
Theater - ext. 5314  
Vocal Music - ext. 5301

Carrie Knapp, Principal  
Ryan Taylor, Assistant Principal  
Jonathan Bailey, Athletic Administrator/Assistant Principal  
Alexis Raines, School Counselor (A-F)  
Julianna Lakins, School Counselor (G-L)  
Carolyn Colbow, School Counselor (M-R)  
Jim Addington, School Counselor (S-Z)

# HIGH SCHOOL CALENDAR

Check for updates at [www.highlandschools.org](http://www.highlandschools.org)

## 2024-2025

|           |       |   |
|-----------|-------|---|
| August    | 19    | First day for freshmen students                     |
|           | 20    | First day for all students                          |
|           | 22    | Open House 6:30 - 8:00 p.m.                         |
| September | 2     | Labor Day (No School)                               |
|           | 19    | Parent/Teacher/Student Conferences 4:00 -7:30 p.m.  |
| October   | 11    | NEOE Day (No School)                                |
|           | 14    | No School Teacher Professional Development          |
| November  | 21    | Parent/Teacher/Student Conferences 4:00 - 7:30 p.m. |
|           | 27    | Conference Comp. Day (No School)                    |
|           | 28-29 | Thanksgiving Break                                  |
| December  | 23-31 | Winter Break  |
| January   | 1-3   | Winter Break  |
|           | 6     | School Resumes                                      |
|           | 20    | Martin Luther King, Jr. (No School)                 |
| February  | 17    | Presidents' Day (No School)                         |
|           | 20    | Parent/Teacher/Student Conferences 4:00-7:30 p.m.   |
| March     | 20    | Parent/Teacher/Student Conferences 4:00-7:30 p.m.   |
|           | 24-28 | Spring Break  |
| April     | 18    | No School - Good Friday                             |
|           | 21    | Conference Comp. Day (No School)                    |
|           | 22    | School Resumes                                      |
| May       | 26    | Memorial Day (No School)                            |
|           | 29    | Last Day for Students                               |

## GRADING PERIODS:

1st: 8/19 - 10/18      2nd: 10/21 - 12/20      3rd: 1/6 - 3/14      4th: 3/17 - 5/29

## HHS BELL SCHEDULES

| Normal<br><u>Schedule 1</u> | Pep Assembly<br><u>Schedule 2</u> | Two Hour Delay<br><u>Schedule 3</u> |
|-----------------------------|-----------------------------------|-------------------------------------|
| 7:25 Warning Bell           | 7:25 Warning Bell                 | 9:25 Warning Bell                   |
| 7:30 – 8:15 1st Period      | 7:30 – 8:11 1st Period            | 9:30 – 9:58 1st Period              |
| 8:19 – 9:04 2nd Period      | 8:15 – 8:56 2nd Period            | 10:02 – 10:30 2nd Period            |
| 9:08 – 9:53 3rd Period      | 9:00 – 9:41 3rd Period            | 10:34 – 11:02 3rd Period            |
| 9:57 – 10:42 4th Period     | 9:45 – 10:26 4th Period           | 11:02 – 11:32 5th Period            |
| 10:42 – 11:12 5th Period    | 10:30 – 11:11 8th Period          | 11:27 – 11:57 6th Period            |
| 11:07 – 11:37 6th Period    | 11:11 – 11:41 5th Period          | 11:52 – 12:22 7th Period            |
| 11:32 – 12:02 7th Period    | 11:36 – 12:06 6th Period          | 12:26 – 12:54 4th Period            |
| 12:06 – 12:51 8th Period    | 12:01 – 12:31 7th Period          | 12:58 – 1:26 8th Period             |
| 12:55 – 1:40 9th Period     | 12:35 – 1:16 9th Period           | 1:30 – 1:58 9th Period              |
| 1:45 – 2:30 10th Period     | 1:20 – 2:00 10th Period           | 2:02 – 2:30 10th Period             |

### **FROM YOUR SCHOOL ADMINISTRATION**

I am excited to welcome you to the 2024-2025 school year. Your personal copy of the Student/Parent Handbook contains information and guidelines intended to assist you in the successful completion of academic and co-curricular requirements. Best wishes for a successful school year.

*Mrs. Carrie D. Knapp*  
*Principal*

### **SCHOOL DISTRICT MISSION**

The Highland Local School District is committed to the highest academic and behavioral expectations. Our mission is to guarantee that each learner reaches maximum potential, by providing, in partnership with the community, a quality, progressive, educational program in a safe and dynamic lifelong learning environment.

### **STUDENT/PARENT HANDBOOK**

Every student receives a handbook containing a school calendar and assignment planner. Described herein are school procedures and student code of conduct. School administration, counselors, and advisors will periodically conduct class meetings that reinforce expectations for good and proper conduct and discuss matters of school interest. Teachers and counselors will orient students to the contents of the handbook. Procedural guidelines are intended to support the academic and behavioral success of the student, and assist parents in understanding policies governing credit, grading, athletics and eligibility, awards, organizations, and scholarships. We believe there is no substitute for hard work and by being familiar with established procedures and expectations, students and parents may interact more effectively with the school in the promotion and support of our mission. This handbook is included on the school's website but is protected under static copyright. No part of this handbook may be reprinted in any form, copied, or altered in any way without written permission from school administration.

### **GENERAL STUDENT RESPONSIBILITIES**

Privilege assumes acceptance of responsibility. Students must subject themselves to the reasonable control of rules, procedures, and personnel.

1. Receive an education through regular school attendance. No person shall interfere with the education of others, directly or indirectly.
2. Attend school each day unless excused under provisions outlined in board policy and state law. Ohio law requires a student to attend school until the age of eighteen.
3. Be on time to every class. Students who interrupt an ongoing lesson are interfering with the rights of others to learn and to study. Punctuality is a habit that translates into success.
4. Come to class prepared. Being unprepared delays the start of instruction. Have all necessary materials including a positive attitude.
5. Complete in-class and homework assignments and meet deadlines. Teachers are responsible to teach. Students are responsible to learn. Classroom participation and preparedness is an expectation of all.
6. Respect and follow school rules. Be courteous and respectful to faculty, staff, peers, and visitors.
7. Volunteer information and cooperate with school staff in investigations regarding school and student safety and discipline. The responsible individual provides information that helps prevent a serious problem or avert a tragedy. A safe school depends upon everyone to uphold and respect the rules we have agreed to live by. Providing truthful information when asked by school authorities is an obligation.
8. Policies and guidelines are adopted based on prevailing community expectations and in accordance with state and federal law. They reflect the sound judgment of

licensed professionals in the dispensation and administration of educational strategies relative to the effective delivery of approved curriculum.

#### **DAILY SCHEDULE/TRANSITION**

Highland High School operates on a regular schedule of seven academic class periods, one academic lab period, plus one, 30-minute lunch including transition time. It is recommended that locker stops be planned carefully to maximize in-class instruction and avoid delays. Students must have a teacher's permission to leave class and must have a hall pass. Students excused on a hall pass issued by a teacher are still presumed under the supervision of that teacher. Abusing that privilege invariably leads to the denial of future passes. Dangerous or disruptive behaviors in transition to and from class such as running, shouting, general misconduct, etc. will not be tolerated. Your indoor voice is one that is always "business appropriate". Optional bell schedules are used as needed for special events, class meetings, assemblies, or presentations.

#### **PUBLIC ADDRESS ANNOUNCEMENTS**

General announcements are made daily during A.L.L. All announcements must be school related, concise, and submitted properly along with an activity advisor signature. Administrative discretion may be applied. Because emergency notifications may occur any time, complete quiet is required during any use of the public address system. Everyone must be able to hear important instructions and be prepared to take appropriate action. Interfering with an emergency notification (such as fire drill, lockdown, tornado drill, etc.) can obstruct a school safety plan, and such actions may result in severe discipline.

#### **ENROLLMENT AND TRANSFER**

New students attempting to enroll at the high school must do so at the School Counseling Office. Appointments are preferred. Official documents including, but not limited to, birth certificate, proof of residency, guardianship, etc. are required to initiate enrollment. We require a copy of any court order pertaining to custody, guardianship, restriction or exclusion from access to person or records. Informing the school of changes made to any Court ordered documents are the responsibility of the parent/guardian. Inquiries or questions about court intervention should be made directly to the building principal. Board policy allows for temporary enrollment under certain conditions. Parents must show proof of vaccinations as required by the Medina County Health Department. An official transcript from the previous school is required prior to scheduling classes. Parents of students who anticipate moving should contact the School Counseling Office at least one week in advance of plans to enroll in a school outside of the district. Access to permanent records or other protected information requires a signed release. Unpaid school fees or obligations may delay the process. A student who has been expelled and is currently serving an expulsion from another public school in the state of Ohio will not be enrolled. Parents can avoid delays in the enrollment/transfer process by establishing communication between both schools ahead of the actual enrollment process.

#### **SCHOOL COUNSELORS**

A school counselor is trained to be both an advocate and advisor to the students, faculty, and administration. Counselors perform numerous tasks that support meeting goals such as aiding with academic schedules and career counseling. Students having difficulty in a class should speak initially with a school counselor about conflicts, academic or social issues, or other school related matters. Counselors provide a comprehensive counseling program and may initiate referrals to an outside agency when necessary. Topics discussed with a counselor are held confidential, except those required by law to be reported, or that are suspected to involve the threat of harm to self or others. Cases involving suspected abuse must be reported to the appropriate agency. Parents may request information or referral assistance to outside agencies with certain family counseling issues.

**SCHOOL LOCKERS NOTICE OF LOCKER SEARCHES:** All students are hereby put on notice that lockers are the property of the Board of Education, and the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Administrators have broad authority to conduct searches, exceeding even that of police. At the request of administration, however, a random search may include sheriff's deputies using K9 drug sniffing dogs. Any item discovered during a bona fide search authorized by school personnel, and which is reasonably believed to violate school rules, may be turned over to authorities even if the item was not specifically being sought at the onset of the search. Such items are then considered admissible as evidence leading to possible charges and prosecution. Alcohol, drugs, or weapons discovered in a school locker are presumed to be the property of the student. Students are assigned school lockers randomly by grade. In voluntarily accepting the locker use privilege, students agree that book bags, backpacks, purses, or other potential concealment devices may also be inspected as part of the contents of the locker. All school lockers, including those used for athletic purposes, must be locked at all times when in use. Students must provide and use a quality lock for athletic facility storage. Never give your combination to anyone else or share lockers. Failure to exercise reasonable care for the safeguard of textbooks and other school owned materials assigned to the student may result in personal or monetary liability for their loss, damage, or destruction. Lockers are to be kept neat and orderly. Compromising the function or tampering with the operation of the school locker is grounds for disciplinary action, and the locker privilege will be revoked. No food, beverage, consumable, or containers whether full or empty containers are ever to be kept in a locker overnight. No writing, tape, stickers, or any type of decal is permitted on the inside or outside of a locker. The Athletic Administrator will thoroughly in-service coaches in reviewing the procedures and requirements for using a locker for sports or gym. Coaches and physical education teachers will review this procedure with students and student athletes.

#### **UNSECURED/UNAUTHORIZED PERSONAL PROPERTY**

Every reasonable effort will be made to exercise appropriate care in the safeguard of personal property. Students continue, however, to bring items to school that have no basis of necessity in the day-to-day operation or delivery of curriculum. Never leave cash or personal valuables unattended and unsecured. Careless disregard for items such as cell phones, media players, USB data storage devices, etc. has led in many instances to damage, theft, or loss. Negligence or reckless handling of personal property resulting in damage or loss shall not impose an undue burden of liability upon the district. Neither school personnel nor resources shall be consumed in the investigation or recovery of items that are nonessential or prohibited. The loss or theft of nonessential personal property is not the responsibility of the school to pursue. Students may complete a theft report and shall be advised to contact the Medina County Sheriff.

#### **VIDEO SURVEILLANCE**

Students are duly informed that their behavior may be monitored on school property and/or adjacent property by school cameras. To maintain student privacy, school personnel have sole viewing rights.

#### **LIBRARY/MEDIA CENTER**

The Media Center is open to all students during regular school hours. During school, students must either have a pass from a teacher, or sign into the Media Center directly from study hall in order to be admitted. Students are to use the Media Center as a place of quiet study, to complete assignments, utilize computer resources, or for independent reading. Students may check out books, magazines, and equipment from the Media Center for not more than two weeks at a time. All students, by board policy, must complete an Acceptable Computer Use agreement to use computers. Disruptive students

or those who do not contribute to the learning environment will be asked to return to study hall.

### **ELECTRONIC RESOURCES**

Students can access InfoOhio and Gale Electronic Resources from a non-school computer at any time through their Clever Portal - no password required. Students can access Clever through [www.highlandschools.org](http://www.highlandschools.org) - Highland High School tab - Quick Links menu on left - Student Portal.

### **COMPUTER/ONLINE SERVICES**

**Acceptable Use and Internet Safety** - see BOE Policy 7540.03. Guidelines and procedures are expected to be utilized by staff, students or community members who are authorized to use the District's computers or online services. This board policy will be communicated clearly and appear in a document that must be signed and on file before students may access a school computer or network services. Violations of the Acceptable Use Policy may result in the revocation of computer privileges and disciplinary action.

### **TEXTBOOKS/WORKBOOKS**

Textbooks are school property and supplied for those classes utilizing one. Students are responsible for the proper care, protection, and safeguard of textbooks assigned to them. All textbooks must be covered. Fines will be assessed for lost, damaged, or stolen textbooks due to negligence or failure in their proper care. Where required, workbooks are purchased as part of a student's class fees. Never leave personal items or valuables unattended. Reasonable care and safeguard of school supplies is the responsibility of every student. This responsibility includes, but is not limited to the assignment of textbooks, school supplies, and equipment used in the completion of course or activity requirements. All school owned equipment authorized for use by students is presumed to be under the care of the student, who assumes liability for damages resulting from improper use, abuse, or neglect, or theft.

### **WORK PERMITS/VOTER REGISTRATION/ SELECTIVE SERVICE**

Work permit applications may be obtained in the main office. Students under the age of eighteen (18) years are required to supply age and schooling information to their employers in order to comply with child labor laws. Applications contain three parts: 1) required parent information, including signature; 2) verification of hire by the employer, and 3) a recent physician's statement of health. Bring completed applications back to the main office for processing. Students reaching the age of 18 at least 30 days prior to a general election may register to vote. Voter registration forms are available as a printable download online or may be obtained from the school's designated voter registrar, if one is appointed. Eighteen-year-old males are required to register for selective service. Registration protects your right to receive college loans, grants, job training, and federal jobs.

### **ATTENDANCE POLICY**

Regular school attendance is required by law for any minor child under the age of eighteen. Schools will report habitual truancy by filing charges in juvenile court. In the investigation of such charges, the juvenile court prosecutor may bring a complaint against parents who fail to ensure their children attend school regularly as required under the Ohio Revised Code. In severe cases, parents who fail to meet this obligation have been court mandated to attend classes in "parental education". The failure of a parent to attend such a program constitutes "parental educational neglect" under criminal code, which is punishable as a fourth-degree misdemeanor under O.R.C. 2919.222. [See TRUANCY p. 28] The law defines truancy as: Unverified or unexcused absence from school is considered TRUANCY. Ohio Revised Code 2151.011(B)(18) states a student will be

considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. There are steps the district will take to work with parents and the child to help increase regular attendance. These steps may include requiring students to provide documentation (doctors notes, court notices, funeral notes, etc.) once a student has reached thirty-eight (38) total absence hours in a month or sixty-five (65) total absence hours in a year. Failure to provide such documentation may result in an unexcused absence. If the student refuses to participate in or has failed to make satisfactory progress on the steps taken within 61 days, the district is required to file a complaint with the Judge of the Juvenile Court in compliance with House Bill 410.

1. **BOARD POLICY AND THE LAW:** Students are to be in class every day, on time, prepared, and with necessary materials. Medical and dental appointments should be scheduled outside of the school day except in cases of emergency or serious illness. The attending medical professional should provide a note to bring to school following the appointment. The board of education recognizes legitimate reasons for school absence or early dismissal when absolutely necessary, but board policy does not supersede state law regarding compulsory attendance. School districts have the authority to establish reasonable expectations and procedures for the required reporting of school absence. (See No. 2 below - CALL OFF PROCEDURE.) Unexcused absences may result in a referral to the juvenile court. In accordance with board policy and the (O.R.C.), school administrators may only excuse absence from school for the following reasons:
  - a. **PERSONAL ILLNESS, or ILLNESS IN THE IMMEDIATE FAMILY:**
  - b. **QUARANTINE:** Time is limited to the length of quarantine as determined by health officials. Verification with the county board of health is required.
  - c. **DEATH IN THE IMMEDIATE FAMILY:** School absences arising from a death in the immediate family are usually limited to three days. Parents should contact the building principal to authorize any extended absence beyond three days. "Immediate Family" is defined in board policy.
  - d. **PARENTS ARE OUT OF TOWN:** Absence may not extend beyond the period during which parents were out of town. NOTE: Any minor child left at home without a proper guardianship may be referred to the Medina County Department of Job and Family Services, reported to the county sheriff, or both.
  - e. **RELIGIOUS HOLIDAY:** Parents should contact the principal in advance and are required to submit a written note upon return to school.
  - f. **COURT HEARING:** If a student is required to appear in court parents should call and notify the attendance line as well as provide documentation from the court upon the student's return.
  - g. **MEDICAL, BEHAVIORAL, OR DENTAL APPOINTMENT:** The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate.
  - h. **OTHER EMERGENCY CIRCUMSTANCES:** Only the superintendent or designee may determine those conditions which constitute a reasonable and sufficient cause for absence. (Certain exclusions apply - and are not regarded as excused. Since bus transportation is provided by the board of education, an absence or late arrival due to mechanical breakdown of any other vehicle is not excused. Only those reasons reflected in board policy and statute empower the school to excuse an absence. Additional examples of unexcused absences include missing the bus, oversleeping, being overly tired, etc.) Students who miss school work due to reasons that are not excused under policy may also expect to be denied credit for the work missed, possibly resulting in a grade penalty.
2. **CALL OFF PROCEDURE:** To report a student absent, parents must: a) call the school attendance line by 8:30 a.m. (330-239-1901 ext. 5000) on the morning of each day

a child is expected to be absent, stating the reason for the absence, and b) provide a written note verifying the reason for the absence, signed by the parent. Both parts of this process are required in order to consider an absence excused. If a reason for absence is not given or in compliance with board policy, it will be unexcused. **NOTE: This requirement also applies to eighteen (18) year old students who live at home with their parents.** Notes pertaining to student absence are excused ONLY if written in accordance with board policy as authorized under the Ohio Revised Code. Students may be denied credit for work missed due to an unexcused absence. Parents should be aware that loss of credit due to an unexcused absence will impact grades, and students will receive a grade of F for those assignments. (Pre-planned absences that have been approved by administration do not require daily phone contact or written follow-up.) Written notes must be submitted in a timely fashion and are required in the event of an attendance audit. Questions that may arise in the awarding of credit for approved make-up work require proper documentation to have been filed. Notes written long after the fact will not be accepted. Email notifications concerning school absence cannot be verified and are unacceptable. False or fraudulent representation will result in disciplinary action leading to possible suspension.

**TRUANCY will be reported to the Medina County Juvenile Court.**

3. **TARDY:** Any student arriving late to school will be marked absent from school electronically and must sign into the main office immediately upon arrival. All tardies are unexcused unless a note is submitted and approved by administration at sign in. Tardies to school may only be excused under existing guidelines relative to those stated as approved absences. Students will be marked tardy up until 9:14 a.m. Missing the school bus is not considered an excuse. Weather related delays, mechanical breakdowns, road closures and delays, power outages, etc., are not excused without administrative approval. A chronic pattern of notes that explain a student's late arrival usually indicates a more serious problem. Interrupting class by frequently arriving after instruction has begun compounds the problem by distracting others. Notes submitted several days after the fact will not be accepted.

Progressive discipline is applied for accumulated tardies as follows:

- a. **FIVE (5) TARDIES IN A SCHOOL YEAR:** One After School Detention.
- b. **TEN (10) TARDIES IN A SCHOOL YEAR:** One Saturday detention, driving privileges and late arrival or early release may be revoked.
- c. **FIFTEEN (15) TARDIES IN A SCHOOL YEAR:** Two Saturday Detentions, driving privileges and late arrival or early release may be revoked.
- d. **TWENTY (20) TARDIES IN A SCHOOL YEAR:** Three days ISA, driving privileges and late arrival or early release may be revoked.
- e. **TWENTY-FIVE (25) TARDIES IN A SCHOOL YEAR:** Three days ISA, driving privileges and late arrival or early release may be revoked.

\*At any point in the disciplinary process a tardy contract may be issued between student and administration in an attempt to correct the behavior.

**SCHOOL FUNDING IS LINKED TO SCHOOL ATTENDANCE  
TARDIES ACCUMULATE FOR AN ENTIRE SCHOOL YEAR.**

4. **PLANNED EARLY DISMISSAL DURING THE SCHOOL DAY:** All notes requesting early dismissal, bus change, or verifying past absence are received in the main office prior to the start of the school day. Notes must be dated and include a daytime telephone contact for verification. Appointments such as driver's license exam, pictures, haircut, job interviews, etc., should be made outside of the school day. Leaving early for reasons not contained in board policy are not excused. Credit is forfeited for work missed due to an unexcused absence. Requests for early dismissal should be made



in writing and should contain a daytime telephone number for verification. PLEASE NOTE THE FOLLOWING RESTRICTIONS: Because of the difficulty in verifying a caller's identity, telephone requests for a students' early release may not be accepted without an accompanying written request, email from a parent, or office staff approval over the phone with a parent. In general, schools have taken the position that classroom instruction should not be interrupted to excuse a student without having submitted a written note to the office before school as requested. We understand that emergency situations do arise, however, and will make every effort to verify the identity of a parent or legal guardian prior to authorizing a student to be released on a verbal request. Questions arising as to the safety of releasing a child to an unknown individual will be addressed by administration. (SEE UNPLANNED EARLY DISMISSAL FROM SCHOOL.)

5. UNPLANNED EARLY DISMISSAL FROM SCHOOL: To be dismissed early, students should present a written request when they arrive in the building. This written note should be received at the high school office upon arrival to receive an Early Dismissal Slip. The dismissal will then be listed on daily attendance. Phone call requests to dismiss students are discouraged. All written requests for early dismissal must be signed by the parent / guardian and include a reason and a telephone number to verify the appointment. The voicemail number for attendance is not to request an early dismissal. **Any student who leaves school without authorization from school administration, regardless of the reason, is cutting school and is subject to discipline.** Unplanned events do occur from time to time. A student, for example, who becomes ill while at school must report to the office immediately and inform an adult on duty. Emergency medical forms, required for each student, will be used to contact parents in the event the student is unable to return to class. Nursing services are contracted to verify immunization, vision, and hearing checks as well as advise school personnel on certain long term individual student medical needs which are authorized for care. A school nurse is NOT on duty to treat temporary illness, nor are school personnel medically trained. In the case of serious or life-threatening injury or sickness, paramedics will be called FIRST. Every reasonable attempt will be made to reach parents as soon as possible. Only the administration can grant permission for a student to be released early, and only after contacting one of the persons listed on a required emergency medical form. Students who are released from school early due to illness are presumed to have left for the day. Parental contact and administrative authorization are required in order to release a child to anyone other than the parent or guardian. Students involved in athletics, or any extracurricular activities must be physically present in school at least one-half day in order to be eligible to compete that day. In order to participate in school sponsored activities that occur outside of the school day, students may be required to have an attendance rate of 93% or better unless medical documentation is provided. In extenuating circumstances, students may appeal to the building principal. Coaches and advisors are responsible to verify daily student attendance through the athletic office. (CONTACT ATHLETIC ADMINISTRATOR FOR ADDITIONAL INFORMATION)

6. EXTENDED ILLNESS: Students who have been or anticipate being absent for an extended period of time due to illness may request the collection of assignments by contacting the School Counseling Office. A typical timeline for this process is twenty-four hours' notice. Work completed and submitted may be denied credit until absences are reconciled as excused by the main office upon receipt of a written statement from parents. (See also MAKE UP WORK.) Students who anticipate being absent for twenty (20) consecutive school days or more due to medical reasons should contact the Director of Student Services to obtain information about home tutoring.

7. MAKEUP WORK: Makeup work is to be completed and turned in within the same number of days as the absence; however, tests, quizzes, projects due or presentations that were announced well in advance may be expected immediately upon return to school

except in cases where new instructional or related review materials were presented during the absence. It is recommended that parents contact individual classroom teachers to discuss questions about makeup work and refer to the course syllabus in order to assist your child in meeting classroom requirements. Teachers may use discretion in following this policy and consider extraordinary circumstances. Following an absence, students are responsible for obtaining assignments, notes, and makeup work.

**Note: A grade of “F” is entered for schoolwork not completed for unexcused or unauthorized absence.**

8. PRE-PLANNED ABSENCE: The Highland Board of Education does not advocate missing school for the purpose of vacation or other nonessential reasons. Each situation will be evaluated on an individual basis to determine whether such requests will be excused. Missing school during exam week or standardized testing, or immediately prior to or following scheduled school breaks are inherently problematic. Parents should be aware of the implication for increased difficulty in making up missed work during these times. Students planning to be out of school, must complete a PLANNED ABSENCE FORM available in the main office and on the school website. A planned absence form is not required for school field trips, athletics, or other extracurricular events. For all pre-planned absences, students should inform classroom teachers ahead of time, and be aware of their expectations regarding makeup work. Students in doubt about such expectations should consult directly with their classroom teacher as some situations are unique.

9. COLLEGE VISITATION: Prearranged absence for the purpose of college visitation is granted without penalty. Juniors may visit colleges for 1 day per year, seniors for 2 days. Forms are available in the School Counseling Office for college visitation and must be turned into the main office following the absence, along with verification of attendance at the college or visitation.

10. IN-SCHOOL ASSIGNMENT: Students serving ISA are shown as present in school, but students serving ISA may be excluded from participation in after school or extracurricular activities during the period of ISA. All work completed during the ISA must be turned in upon return to the classroom. No student may be excused from ISA to attend a class unless pre-approved by administration in consultation with the teacher. Any accommodations routinely provided under an IEP will remain in effect. As long as the in-school assignment is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal

11. CLASSROOM ATTENDANCE: Daily school attendance is recorded electronically at the start of each school day in homeroom. Daily classroom attendance is maintained by the individual teacher. Students must be present in class a minimum of thirty minutes to be counted as present for a full period. Teachers will notify parents if students are in danger of not passing a course due to poor attendance or failure to complete course requirements.

**Note: ALL school absences must be recorded, whether excused or unexcused. Students who wish to maintain perfect attendance should be aware of this reporting requirement under law.  
Excused absences will affect perfect attendance.**

#### **PERFECT ATTENDANCE**

Perfect attendance is awarded to senior students who have no absences - excused or unexcused - throughout high school. Absences include half day absences and doctor's appointments. Exceptions include college visits and funerals.

#### **ACADEMIC LABS**

The A.L.L. period provides time for academic enhancement each day at Highland High School. Academic Learning Labs contain designated workspaces and time for students to make appointments with teachers during office hours. Students may also take part in club and/or activity meetings, individual growth sessions, or available tutoring opportunities. During A.L.L., students must complete an electronic pass indicating their destination. Students who do not complete an A.L.L. pass may be subject to discipline.

### **STUDY HALLS**

Study halls provide a quiet study environment conducive to the individual and serve an important function as part of the school program by allowing for independent and critical thinking practice. Students with a scheduled study hall may work on assignments, seek tutorial support, access the Media Center, or speak to a counselor. Seating is assigned. Talking distracts from concentration and is not appreciated by others. Cutting study hall is treated as a class cut. (SEE CODE OF CONDUCT) Students are expected to bring silent study materials and remain working for the entire period. The following are prohibited: sleeping, use of electronic devices unless authorized, card playing, gambling, or any action deemed by administration to be disruptive, or which may create a disturbance. The cafeteria offers food service as a privilege. It is to be kept neat and clean at all times. No food is ever to be taken out of the area.

### **SENIOR PRIVILEGES**

Seniors are granted the privileges of open campus, late arrival and early release. Any senior who earns an F in a course may lose privileges. Open Campus, late arrival or early release may also be revoked for accumulation of unexcused tardies or when a student falls below the 93% attendance rate. Students who lose these privileges will be assigned to a study hall or A.L.L.

### **STUDENT REASSIGNMENT**

Students with a scheduled study hall may request to be reassigned temporarily as a classroom teacher aide, gym assistant, or office helper without expectation of academic credit. Speak with your classroom teacher who will explain the procedure. No reassignments will be made during a teacher's planning and conference period. Completed applications must be brought to the main office. THIS IS NOT A SCHEDULE CHANGE (SEE SCHOOL COUNSELORS)

### **MEDICAL EMERGENCY/ILLNESS AT SCHOOL**

Emergency Medical Contact information for each student enrolled in an Ohio public school is required by law. Such information is necessary in the event of illness, injury, or emergency. Any student becoming ill at school shall report to the office immediately and inform adult office staff. Any suspected serious illness or injury will prompt an immediate call to rescue and emergency services first, while every reasonable attempt shall be made to contact parents. A student claiming illness but failing to report to the office is assumed to be cutting class. Teachers will call the main office to indicate a student is ill, and typically send a student escort. Emergency call buttons should be used only in an emergency. Parents will be contacted directly by office personnel. One school nurse serves all five school buildings and is not here on a daily basis. Parents are asked to update Final Forms at the start of each school year with this information.

**Note: Students failing to provide emergency medical contact information in a timely manner may be excluded from school and referred to the Medina County Juvenile Court.**

## **Administration of Medication**

**When it is necessary for the administration of medication to a student while in school, the following procedure is required:**

The clinic nurse must receive one or more of the following completed medication forms signed by the licensed prescriber (physician, nurse practitioner) who prescribed the medication and by the parent/guardian or student (if emancipated).

For **prescribed medications**, parents must complete the form titled: Prescribed Medication. This form requires parent/guardian and a physician's signature.

For **over-the counter medication**, parents must complete the form titled: Over the Counter Medication Form. This form requires parent signature.

These medical forms are available on the district website at <https://www.highlandschools.org/> click on Final Forms or in the school clinic.

- **Prescribed Medication**
- **Over the Counter Medication**
- **Asthma School Medication Plan: For Student Possession and Use of an Asthma Inhaler**
- **Allergy Action Plan: For Student Possession and Use of an Epinephrine Auto-injector**

The authorization to administer medication will be in force from the duration stated by the prescriber as long as the prescriber is attending the student's medical needs but will not extend beyond the current school year. The parent/guardian or student must obtain and submit a revised statement from the prescriber if any of the information provided by the prescriber changes.

A copy of the form authorizing the student to receive medication during the school day will be in the possession of the clinic nurse, who is responsible to supervise and secure the proper storage of medication and the administration of medication to students.

***Students should never have in their possession any prescription or over-the-counter medication with the exception of asthma inhalers, epinephrine auto-injectors, and diabetic supplies. Failure to comply may result in disciplinary action.***

Medication, prescription or over the counter, must be brought to the school clinic. The medication must be in the container in which it was purchased or dispensed by the licensed pharmacist. Medication will be stored in a locked storage place unless refrigeration is required, and then it will be stored in a refrigerator not accessible to students.

The first dose of any new medication will not be administered at school in case of an allergic reaction.

For questions concerning the administration of medication while in school, please contact the school nurse at your child's school.

## **DRESS AND GROOMING**

Student dress is governed by standards of cleanliness, neatness, health, safety, appropriateness, and decency in an academic environment. These guidelines are enforced in accordance with prevailing community expectations and board policy. Poor grooming

habits can disrupt education. Examples having a reasonable foreseeability of disruption include but are not limited to: hair styled in a disruptive manner or clothing worn in a manner other than intended. Wearing items capable of causing injury by use or design are just a few examples of potentially dangerous and therefore prohibited clothing. In all matters relative to appearance, the school administration has the right to determine those situations that present an ongoing disturbance or pose a reasonable foreseeability of disruption.

1. Clothing or items worn that have the potential to disrupt, damage, or destroy school property, or that present a safety hazard are not permitted. Undergarments should not be visible. Bare midriffs are not allowed. All clothing must be worn as it was intended to be worn (pajamas) and may not interfere with the operation of the school or individual classroom.
2. Clothing bearing slogans or illustrations that infer, pertain or relate to alcohol, tobacco, drugs, weapons, sex, violence, offensive material, or clothes with double meaning shall not be worn. Hats, Hoods, bandanas and other “headwear” are not to be worn inside the school building. Serious deviations from this dress code at extracurricular activities will be handled on an individual basis.
3. The dress code is in effect every day of instruction, including summer school. The principal may designate certain allowances for special occasions such as spirit days or other events that are pre-approved. This requirement also applies to sports and extracurricular teams that seek permission to wear special clothing or spirit-wear on a given day. The emphasis is on obtaining pre-approval from the principal. Violators may be asked to correct the situation immediately and may be kept out of class until corrected. Teachers who observe dress code violations may write two demerits to the violator and may send the student to the office. School discipline will include the issuance of demerits (2), or denial of participation as appropriate.

#### **CELL PHONES/ELECTRONIC DEVICES**

The office telephone is restricted to use by students for emergencies only. Forgotten items and after school plans do not constitute an emergency. Cell phones, iPods, iPads, laptops, Chromebooks, electronic games, laser pointers, etc. There is **NO EXPECTATION OF PRIVACY** regarding data or information stored on any electronic device. If such a device is confiscated, the school administration will exercise its right to inspect and investigate any material contained within, this may include the device being turned over to law enforcement. Evidence of violation of school rules will be used for disciplinary purposes.

Electronic devices may be utilized during the school day if students have an Acceptable user Policy (AUP) on file, are using it for educational purposes and with staff permission. Highland High School has established electronic device zones. A red zone is an area where electronic device usage is not permitted. This would include hallways and restrooms. A yellow zone is an area where electronic devices may be used with staff member permission. Finally, a green zone is an area where electronic devices may be used in accordance with the AUP.

#### **Guidelines for using BYOT in school:**

1. It is inappropriate and often illegal to make any visual or audio recording without the express consent of the subject.
2. Device is never to be out in an area of privacy, such as Restrooms or Locker Rooms.
3. Device is never to be used in hallways.

4. Devices must be set to silence at all times. Earbuds/Headphones may be used only with teacher permission. Earbuds/Headphones may not be used in the hall during transition times.
5. Possession and use of the device in class is **ONLY** with teacher permission.  
Examples of improper use during school day:
  - Surfing the internet
  - Texting
  - Using as a calculator (without teacher permission)
  - Playing video games (without teacher permission)
  - Listening to music (without teacher permission)
  - Recording voice, picture or video without teacher permission.
6. You may not connect to the internet via a cellular connection.
7. Devices are brought to school at the owner's risk. The school and administration assume no responsibility for a device's functionality, or issues resulting in lost or stolen devices.

### **ELECTRONIC (WEB) PRESENCE**

The Highland Local Schools Website ([www.highlandschools.org](http://www.highlandschools.org)) is maintained under **Static Copyright Law** and protected under **Federal Law**. Its function is to communicate events, information, and disseminate public, community, and State reports. Informational items protected under this copyright include but are not limited to: official minutes from Board of Education Meetings, State Report Card data, staff directory and contact information, school calendar, school photographs (including faculty), and approved links to legitimate educational resources. No person shall be permitted to reproduce, alter, copy, or redistribute information contained therein without written permission from administration. Violations of this copyright may be subject to civil protection and/or criminal statute.

### **ACCEPTABLE USE AND INTERNET SAFETY**

The following guidelines and procedures are expected to be utilized by staff, students or community members who are authorized to use the District's computers or online services.

1. Privileges - The use of the Internet, school computers, and BYOT devices at school is a privilege, not a right. Inappropriate use will result in cancellation of these privileges and appropriate disciplinary measures.
2. Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not have the expectation of privacy on any BYOT device they bring into Highland. The school reserves the right to search any privately owned BYOT device in accordance with applicable laws and policies.
3. Saving work - Users are required to use appropriate measures to save all of their work. Highland Local Schools is not responsible for any work lost due to user error, equipment or network failure. BYOT devices will only have internet access. No server access or printer access will be given to BYOT devices. Files must be saved via other means, such as flash drives, Net storage, FTP, Google docs, etc.
4. Storage capacity - Users are expected to remain within allotted disk space and delete material that takes up excess storage space.
5. Email - The use of email is only permissible through school accounts assigned by the network administrators for appropriate school use.
6. Illegal copying - Users should never download or install any commercial software, shareware or freeware, unless they have permission from the Network Administrator. Users should neither send nor receive copyrighted materials in

violation of the U.S. Copyright law, nor should students copy other people's work, login to other's accounts and/or access other's files.

7. Inappropriate language, materials, images, music - Profane, abusive or impolite language should NOT be used to communicate, nor should materials be accessed which are not in accordance with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not make public. Should users encounter such material by accident, they should report it immediately. Highland Local Schools determine what materials may violate these standards.
8. Other Usage - Computers are not to be used for commercial activity, personal business, financial gain or for any illegal activity.
9. Reliability - Highland Local School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
10. Security - Security of any computer system is a high priority. If a user can identify a security problem on the Internet, the Technology Department should be notified immediately. Do not demonstrate the problem to other users. Highland Local Schools may deny access to any user identified as a security risk. Use of any personal hotspots (internet sharing), USB device tethering, or peer-to-peer networks is strictly prohibited
11. Vandalism - Vandalism or harassment will result in cancellation of privileges. Vandalism is any attempt to harm or destroy hardware, data of another user, the Internet or network that is connected to the Highland Local Schools. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is the purposeful annoyance of another user, or the interference of another user's work.
12. Release - In consideration for the privilege of using the Highland Local Schools computer network, every account user releases the Highland Local Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use, the Highland Local Schools Computer Network.
13. Internet Safety – Highland Local Schools provides education for students regarding online safety and appropriate use within the District's board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. **Highland maintains an Internet filter in compliance with the Child Internet Protection Act. When using BYOT devices at school, users will only be allowed to access the Internet through Highland's public wireless network. Use of Internet connections such as 3g/4g cellular is strictly prohibited.**
14. The responsibility to keep any personal BYOT device secure is the sole responsibility of the owner. Highland Local Schools are not responsible for any device damaged, lost or stolen. It is recommended that the device is labeled or otherwise identified before bringing it to school.
15. Users and/or parents of a minor MUST complete all information on the AUP to use any computer belonging to Highland Local Schools or participate in Highland BYOT program.

Students must have a completed COMPUTER AND INTERNET ACCEPTABLE USE form on file in order to use any technology belonging to Highland Local Schools or to participate in Highland BYOT program.

#### STUDENT CODE OF CONDUCT

Students are expected to be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have an expectation to receive an education in a safe place free from distraction,

threat, bullying, harassment, or other factors that inhibit learning. Education is only possible when fair, reasonable, and consistent rules are in place to manage student behavior. Most school discipline is addressed through a progressive level of increasing consequences: **1) demerits, 2) detention, 3) ISA 4) suspension, and 5) expulsion.** The level of any disciplinary action may be modified to fit individual or unique circumstances. The Highland Local School District has held that there exist certain behaviors for which there can be absolutely zero tolerance. Those behaviors include, but are not limited to, the possession, use, conveyance, transmittal, sale, or distribution of drugs, weapons, or look-alikes. The district has identified as one of its primary mission goals the importance of student behavior. This code of conduct emphasizes the establishment of a safe and orderly environment that is conducive to student learning. Students who inhibit this through their actions, intentional or not, may be removed from school. High standards expressed through high expectations result in high achievement. School discipline is intended to eliminate unwanted behaviors and ensure an orderly learning environment. Students who are principled and self-disciplined learn to accept responsibility for their actions and remain in the educational mainstream, but others require external reinforcement of proper expectations and behavior. Chronic rule violators are those who do not respond to minor corrections regarding general misconduct. Progressive levels of discipline or any significant first offense may result in suspension. In School Assignment (ISA) allows students to complete assignments for credit, but outside of the mainstream classroom environment. Students who serve ISA are marked present for the day. ISA is a preferred alternative to Out-of-School Suspension (OSS). Students who are disruptive in ISA may be suspended out of school. For any OSS or ISA, participation in or attendance at any school-sponsored or extra-curricular event or activity after school may be denied, including athletic events and other performances. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior causes, or is reasonably foreseeable to cause, a substantial disruption to the educational environment. Schools may also discipline a student whose misconduct is directed at a district official or employee, or the property of such official or employee, even if the action occurs away from school property. Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to school counselor, parent conference, detention, in-school assignment, Saturday school, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

The Medina County Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Highland High School and/or the Medina County Career Center. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary actions by the other school.

1. **EMERGENCY REMOVAL:** If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process within a classroom or elsewhere on school premises, a school administrator may remove the student from curricular or extracurricular activities without the more formal notice and hearing requirements applicable to student suspensions or expulsions. If a suspension is indicated, a hearing must be convened within seventy-two (72) hours after the removal is ordered. Where the removal is for twenty-four (24) hours or less and the student is not subject to suspension or expulsion, there is no requirement for a due process.

2. **CLASSROOM MANAGEMENT:** Often, students who are disruptive in class are also those who struggle academically. Classroom disturbances sometimes result from anxiety or feelings of frustration. Teachers strive to understand the source of behaviors, and address student needs where they are. Teachers are not counselors, however, and will contact the parents of disruptive students about inappropriate behaviors. Open



communication with parents has been shown to be very effective in resolving disruptions, and teachers can offer suggestions for improvement. Disruptions interfere with instruction and others' right to learn, and for this reason, some students must be removed from the classroom. Teachers manage classroom behavior and have the authority to assign consequences for misbehavior. Those consequences include a variety of tools such as after school detention (requiring 24-hour notice), denial of participation in special projects or field trips, immediate reinforcement measures suited to the class, or other combination of behavior adjustment techniques that are reasonable and appropriate. Failure to serve a classroom detention results in the assignment of an office detention. Teachers are authority figures in the classroom and students who do not subject themselves to the reasonable control of such authority should anticipate consequences for their actions. Demerits may also be issued as part of a progressive school-wide discipline program but are not intended as a substitute for good classroom management.

3. **CLASSROOM DISMISSAL**: Any student sent from class must report immediately to the office and sign in with an adult. A classroom dismissal is followed up by a written office referral and results in the student being referred to the administration for discipline, unless modified by teacher request. Teachers will conference with parents to explain the specific reasons for the removal from class. In such cases, the students' behavior has violated what is commonly referred to as the "severe clause" in a classroom management plan. Removal may also occur as an incremental consequence when behaviors have shown to be part of a pattern. Refusing to leave the classroom when directed is a very serious violation and will result in a due process hearing, leading to possible suspension. Any student who is dismissed from a class 3 times may be excluded from that class with a grade of "F" each day until a school conference is held with the teacher, student, parent, and administrator.

4. **DETENTIONS**: Office detentions are assigned as part of the tiered disciplinary approach. Office detentions take place on Tuesdays and Thursdays after school from 2:40 pm to 3:40 pm in the Media Center. Saturday detentions are assigned as a next level in tiered discipline. Saturday detentions may be the result of a classroom dismissal, accumulation of ten demerits, or other behaviors which are deemed by administration to warrant such action. Saturday detentions are scheduled on Saturday mornings from 8:00 a.m. until 12:00 noon. Parents receive a letter indicating the date of the detention. It is the responsibility of the student to inform administration of known conflicts in advance. Work is not an acceptable reason for missing a detention. A weekday alternative to Saturday detention may be arranged with administration in advance of the scheduled Saturday detention. Detentions must be served within the calendar month during which they have been assigned. Students missing a detention due to illness or other emergency circumstance must speak with administration immediately upon returning to school. Failure to reconcile a missed detention or violation of detention rules will result in the student being referred to administration and may result in the student serving ISS or OSS.

5. **DEMERITS**: A progressive system of demerits covers a broad range of behavior but is not intended as a substitute for good classroom management. Demerits may be issued in combination with other consequences as part of classroom procedures. Behaviors observed outside of the classroom such as hallways, cafeteria, study hall, media center, or other areas consisting of a more "general public", are more typically those for which demerits are issued. The school wide accumulation of demerits is tracked for an entire semester and is progressive. A significant accumulation of demerits may result in detention, ISA, suspension, or expulsion. Demerits may be earned for the following:

- Abuse of hall pass
- Accomplice/Lookout
- Bullying
- Class cut: (5 demerits)
- Classroom disruption

- Disrespect
- Disturbance - hallway, cafeteria, study hall
- Dress code violation
- General misconduct
- Harassment / hazing / horseplay
- Failure to report to office (5 demerits)
- Improper use or care of locker
- Inappropriate or obscene language, profanity
- Insubordination
- Leaving class without permission
- Loitering / unsupervised on premises / Off limits / out of assigned area
- Lying
- Misuse / abuse of school supplies or equipment
- Not prepared for class
- Poor citizenship
- Public display of affection
- Tardy to class
- Unauthorized possession or use of a banned personal recording device
- Unauthorized use of electronic device
- Wasting school time

**Note: Demerits accumulate for one semester, tardies accumulate all year. Demerits may be doubled for rule violations while under the supervision of a substitute teacher.**

- 3** Demerits - warning letter
- 5** Demerits - Office detention
- 10** Demerits - Saturday detention
- 15** Demerits - 1 day ISA
- 20** Demerits - 3 days ISA
- 25** Demerits - Parent meeting with progressive discipline

6. **IN SCHOOL ASSIGNMENT and SUSPENSION**: ISA and Suspension are serious consequences resulting from the accumulation of demerits, repeated violations, or severe misconduct. An In School Assignment (ISA) is a form of in-school discipline that does not deny the student access to education. Students who are assigned to in-school assignments obtain and complete classroom assignments for credit, although some assignments may be modified to be completed in ISA. All work is due upon return to class. No student may be excused from ISA to attend a class, lab, or presentation unless: 1) identified by a teacher as being in danger of failing, and 2) with the prior approval of school administration in consultation with the teacher, or 3) in accordance with the provisions of an existing IEP. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal. Where applicable, school counselors will conduct individual or group sessions to discuss the problem and provide support for correcting the behavior. A student serving suspension will not attend field trips. With few exceptions, a **FIRST** suspension is for 3 days, **SECOND** suspension is for 6 days, and **THIRD** suspension for 9 days and possible expulsion. **Violating rules while serving suspension indicates the need for a stronger message. A student who is referred to the office for violating ISA rules may be suspended OUT OF SCHOOL for 9 days with a recommendation to expel.** Students who violate the code of conduct to a significant degree may enter the disciplinary process at a higher level even as a first offense. In the investigation of events surrounding a school disturbance, students are required to cooperate and provide information as requested to the administration. Students assigned to ISA will report directly to the ISA room by 7:35 a.m. for attendance. The student may not be permitted to attend or participate in any school functions during the period of discipline, including after school and extracurricular activities, contests,

concerts, tryouts, or access to the weight room, etc. Normal school activity may be resumed at school dismissal on the last day of ISA. Any student suspended more than once during the school year may lose driving privileges for a length of time as determined by the school administration. Those wishing to appeal a suspension may do so before the Board of Education or the Board's designee; to have a hearing before the Board of Education or its designee in order to be heard against the suspension; to request that the hearing be held in executive session; and to be represented in the appeal proceedings by a representative of your choosing. The decision of the Board of Education or its designee shall be acted upon at a public meeting. The Board's designee for purposes of an appeal of this suspension is Mrs. Catherine Aukerman, Superintendent. If you wish to schedule an appeal hearing in this matter, please notify the Treasurer of the Board of Education, in writing. Your written notice of intent to appeal must be received no later than fourteen (14) calendar days after the date of the Notice of Suspension. Most suspensions may be broadly defined under one or more of the following:

- Accumulation of 15, 20, 25 tardies to school in a school year.
- Accumulation of 15, 20, 25 demerits in a semester.
- Accomplice/Lookout
- Bullying
- Bus Violation
- Cut Class
- Cheating/ Plagiarism
- Disobedient/Disruptive Behavior
- Dress Code Violation
- Failure to serve detention
- False Alarms/Bomb Threat
- Fighting/Violence
- Firearms and Look-a-Likes
- General Misconduct
- Harassment
- Intimidation
- Hazing
- Insubordination
- Inappropriate behavior
- Inappropriate or profane language/gestures
- Leaving School without permission
- Missed Detention
- Physical Aggression
- Repeated Violations
- Serious Bodily Injury
- Theft/Stealing
- Threatening a Student, Staff
- Truancy
- Unauthorized/Unwelcomed Bodily Contact
- Unwelcome Sexual Conduct
- Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm
- Use, Possession, Sale or Distribution of a Firearm
- Use, Possession, Sale or Distribution of Alcohol
- Use, Possession, Sale or Distribution of any Flame Producing Device
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poisonous Gas
- Use, Possession, Sale or Distribution of Drugs or Drug Paraphernalia other than Tobacco or Alcohol, including CBD or hemp products.
- Use, Possession, Sale or Distribution of Tobacco Products (including electronic cigarettes, vaporizers and E-liquid).

- Use, Possession, Creation, Sale or Distribution (including electronic) of pornography
- Vandalism/Damage to School or Personal Property
- Verbal Abuse
- Any misconduct that is reasonably foreseeable to cause a substantial disruption to the educational environment, hinder learning or interfere with the orderly process of education.

**Note: Serious rule violations to any of the infractions listed on the preceding page, or other serious behavioral infractions not specifically listed, may carry a recommendation to expel.**

7. EXPULSION: Expulsion is the most serious consequence imposed for violations of school rules and may range from 1 - 80 days. Only the superintendent may expel a student. During the expulsion, no educational services are provided, and the student may not come onto campus, participate in any school activity, or receive access to school resources of any kind. Possession and/or use of drugs, drug paraphernalia, weapons, or acts of extreme violence are a few examples of behaviors that can result in an emergency removal, and expulsion. Progressive discipline and repeated violations of school rules may also result in expulsion (third suspension in one year). Certain behaviors that pose a threat to safety, or that disrupt learning are not tolerated under any circumstances. An expulsion involving possession or use of a firearm requires removal for one full year. The superintendent may also seek to permanently exclude a student from school under these conditions. In accordance with the Ohio Revised Code, a board of education is required to uphold the suspension or expulsion of a student transferring from another school district. The withdrawal of a student from school prior to a scheduled expulsion hearing does not waive the board's right or obligation to hold the hearing and impose the penalty as would normally apply.

#### **DISCIPLINARY DEFINITIONS**

Please remember that student privileges (dances, parking, etc.) can be removed at any time.

1. TOBACCO/NICOTINE: Possession or use, or being in the immediate proximity of smoke, matches, lighters, tobacco, chewing tobacco, electronic cigarettes, vaping devices or other tobacco/nicotine products and related materials constitutes a violation. Students suspected of smoking/vaping may be judged to have been smoking/vaping and disciplined accordingly. Students remaining near another student suspected to have been smoking/vaping may be judged similarly. To clarify, "possession" includes an immediate odor of tobacco or smoke/vapor, or presence of smoke/vapor. This rule also applies to containers in vehicles that are visible from outside. Vehicle searches for the purpose and determination of school safety may be conducted at any time. Discovery of tobacco (or other prohibited substances or objects) is considered fair finding and is subject to discipline. E-cigarettes and paraphernalia associated with it will be considered as a tobacco product and will be treated as such under the policy outlined in the Code of Conduct.

2. ANTI-BULLYING POLICY: The Highland Local School District Board of Education prohibits harassment, intimidation, bullying or violence of any student by student(s), school personnel, school volunteers or others engaged in district business, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events or at any time when subject to the authority of the school. The district's commitment to addressing harassment, intimidation, bullying and dating violence involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying or dating violence will not be tolerated.

As used in this policy, “harassment, intimidation or bullying” is defined as meaning any intentional written, verbal or physical act, as well as any electronically transmitted act that an individual has exhibited toward a particular student more than once. The behavior causes both mental and physical harm to the student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Using technology to harass, intimidate, or bully, also known as cyberbullying, is strictly prohibited and falls within the Highland Local School District Anti-Bullying policy. Cyberbullying is very serious and can cause great emotional distress to the victim. Incidents of cyberbullying which substantially disrupts the educational process in a negative way may be subject to school disciplinary procedures. Behaviors that are determined to be harassment, intimidation, or bullying (including cyberbullying) may result in disciplinary action, including suspension and/or expulsion from school. Students should report acts of harassment, intimidation or bullying to school personnel. Students may make reports anonymously through the school counselor’s office or through the Highland Local Schools website. Students making false reports may also be subject to disciplinary action, up to and including suspension from school.

**3. DRUGS, ALCOHOL, UNDER THE INFLUENCE, EVIDENCE OF CONSUMPTION:** Possession or use of alcohol or drugs threatens the safety of everyone coming into contact with the individual. It is incumbent upon the administration to use every tool available to detect, isolate, and eradicate such safety threats as are associated with persons under the influence. Those tools include random drug testing for athletes, use of breathalyzers at school events, K9 drug sweeps, or search of lockers, persons, or vehicles driven onto school property. In conducting an investigation into the possible possession or transmittal of drugs, schools may invoke significant search procedures in order to ensure the safety of all persons. This policy extends to all school sponsored sports, clubs and organizations at all home and away events. Away events include tournaments, out of league play, field trips, overnight local and out of state trips and other functions representing Highland Local Schools. Consumption off campus may be disciplined if a student enters school grounds. The misuse of prescription drugs, OTC medications, or any other substance not consistent with its intended purpose, will constitute being under the influence. Paramedics and police may be called. This policy also applies to counterfeit or look-alikes. Failing to cooperate with an investigation of alcohol or drugs may increase the severity of the discipline. Any student found in violation of the drug and alcohol policy may be turned over to the authorities during school hours or at school sanctioned events.

**Note: Showing evidence of consumption includes the odor of alcohol, marijuana, reddened eyes, restlessness or nervousness, or exhibiting behaviors consistent with an individual who may be under the influence. Reasonable suspicion is sufficient grounds for suspension, and more commonly, expulsion.**

**4. POSSESSION OF DANGEROUS OR LETHAL WEAPONS, FIREWORKS, FLAMMABLE LIQUIDS OR COMPRESSED GASSES, HOMEMADE OR OTHER DANGEROUS DEVICES:** Guns, knives, blades with and without handles, laser emitting devices and pointers, electrical or photographic devices used inappropriately, or any other object used as, or purported to be a weapon, including threat of weapon, explosive, or other dangerous device, while on school premises, school grounds or at school functions home or away is considered grounds for suspension or expulsion, and most commonly, referral to police in addition. Look-alike weapons, toy guns or knives, etc. are presumed to be real. Any object used intentionally in a manner believed to cause harm, or which may cause harm, will be treated as a weapon.

Failing to cooperate with an investigation into the use or possession of a dangerous or lethal weapon may increase the severity of the discipline. Do not bring items to school for classroom purposes that may be misconstrued with negative results.

5. **TRUANCY:** The law defines truancy as unverified or unexcused absence from school. According to the Ohio Revised Code Section 3321.19(E), upon failure of a parent to cause the child's attendance at school, and such child is considered to be truant, the Board of Education may file a complaint in the juvenile court jointly against the child and the parent. A child is considered a habitual truant if absent from school for 30 consecutive hours, 42 or more hours in a month, or 72 or more hours in an academic year without legitimate excuse. Under board policy, parents may be required to present substantive evidence to support absences related to illness or other approved reason. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

#### **STUDENT DRIVING**

1. Driving to school is not a right, it is a privilege. Highland Local Schools assumes no liability for damage to vehicles or contents while parked on school property. Student drivers must have a valid license, insurance, and administrative permission to drive onto campus. Vehicles may be searched or inspected at any time if it is believed that items in the vehicle may be dangerous. There is no expectation of privacy where it regards the threat of harm or disruption to the educational process or safety of others. Students driving do so entirely at their own risk. **UNREGISTERED VEHICLES MAY BE TOWED AT OWNER EXPENSE.**

#### **NOTE: PARKING IN VISITORS AREAS = DEMERITS/LOSS OF PARKING PRIVILEGES**

2. Applications will be available online, linked from the Highland High School webpage. All vehicles must be registered. Permits are non transferable, and are sold on a first-come first-serve basis at a cost to be determined at the start of the school year. Students may park, be picked up, or dropped off **ONLY** in the upper parking lot during school hours. The lower parking lot is restricted to faculty and school buses.
3. Upon entering the campus, students are presumed to be "at school" and must exit their vehicles and enter the building immediately. All vehicles must be locked and may not be entered or moved during the school day. Loud sound systems disrupt education and are not allowed. Vehicles must be in good and safe mechanical condition.
4. Reckless operation or speeding will result in loss of permit without refund. **Police can issue tickets on school property.** Drivers should never assume the right-of-way at any unmarked crossing. Always yield to pedestrians and school buses. Violation of parking regulations may result in loss of privileges and possible disciplinary action.

#### **SCHOOL BUS RULES**

1. Only Highland students may ride a Highland bus. Students are under the direct authority of the bus driver and must obey all instructions. Seats may be assigned to individuals as needed in order to maintain order. Bus drivers have the authority to take measures in order to ensure the safe operation of the bus and safety of its occupants.
2. Be on time for morning bus pickup. Missing your bus is not an acceptable excuse for missing or arriving late to school. Board the bus promptly after school without loitering. Do not walk-through parked cars to get on your bus - use sidewalks and be aware of moving traffic. High school students may board buses only at the high school. Students must be seated properly at all times and facing forward. Hold onto all carried items and keep the aisle clear. Never place your head, hands, arms and or

objects outside the bus window. No food, drink, or gum may be consumed on the bus.

3. When disembarking, walk on the left side of the road facing oncoming traffic, and wait for the driver signal before crossing. Students may not change their designated bus stop except with permission of the Director of Operations, and school administration.
4. Riding a different bus home on a single or temporary basis requires a written request from the parent of each student, each day, by both the regular rider, and the guest rider. Submit notes to the office before school to have them stamped and signed by administration. Present the signed notes to the bus driver after school. Notes which have not been authorized by administration will not be accepted, and unassigned students may not ride the bus that day.
5. Conversation while on the bus is to be kept to a normal speaking tone. Loud noises, yelling, or any kind of horseplay is distracting to the driver and poses a safety concern. At all railroad crossings, students are to be completely silent.

Any student referred for misconduct will be disciplined under strict board policy, resulting in possible suspension from the bus. In such a case, parents are required to transport their children to school. Rules will be reviewed by the bus driver.

### **CAFETERIA/HALLWAYS**

1. Each student is assigned a maximum of one lunch period and may not be excused from study hall to extend lunch. Students must eat during their scheduled time to balance lunch loads. No food or drink is ever to be taken out of the cafeteria into the hallways, classrooms, gym, or auditorium. Do not rearrange chairs from previous period study hall assigned seating. Keep tables clean and return trays to the proper area. Throw away garbage, and push in your chairs. Students who fail to exercise reasonable care for the eating area, or who disrespect the authority of supervising staff, may be required to eat in an alternate assigned location. In order to establish and maintain a proper environment, students may be required to remain at their tables until dismissed by adult supervisors initially during the school year. This measure will not be imposed beyond a reasonable time to orient students to expectations.
2. No loitering or unauthorized travel is ever permitted in the hallway areas adjacent to the cafeteria or into academic areas during lunch. Special functions such as class ring orders, voter registration, red ribbon week, etc. are exceptions allowing students to occupy the lobby and hallway areas during lunch. Only students making a purchase are to be in the food serving area. All food is to be consumed in the cafeteria. Remain seated while eating and speak in a normal conversational tone. Tables and chairs are grouped according to assigned seating for study hall and should not be moved.
3. Each student is assigned an electronic account for their exclusive use via a PIN code. Students may deposit funds into this account and pay for food using a code. Never give your code to another person. Lunch accounts may not be shared, and the food service department does not accept charges.
4. Free and Reduced Lunch forms are available from the Food Service Director, or the high school office. Return completed forms directly to the Food Service Director. All information remains confidential.

### **STUDENT DELIVERIES**

Unnecessary interruption to classroom instruction penalizes everyone. With few exceptions, items dropped off at school will not be delivered to the classroom. Bring all necessary materials and supplies with you for the day. Students may check the cubbies in the foyer after school or during non-instructional time. Any personal items left in the cubbies are not the responsibility of the school to safeguard or maintain (including

refrigeration). Sports related equipment should be left in the athletic office in accordance with instructions from an activity coach or the athletic administrator. Students are not permitted to order carryout/delivery food to the school for personal consumption during school hours.

### **CHEATING/ACADEMIC DISHONESTY**

Plagiarism is defined as using a source without giving credit to the author (i.e., books, magazines, internet, etc.).

**Cheating is defined as acting dishonestly:**

1. Copying another student's work (test, homework, class work, etc.).
2. Allowing another student to copy your work.
3. Using prohibited materials for tests (cheat sheets).
4. Handing in the work of someone else as your own, or using AI tools without using proper documentation

Acting dishonestly in the form of cheating or plagiarism will not be tolerated. If a student is found to be acting dishonestly, teachers and administrators will work together on an appropriate penalty. Please refer to each teacher's course syllabus for classroom-specific policies.

### **GRADING/ISSUANCE OF CREDIT/REPORT CARDS**

Letter grades, as seen below, are issued to students and in some cases, shown as incomplete (I). Incompletes must be made up within a reasonable amount of time, usually not more than two weeks. Failure to make up an incomplete will result in an "F". Teachers explain their grading policies and course requirements at the beginning of each term. A written course syllabus is provided with assignments, materials, test dates, projects, etc.

#### **Grading Scale:**

| <u>% Earned</u> | <u>Grade</u> | <u>College<br/>Prep</u> | <u>Honors</u> | <u>Advanced<br/>Placement*</u> |
|-----------------|--------------|-------------------------|---------------|--------------------------------|
| 98-100          | A+           | 4.3                     | 4.8           | 5.3                            |
| 93-97           | A            | 4.0                     | 4.5           | 5.0                            |
| 90-92           | A-           | 3.7                     | 4.2           | 4.7                            |
| 87-89           | B+           | 3.3                     | 3.8           | 4.3                            |
| 83-86           | B            | 3.0                     | 3.5           | 4.0                            |
| 80-82           | B-           | 2.7                     | 3.2           | 3.7                            |
| 77-79           | C+           | 2.3                     | 2.8           | 3.3                            |
| 73-76           | C            | 2.0                     | 2.5           | 3.0                            |
| 70-72           | C-           | 1.7                     | 2.2           | 2.7                            |
| 67-69           | D+           | 1.3                     | 1.3           | 1.3                            |
| 63-66           | D            | 1.0                     | 1.0           | 1.0                            |
| 60-62           | D-           | .7                      | .7            | .7                             |
| 0-59            | F            | 0                       | 0             | 0                              |

Credit is issued at the semester. Students must pass each semester with a minimum of a 60% based on an overall average of the first quarter, second quarter, and final exam. Semester exams count as a maximum of 20% of the calculated semester grade. Exception: Students with unpaid or outstanding debts will only receive a debt notification letter.

\*AP students will only receive the AP weight by participating in the AP exam. Otherwise, students will receive Honors weight.



### **SUBSTITUTE TEACHERS**

Substitute teachers are guests in our building. It is expected that substitutes will be treated with the utmost courtesy and respect. Students shall be helpful, considerate, and respectful of substitutes. Misbehavior while under the supervision of a substitute may result in the doubling of any routine disciplinary action.

### **SUMMER SCHOOL**

Students interested in attending summer school for the purpose of makeup, advance, or additional coursework should see a school counselor for the information.

### **ATHLETIC/CO-CURRICULAR ELIGIBILITY**

In an effort to improve the quality of instruction and promote academic excellence, the board of education has adopted local minimum standards for participation in co-curricular activities in addition to those prescribed by the state. In order to participate in school sponsored activities that occur outside of the school day, students must have an attendance rate of 93% or better unless medical documentation is provided. Students who fail to meet the 93% attendance rate may be subject to attend an absence intervention team meeting and placed on an attendance contract to continue participating in extracurricular activities. If a student fails to uphold the contract athletic/co-curricular privileges may be revoked until their attendance rate is above the 93% mark or terms of the attendance contract have been met. In extenuating circumstances, students may appeal to the building principal. All athletic participants shall abide by the OHSAA Eligibility Standards as set forth in Section 4, Scholarship of Bylaw 4. Recent referendums have been approved by the OHSAA that significantly alter some past practices with regard to athletic eligibility. For truly accurate and up-to-date clarification, see the Athletic Administrator who will verify current rulings and interpretations.

**Note: It will be the absolute responsibility of the student athlete and parent to verify with athletic administration any changes specific to eligibility under state guidelines.**

### **OHSAA ATHLETIC ELIGIBILITY STANDARDS**

An important addendum is being compiled that will reflect critical changes with respect to state regulations. Current language may be viewed and downloaded online at [www.ohsaa.org](http://www.ohsaa.org).

### **HIGHLAND LOCAL ATHLETIC ELIGIBILITY STANDARDS**

MINIMUM STANDARDS for eligibility apply to all activities that are designated as co-curricular and either sponsored or organized through the school. A list of all activities and rules used in determining eligibility shall be posted throughout the year in the athletic office. A student meeting the conditions of OHSAA Bylaw 4 but failing to maintain a G.P.A. of at least 1.5 from the previous quarter may not participate in a co-curricular event. Eligibility is reinstated at the interim progress report if the G.P.A. reaches 1.5 or above. A student who is ineligible to participate in a co-curricular is still expected to report for regularly scheduled practices.

For a student-athlete declared academically ineligible, the student and/or parent is strongly encouraged to monitor academic progress through PowerSchool, in order to assist the student in regaining eligibility for the succeeding quarter.

**Note: All state and local eligibility standards must be met to participate in an interscholastic, co-curricular, or extracurricular activity. A student who received an F in any class for the previous quarter may be eligible providing all other requirements have been met.**

### **HIGHLAND ATHLETIC CODE OF CONDUCT**

- A. Any student who is a member of an athletic team representing Highland High School, who violates a training policy or procedure, is subject to removal (1 day), denial of participation (for maximum of 10 days), or permanent dismissal from that team. Anyone removed or denied participation of a team may forfeit rights to awards; anyone dismissed from a team will receive no awards. The list of reasons for athletes that could cause them to be removed, denied participation, or dismissed from a squad is as follows:
  - a. Damage to school property
  - b. Damage to private property
  - c. Theft
  - d. Immorality
  - e. Abusive language
  - f. Insubordination
  - g. Fighting
  - h. Inappropriate behavior
  - i. Failure to attend scheduled practices
  - j. Failure to attend scheduled games, meets, or matches
  - k. Failure to comply with specific team rules
  - l. Hazing
- B. Tobacco/Nicotine– The Highland High School conduct policy, as written in the student handbook, is in effect. In addition to the student handbook, the following will also be in effect:
  - a. 1st offense – 3-day denial of participation from team and practice, plus the next Interscholastic athletic event conducted.
  - b. 2nd offense – expulsion from the team.
- C. Alcohol and Drugs (use or possession) – The Highland High School conduct policy, as written in the student handbook, is in effect, plus:
  - a. 1st offense – 10-day denial of participation from team and practice, plus the next 2 interscholastic athletic events conducted.
  - b. 2nd offense – recommendation from the Athletic Director for a 30-day denial of participation or the remainder of that sports season, whichever is greater.
- D. Each head coach is expected to establish additional standards of behavior and rules that govern the individual's growth and maturity. Athletes will be given a written list of these additional standards by the individual coach on the first day of practice: with the approval of the Athletic Director.

### **Removal, Denial of Participation and Dismissal Procedure**

- 1. Removal:
  - a. Because of training rules violations an athlete may cause himself/herself to be removed from a team for a 24-hour period.
- 2. Denial of Participation:
  - a. An athlete must be notified in writing of training rules and violations that could cause his/her denial of participation from a team for a period not to exceed 10 days.
  - b. Following receipt of his/her letter of intention to deny participation the athlete will be given an opportunity to participate in an informal hearing with the head coach and athletic director to discuss reasons for the possible denial of participation.
  - c. The athlete will be notified in writing of his/her denial of participation from a team for a period not to exceed 10 days. The athlete may appeal his/her denial of participation in front of a hearing officer (Building Asst. Principal). This hearing will be held within 48 hours to determine if the procedural process was followed properly. The athlete may be represented at this hearing by a representative of his/her choosing.

3. Dismissal:

- a. The athlete will be notified in writing of his/her dismissal from a team, with the recommendation of the Athletic Director and approval of the Building Principal.
- b. The athlete may appeal his/her dismissal in front of a hearing officer (Asst. Principal). This hearing will be held within 48 hours to determine if procedural due process was followed properly. The athlete may be represented at this hearing by a representative of his/her choosing.

**SCHOOL DANCES/ACTIVITIES AND GUESTS**

The development of important adolescent social responsibilities includes functions such as school dances and other approved gatherings. Only high school (or age appropriate) students may attend high school dances. Proper behavior and self-control is expected, and school rules apply to everyone in attendance. The style of dress may vary according to the season and occasion, and supplemental guidelines may be included with ticket purchase. However, under no circumstances may students or anyone attending a dance violate the school dress code where it regards prohibited slogans, messages, or designs, or by the wearing of dangerous accessories such as otherwise prohibited by the school dress code.

1. All school dances will end by 10:00 p.m., or as determined by school administration. Parents who pick up their children from an evening event may enter the building at any time but should arrive no later than the ending time of the activity. Children left at school without a ride will not be transported by school personnel, and parents should not assume that adults will remain beyond a reasonable time following the conclusion of the event. If attempts to contact parents are unsuccessful, the sheriff may be called to take children into temporary protective custody.
2. Alcohol breath testing may be conducted on site to detect for consumption at any time, or prior to entrance at a school event. Students submit to testing by crossing onto school property. Drug sniffing K9 dogs may be brought into the school with administrative authorization. Reasonable suspicion of being under the influence is the only required burden. Students believed to be under the influence will be reported to law enforcement, and may be disciplined including suspension and expulsion, in addition to possible arrest for underage consumption or disorderly conduct.
3. Students leaving the premises for any reason will not be readmitted. Should an urgent need arise, permission and an adult escort are required to access a car. Chaperones are not on duty to provide a personal escort to automobiles. Guests from another high school may be approved if it is believed that adequate space exists in order that any Highland student (high school only) can obtain a ticket. Dances require advance ticket purchase. There is no "walk in" admission unless specified in advance. Emergency medical/parent contact information is required of all students and will also be required for guests - even if over the age of eighteen. Activity advisors will provide necessary forms or information. Semiformal and proper dress is required for homecoming and winter dances, in accordance with supplemental information. Formal dress is required to attend junior/senior prom. Students out of compliance will be asked to correct the problem, leave the event, or be refused admittance.
4. Items which are left behind should be picked up immediately following the event. For on-site school dances, access to lockers is unavailable. Only those areas designated as in use for the function of a school dance may be occupied.

## **CLASS MEETINGS/CLUB ACTIVITIES & FEES**

### **PAY TO PARTICIPATE**

An adult faculty member or advisor must be present at all club meetings, class meetings, conferences, games, contests, tournaments and athletic or extracurricular practices including band, choir, thespians, or other approved organization. Whenever possible, activity meetings should be scheduled outside of the school day. Class meetings, however, are integral to a larger function and are scheduled routinely during school hours. Activity advisors will orient interested students as to the requirements, expectations for involvement, and benefits of participation. Student participants are responsible to know the requirements for an activity. Tryouts and auditions for various clubs and organizations are the responsibility of the advisor. Yearbook club may be required to conduct certain phases during the school day and should be aware of all requirements for participation before committing. Student leadership roles including class officers, student council, NHS, peer leaders, etc. should maintain acceptable grades and citizenship. Other intramural and extracurricular sports or enrichment activities may be offered as determined by interest but must follow board approved guidelines for club activities. Students are encouraged to become involved in activities of interest. The Board of Education has established participation fees for all athletics and most club activities. This information is on the web site and will be discussed in detail at organizational meetings conducted by coaches and activity advisors.

### **SPORTSMANSHIP**

The display of good sportsmanship is the responsibility of all parents, students, athletes and coaches. It is an opportunity to reflect pride in the positive and healthy interaction between student athletes, fans, and participants. Highland athletic programs strive to instill in all participants a high level of integrity. Individuals are instructed on the rules of fair play and are expected to show respect for self and others. The development of individual and team ethics is a primary goal of all Highland co-curricular activities. Positive cheering is encouraged but must be appropriate. All persons attending an event, including athletes, coaches, and fans, shall refrain from signs of disrespect toward players, coaches, officials or other fans. Violators may be asked to leave. Any person refusing to comply will be regarded as trespassing - and police will be called. Students are to act respectfully toward visiting/opposing school athletes and fans and behave properly during athletic contests. Poor sportsmanship on the part of students will be disciplined accordingly.

### **PHYSICAL EDUCATION SUPPLIES**

Teachers of health and physical education classes will explain the specific equipment and supply needs during the first week of school. Instruction on the proper use of equipment, gym locker room and storage procedures, and responsibility for clothing and valuables will be discussed. Students taking PE may be required to supply their own lock for athletic storage; items left out are not the responsibility of the school or teacher.

### SCHOOL FEES

Statute 3313.642 of the Ohio Revised Code permits a board of education to adopt a fee schedule for classroom consumable materials other than textbooks. The board may also impose a replacement, rebind, or repair cost for the loss, damage, or destruction of school equipment including musical instruments, library materials, textbooks and for property damage. Transcripts may be withheld from students with outstanding fees. School fees may be waived for students receiving *free lunch* under federal guidelines. Some extracurricular activities may have individual fee structures that are payable only through booster groups - please do not bring these to the office. The following fees have been established for the upcoming school year.

|                            |             |                               |            |
|----------------------------|-------------|-------------------------------|------------|
| Advanced Art               | \$40        | 3-D Design III/ IV            | \$30 (per) |
| Anatomy & Physiology       | \$30        | Chemistry                     | \$15       |
| AP Exam Fee                | \$98/class* | Digital Art III/IV            | \$20 per   |
| AP Studio Art 2D/Drawing   | \$50        | Environmental Science         | \$15       |
| AP Studio Art 3D           | \$50        | Art I                         | \$15       |
| AP Biology                 | \$25        | Art II                        | \$15       |
| AP Chemistry               | \$30        | Photography I                 | \$25       |
| AP Environmental Science   | \$30        | Photography II                | \$25       |
| Biology                    | \$15        | Photography III (Advanced)    | \$25       |
| Chinese Lang. Wbk (1)      | \$18        | Photography IV (Advanced)     | \$25       |
| Drawing and Painting I/II  | \$20 (per)  | Physics                       | \$15       |
| Drawing and Painting III/I | \$20 (per)  | Principles of Chem/Physics    | \$15       |
| 3-D Design I               | \$30        | PSAT Test Fee for all Juniors | \$15       |
| 3-D Design II              | \$30        | Technology Fee (all)          | \$25       |
|                            |             | Vocabulary Wbk                | \$11.50    |

\*This is an estimated cost. College Board will determine the actual price.

**Note: Graduating seniors who order a cap and gown, but still owe fees, may not pick them up until all debts have been reconciled.**

Teachers will inform students about class fees. Students will be invoiced once for all fees. Students are responsible for keeping receipts for fee payment. The cost of textbook rebinds and fines for damaged property, books, or equipment will be determined by the principal. Note: AP courses have a separate AP Exam fee which is set by College Board for those wishing to take the AP Exam at the end of the year.

### DRUG TESTING FOR ATHLETES

1. Refer to Board of Education Policy: File: 5530.01

### CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY FEES

1. Refer to Board of Education Policy: File: 6152
2. Athletic, Club, and Co-Curricular Activities advisors and coaches will explain the procedure required for Pay-to-Participate options.
3. Refer questions to the Athletic Administrator.

### GRADE POINT AVERAGE CALCULATION

The overall cumulative grade point average is calculated on all final semester grades completed to date. To determine this:

1. Determine the credit value of each subject and total the credit.
2. Determine the point value of each subject and total the points.
3. Divide the total points by the total credits

4. Calculations will be rounded up to the nearest thousandth if the 4th decimal place of the quotient is 5 or higher. Example: 3.3356 would be rounded up to 3.336

(Example for a 9-week grading period)

|                      |                       |
|----------------------|-----------------------|
| Algebra C = 2 x .250 | credits = .500 points |
| English B = 3 x .250 | credits = .750 points |
| Spanish C = 2 x .250 | credits = .500 points |
| Phys Ed A = 4 x .125 | credits = .250 points |
| .875                 | 2.000 points          |

2.000 Quality points divided by .875 credits = 2.286 G.P.A.

5. Highland accepts grades from other accredited schools offering weighted courses in grades 9-12 but does not calculate the weighted grade into the G.P.A. unless a similar weighted course is offered locally. All weighted courses will be weighted based upon Highland's grading scale.
6. If a student retakes a course, both grades will appear on the final transcripts.
7. Students transferring to Highland with only percentage grades, but without letter grades, will be assigned letter grades based on Highland's numerical grading scale.

### **COURSE WORK COMPLETED PRIOR TO THE NINTH GRADE**

Student work completed prior to the ninth grade is applied toward graduation credit if the course is taught by a teacher holding a license valid for high school and is designated by the Board as meeting the high school curriculum requirements. The letter grade will appear on the middle school report card and the high school transcript. It will not be calculated into the high school grade point average. Courses completed after June 1<sup>st</sup>, immediately prior to the ninth-grade year, will be calculated into the student's high school grade point average.

### **COLLEGE CREDIT PLUS (CCP)**

Ohio's College Credit Plus allows students in grades 7-12 to earn college and high school credits at the same time by taking college courses from community colleges or universities. Students should contact the School Counseling Department if interested in this program. Please note that courses taken through College Credit Plus may be weighted the same as honors or advanced placement courses in the equivalent subject area as determined by the HHS administration.

### **HONORS, AWARDS, AND SCHOLARSHIPS**

#### **LATIN HONOR SYSTEM:**

All honors are based on a student's GPA as it compares to a set standard.

Summa Cum Laude: 4.4 GPA and above.

Magna Cum Laude: 4.0 GPA - 4.39 GPA

Cum Laude: 3.7 GPA - 3.99 GPA

**NATIONAL HONOR SOCIETY:** National Honor Society was founded to encourage the qualities of character, scholarship, leadership and service within Highland High School and the community. Members are chosen according to these qualities and receive one of the highest honors for high school students. Membership is more than an honor. There is an annual service hour requirement which must be met by members. A one-time membership fee will be due no later than December 1 of the induction year. National Honor Society members carry the responsibility to demonstrate and promote the high standards of character, scholarship, leadership, and service to improve conditions around them. Students are selected according to the following:

1. The grade portion of eligibility of 10th, 11th and 12th grade candidates is determined by calculation of cumulative scholastic averages of students in attendance one or more semesters in the school. Students will be considered only for cumulative grade point averages of 3.9 and above.
2. A listing of academic awards/activities, extracurricular activities, community activities and a self-evaluation exhibiting character and/or leadership of eligible candidates is obtained from each student. In addition, a student essay may be submitted.
3. The NHS Faculty Council evaluates the performance of candidates in the areas of service, leadership, and character on a 5-point scale. Teacher feedback (if needed) may also be considered by the faculty council.
4. The National Council no longer permits the use of percentage restrictions limiting the number from each grade.

5. Students will be rated on a 5-point scale for being enrolled in currently or having completed the following coursework. One point is awarded for each requirement met.
- Two and one-half credits of English.
  - Two credits of math which must be selected from Algebra I, geometry, and algebra II or higher.
  - Two credits of foreign language or two credits of fine arts.
  - Two credits of science - one of which must be Biology, Chemistry, or Physics.
  - Two classes designated as accelerated or honors.

**HIGHLAND HONORARY SOCIETY:** Academically talented students are honored by membership into the Highland Honorary Society. To be eligible, a sophomore would need a 4.0 GPA after three semesters; a junior would need a 3.9 GPA after five semesters; and a senior would need a 3.8 grade point average after seven semesters. First year members receive a chenille letter; second year members, a silver bar; and third year members, a gold bar to wear on their letters.

**ATTENDANCE AWARD:** Graduating seniors with four years of perfect attendance will receive a certificate of recognition. College visitations do not count as days missed.

**PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE:** This award is given to seniors who have met the following qualifications:

- Earn a 3.5 GPA or have a class rank in the top 10%.
- Score at the 85th percentile or better in math and reading on ACT or SAT.

**HONORS DIPLOMA:** This recognition is sponsored by the Ohio Department of Education and Workforce, the criteria for these distinctions are provided in the Program of Studies.

### **SCHOLARSHIPS**

Please check Naviance for information. Applications must be turned into the School Counseling Office by the established due date. Note: Some scholarships listed may not be available every year. See School Counseling Department for more information.

### **COLLEGE ENTRANCE TESTS**

Students should consult college catalogs in the School Counseling Office to determine which tests are required by the college of their interest. If undecided about applying, students should plan to take both the SAT and the ACT. Highland has been approved as a national testing center for the ACT, and Highland offers the SAT to all juniors in the spring at no cost to students. Other centers for both the ACT and SAT are located throughout the county with the nearest being those in Wadsworth, Medina, and the Univ. of Akron.

#### **SCHOLASTIC APTITUDE TEST (SAT):**

- A four-hour test involving Reading, Math, Writing, and Language.
- The test is administered on the morning of each testing date.
- Costs are subject to change.
- Many colleges require that students take achievement tests along with the SAT. The achievement tests are given in the afternoon of the test date. Taking all tests on the same day may hinder test performance. It is suggested that achievement testing be done on a separate date.
- Registration materials are available at [collegeboard.org](http://collegeboard.org).
- It is strongly recommended that students take the test in the spring of their junior year or fall of their senior year, at the latest.

#### **AMERICAN COLLEGE TESTING (ACT):**

- The ACT is a four-hour general scholastic of English, Math, Science reasoning, and Writing.
- Costs are subject to change.
- Registration materials can be obtained at [ACT.org](http://ACT.org).
- It is strongly recommended that students take the test in the spring of their junior year or fall of their senior year, at the latest.

**REGISTER AT LEAST SIX WEEKS PRIOR TO  
THE TEST DATE FOR BOTH SAT AND ACT**  
**Highland High School is an official ACT test site.**  
**Early registration is strongly encouraged.**

**SAT testing dates can be found at [www.collegeboard.org](http://www.collegeboard.org)**

**ACT Test Dates can be found at [www.actstudent.org](http://www.actstudent.org)**

**HIGHLAND HIGH SCHOOL TEST REGISTRATION CODE: 363-355**

**Register for the SAT:** [www.collegeboard.org](http://www.collegeboard.org)

**Register for ACT:** [www.actstudent.org](http://www.actstudent.org)

#### **ANNUAL NOTIFICATION**

The school district will provide notice to parents, legal guardians, and eligible students annually, in accordance with the procedures set forth under the administrative regulations, of the following rights held by parents and eligible students under law and this policy:

1. The right to inspect and review the student's education records.
2. The intent of the school district to limit the disclosure of information contained in the student's education records except:
  - a. By prior written consent
  - b. Under other limited circumstances, as enumerated under administrative regulations.
3. The right, in accordance with administrative regulations, to seek to correct part of the student's education record, including the right to a hearing if the district decides not to alter the record according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education and Workforce if the school district violates relevant federal law, specifically the Federal Educational Rights and Privacy Act. (FERPA)
5. The right of transference applies to students defined under law as "eligible student" where it regards school information.

#### **NOTICE OF NONDISCRIMINATION**

No student shall be denied admission to the Highland Local Schools, course, or instructional program for reasons of race, color, national origin, sex (including sexual orientation and transgender identity), handicap, or any other basis of unlawful discrimination.

#### **COMPLIANCE INFORMATION**

Highland Local Schools promotes programs, activities and employment without regard to race, color, origin, sex or handicap as required by:

The Equal Pay Act of 1963  
Title VI and VII of the Civil Rights Act of 1964  
Title IX of the Educational Amendments of 1972  
Section 504 of the Rehabilitation Act of 1973  
Title II Americans with Disabilities Act of 1992  
PL 94-142/Individuals with Disabilities Education Act

Inquiries regarding compliance with these requirements may be directed to the Director of Curriculum and Instruction, who is the coordinator for compliance complaints, at the following address:

Director of Curriculum and Instruction

c/o Highland Local Schools  
3880 Ridge Road  
Medina, OH 44256

#### **SEXUAL HARASSMENT POLICY**



Students and staff have the right to attend school in a safe environment, free of sexual harassment. No person is permitted to participate in any form of sexual harassment against fellow students or staff. Sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission of such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or educational decisions affecting such individual or.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive environment.

The Board of Education has established procedures for your protection and investigation of sexual harassment. Specific procedures and definitions may be found in the Board of Education policy book (file ACAA) located in the Central or High School office. In general, any person believing to have been the victim of sexual harassment should report the incident to the building administration. The building administration will conduct an informal hearing. Following the informal hearing, if it is the belief of the individual that a case of sexual harassment has occurred, the building administration will contact the District Hearing Officer to conduct an investigation. Students determined as guilty of sexual harassment are subject to suspension and/or expulsion from school.

### **TEST SECURITY AND WRITTEN PROCEDURES**

Refer to Board of Education Policy: File: 2623

The Director of Curriculum and Instruction shall serve as the District Test District Coordinator. The building principal or counselor shall serve as Building Test Coordinator. No person, except for coordinators, examiners, proctors, and students taking state tests should ever see the tests.

1. The District and Building Coordinators must account for the return of all used and unused testing materials. Upon receipt of materials, the Director of Curriculum and Instruction will hold an orientation meeting with all persons permitted access to the testing materials. The Director of Curriculum and Instruction will provide each person in attendance with a copy of the Ohio Statewide Testing Program: Rules for Proficiency Testing booklet written by the Ohio Department of Education and Workforce. The section regarding "Establishing Test Security Provisions" will be reviewed as well as the test administration procedures outlined by the State Dept. of Education.
2. The Director of Curriculum and Instruction will investigate, with all personnel involved, any alleged violation of the test security provisions. Violations will be reported to the board of Education and a recommendation from the Superintendent will be made regarding the penalty for the violation to the responsible person. Students who cheat or assist another student to cheat will be considered to have failed that section(s) of the test and must retake the sections for pass/fail considerations. Also, the District Board of Education, after following appropriate procedures, may suspend or fire an employee found guilty of cheating or helping a student cheat. The State Board of Education, following appropriate procedures, may seek the suspension of certificate. A law enforcement agency, following an appropriate investigation, may prosecute under the state criminal code. It is unethical and illegal to use any proficiency or secure materials to prepare students for tests or assist students who have failed the tests or to reproduce any of the material or cause it to be reproduced.
3. Within ten days of determining a test security violation has occurred following the Superintendent's investigation, the Superintendent will notify the State Board of Education in writing of the finding and of the action taken.
4. Employees and/or students will be notified through public address systems, printed material, or teacher announcements prior to October 1st of each school year.