

HILLSDALE LOCAL SCHOOL DISTRICT
Faculty Handbook



Hillsdale Falcons
2025-2026

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FOREWORD

Welcome to the Hillsdale Local School District!

As we embark on a new school year, we are excited to continue our journey of teaching, learning, and growing together as a team. Each of you plays a vital role in shaping our students' academic, social, and emotional success, and your dedication, expertise, and passion are the foundation of our district's success.

At Hillsdale, we prioritize collaboration, innovation, and continuous improvement. We value the unique perspectives and approaches each of you brings to the classroom and beyond. Together, we can provide an enriching and supportive environment where our students can thrive and achieve their full potential.

This updated handbook has been designed to assist all staff in navigating the day-to-day operations of our school and fulfilling their professional responsibilities. It provides essential information and addresses common questions to ensure a smooth and productive school year for both staff and students. Please take the time to review it carefully, as it outlines important procedures and expectations.

While we strive to anticipate your needs through this publication, we understand that questions or challenges may arise throughout the year. Please don't hesitate to contact your colleagues, department chairperson, team leader, or building principal for guidance and support in those moments. Working together as a team is at the heart of what makes Hillsdale a special place.

We encourage creativity and innovation in the classroom while maintaining the procedures and guidelines that help our schools run effectively. These policies have been refined over time with input from staff, ensuring they reflect the needs of our school community.

Thank you for your commitment to our students and the energy you bring to making Hillsdale an exceptional district. Let's make this school year memorable and successful!

Here's to another fantastic year at Hillsdale!

HILLSDALE LOCAL SCHOOL DISTRICT

Hillsdale Motto

Building Character – Expecting Excellence

Mission Statement

Hillsdale: focused on success through innovation, empowerment, and collaboration.

Vision Statement

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

Attendance/Dress/Staff Expectations

Absence: Staff

Any teacher who becomes ill overnight and must be absent from work should contact the substitute teacher coordinator between 5:30 and 6:00 am on the day of the absence. A substitute will be scheduled for you. If you cannot attend the following day, please call the office by 2:00 p.m. to schedule a substitute.

Other absences, such as professional or personal leave, should be arranged at least three days before the absence. Your substitute packet and current lesson plans are expected to be available for the substitute teacher.

Attendance: Staff- School Functions:

The administration feels that school staff attendance enhances all school activities. Staff and students appreciate our support during co-curricular and extracurricular activities. The morale of our school depends, to a degree, on the kind of support we give to departments, organizations, and functions.

Attendance: Student

The student day begins at 8:00 a.m.; attendance should be recorded electronically by 8:15 a.m. Each homeroom teacher is responsible for accurate attendance records. Students who arrive after 8:00 a.m. will be issued a tardy slip from the office to admit them to class.

Daily Schedules:

The teacher's workday is from 7:45 a.m. to 3:15 p.m.

Dismissal at the end of the day will begin at 2:45 pm with the PreK-6 Parent Pickups. The PreK-4 bus riders will be escorted to the buses by their teachers at 2:57. Grades 5-12 will be dismissed at 3:00 pm.

Before the beginning of the school year, teachers will be provided with the common daily schedules used throughout the school year.

Early Dismissal of Students:

Any student's dismissal before the end of the school day must be approved in the office. Students are required to sign out as a matter of record.

Pre-Excused Absence:

Students who will be absent for reasons known well in advance are requested to fill out a pre-excused absence form. Please provide materials/work that will be covered during the days that will be missed.

Occasionally, students must be excused for field trips, contests, performances, etc. The adviser or teacher is expected to submit a list of students to the office one week before the scheduled absence. The list will include an email notifying teachers of the upcoming absence.

Tardies to Class and School: - Refer to Student Handbook.

Dress and Grooming:

Teachers should set an example for their students in dress and grooming. They should dress professionally and in a manner that allows them to do their jobs effectively. We will have fun events to promote school pride, and we appreciate your support and participation.

District Procedures

Announcements:

The daily announcements will be made at the beginning of the student day, and emergency or cancellation announcements will be made at the end of the student day.

Please follow the rules listed regarding announcements:

1. Announcements must be written and signed by a staff member.
2. Announcements should be in the office by 7:45 am.
3. Announcements are to be brief and concise.

Assemblies:

Assemblies provide a special educational experience for students and should be treated as an extension of the classroom. It is also a time for them to learn how to behave in various large group settings.

The teacher is responsible for discussing acceptable behavior with the students and following through to ensure the instructions are followed. The atmosphere for the assembly starts in the class and the halls while students proceed to the assembly. To accomplish the atmosphere we want at the assembly, we must dismiss the students in an orderly fashion to go to the assembly and then supervise them.

The faculty is expected to attend the assemblies and supervise during the assembly.

Students will be dismissed to assemblies by PA announcement. The principal will share supervisory responsibilities before and during the assembly. Teachers will escort students to and from assemblies.

Building Use: (non-school hours)

All evening and weekend building use must be scheduled through the office. Athletic events and practices should be scheduled with the athletic director.

1. All building use during non-school hours must be supervised by school personnel.
2. The teacher or adviser should be the last person to leave. Students are never allowed in the building without supervision.
3. At the conclusion of the activity, the teacher or adviser shall secure the area. The lights should be turned off, and any used equipment should be placed in its proper area.
4. In an emergency, if the teacher cannot be with his or her group, the teacher should contact the office to schedule supervision or cancel the activity.
5. Students should be restricted to the assigned area of the building. The activity sponsor, janitor, or principal will remove unauthorized or uninvited persons from the building.
6. Teachers or advisers should not allow students to use or borrow keys or badges.
7. Equipment is not to be removed from the building without the principal's approval.

Bulletin Boards:

The teacher is responsible for bulletin boards in the various classrooms, study halls, and media centers. They should always be kept orderly, attractive, and up-to-date.

Bulletin boards in the halls display materials of interest to students. For special notices, check the bulletin boards by the office, staff work rooms, and guidance office.

Intervention:

Each day, students can meet with any of their teachers to complete assignments, receive remediation, work on lesson enhancement or acceleration, attend class or club meetings, meet with guidance, school administration, school liaison, school resource officer, or any other appropriate school-approved function.

Teachers should regularly check Progress Book to monitor the success of their students.

Students who are found to be missing assignments or those who are struggling should be scheduled to meet with the appropriate teacher to work on meeting expectations during this regularly scheduled intervention time.

Students working beyond expectations should also be encouraged to work on enhancing their learning during this intervention time.

During the intervention period, teachers may train their entire group in leadership, study skills, sensitivity, or reading skills. Guest presenters are also welcome to enhance student learning during this time.

Students who need the attention of other faculty members are permitted to visit that teacher's classroom during intervention time with the teacher's prior permission.

Special passes are required for any student moving to another teacher's room at intervention.

Students who wish to visit the Media Center during intervention time must have a pass from the sending teacher explaining their reason for visiting.

Cafeteria:

Teachers may be assigned to supervise lunchrooms during the year. Please be prompt and visible. Supervising the cafeteria is no different from supervising classrooms or study halls, and students will behave better when we are around.

Circulate in the cafeteria. Be alert to students' conduct, and if a problem arises, address it immediately. Debris on tables, throwing food, and horseplay should not be tolerated.

Students should not be in the academic area during lunchtime. Requests to go to lockers or classrooms should be considered individually. Use your judgment, as exceptions will occur.

Class Meetings (Grades 9-12):

Class meetings may be scheduled before or after school or during an activity period. Class meetings will be held in the auditorium. Class advisors should meet with the principal to coordinate a schedule to avoid conflicts.

Class Meeting for Student Council (Grades 5-12):

The student council may hold two (2) monthly meetings before school or during an activity period.

Club Meetings (Grades 5-12):

Club meetings may be scheduled before or after school or during an activity period. The club advisers should meet with the principal to coordinate a schedule to avoid conflicts.

Computer Use by Students: - Refer to Acceptable Use Policy.

Dance/Social Activity Regulations: - Refer to Student Handbook.

Discipline:

Teachers should determine their disciplinary action based on the prevailing situation and circumstances. Beyond the basic rules of our school, each situation should be dealt with individually and according to its merits. Discipline depends on several factors: the teacher, the students, the prevailing atmosphere, and many extenuating circumstances.

Eye Protection:

Sec. 3313.643 of the Revised Code of Ohio is as follows: Every pupil and teacher in any public school participating in any of the following courses:

1. Vocational or industrial tech shops or labs involving experience with:
 - a. Hot molten materials
 - b. Milling, sawing, turning, shaping, cutting, or stamping of any solid materials
 - c. Heat treatment, tempering, or kiln firing of any metal or other materials
 - d. Gas or electric arc welding
 - e. Repair or servicing of any vehicles
 - f. Caustic or explosive materials

2. Chemical or combined chemical-physical labs involving caustic or explosive chemicals, hot liquids, or solids must always wear industrial-quality eye protection while participating in such courses or laboratories. A Board of Education may furnish such devices for pupils and teachers and shall furnish such equipment for all visitors to such classrooms or laboratories. A Board of Education may purchase such devices in large quantities and sell them at cost to pupils and teachers.

“Industrial quality eye protective devices,” as used in this section, means devices meeting the American Standard Safety Code for Head, Eye, and Respiratory Protection standards, Z2.1-1959, promulgated by the American Standards Association, Incorporated. Our policy is to follow the law.

Field Trips:

Field trip forms must be completed at least 10 days prior to the activity. The field trip form must be submitted to the principal for approval before the event is placed on the calendar. The form assists in the overall planning and scheduling of the event. Please schedule all activities as soon as possible to avoid conflicts.

Fundraisers:

The principal must approve all fundraisers or sales projects in writing. Teachers/Advisors will complete the proper paperwork with details of the fundraiser and then close out the paperwork at the end of the fundraiser.

Lesson Plans:

For classroom success, planning must be completed completely, carefully, and continuously. Lesson plans should be prepared weekly and available in the classroom. In case of absence from school, a copy of the lesson plans must be included in the substitute packet or accessible electronically.

Mailboxes/Email/Parent Communication Apps:

Check your mailbox/email/parent communication apps in the morning and afternoon, as time sensitive information may be there for your professional needs.

Media Center Procedures:

Library aides staff the Media Centers, and they will work with their schedule to have time to promote literacy within the district. The 5-12 Media Center will have a schedule that teachers can see so that they can sign up to bring classes for research or to get materials.

Office Telephone:

Teachers should allow students to use the telephone in the office. Students may use the office telephone for illness or school-related business. If a student becomes ill and wants to go home, he or she must call a parent or guardian for permission to leave school. Office personnel must communicate with the parent or guardian before dismissing the student.

Calls will be sent to the Teacher's extension only in emergencies. Please check voice mail daily. Personal telephone calls should be made during a conference period or lunchtime.

Pep Rally Regulations:

To support the athletic teams and coaches requesting the rally and promote spirit with the student body.

Procedures:

1. Principals will work to set up a limited number of pep rallies per year.
2. Coaches may request a pep rally to the principal one to two weeks before a big game (rival, tournament, homecoming, etc.).
4. When a rally is approved, the coach, student council supervisor, cheerleading adviser, and band director will be notified. These staff members should work together to develop the agenda and order of the rally.
5. The time frame gives all involved time to plan the rally.

Professional Meetings/Learning:

Teachers are encouraged to participate actively in various professional meetings and learning opportunities. The school, within the limits of its financial ability, encourages this participation. To facilitate the arrangements for such in-service activities, enter your request and discuss it with the principal. If approved, you will be notified of the authorization of the request. The reasons for such denial will be given if the request is denied. Please be sure to make requests well in advance so the Board can act if necessary.

If you are to be reimbursed for any fees arising from the professional day, please follow these procedures (always fill out a requisition and have it approved by the principal at least a week prior to the day you are taking the professional leave):

Procedures:

1. Electronically fill out your professional leave request form with an estimate of expenses. This professional day request then goes to your principal for approval. Reimbursement cannot be made for more than is approved on the professional leave form. You will need to complete a requisition to yourself for reimbursement of mileage/meals/parking, unless there is a yearly purchase order in place for these expenses.
2. Submit a requisition for meeting registration (if there is a fee for the meeting) made out to the organization holding the meeting. Attach (with a paperclip, not stapled) any registration forms to this requisition. The requisition must have the name(s) of the employee(s) attending and the dates of the meetings. Give this requisition to your principal for approval. ****Do not register for the meeting until you receive the signed purchase order.****
3. If this is an overnight trip, complete a requisition for lodging made out to the school credit card, currently PNC. Please give the requisition to your secretary for the principal to approve. Please call the hotel to confirm your room rate. Have the hotel email your confirmation to accountspayable@hillsdalelocalschools.org in the treasurer's office. Prior to leaving for your Professional Day, you will need to sign out the credit card. Remember to take the tax exempt paperwork needed for the hotel.

4. Attach all of your receipts (meals (itemized/no alcohol permitted on receipt), parking, etc.) to a mileage and meal reimbursement sheet upon returning. **The original receipts must be itemized.** Receipts will not be reimbursed if they are not itemized. Remember, no taxes or tips will be reimbursed, and the district does not pay for alcohol.

As a reminder, the first step is to get approval to attend the conference and then submit all requisitions for that conference to your staff secretary. Once your requisition is converted to a purchase order, you will receive copies. At that time you may register for your conference. Remember to look for Early Bird Registration deadlines and allow sufficient time for the process to go through the approval workflow.

Staff Meetings:

Scheduled meetings will be held monthly. The agenda will be sent out before the meeting, covering most items. Staff meetings are required.

Study Hall:

All students should be in their appointed places at the proper time and ready to work. Each student should bring the necessary study materials to the study hall. Students should study independently, and talking should be discouraged in the study hall.

At the beginning of study hall, attendance should be taken before dismissing any student. After attendance is completed, student passes should be accepted to leave the study hall. Each student leaving the study hall must have a pass signed by a teacher. A sign-out sheet should be available for students to sign out.

Teachers in the study hall may permit students to go to the restroom or office. Students should sign out of the study hall and take the appropriate hall pass.

Study hall teachers are responsible for helping students with their work as needed. Study hall teachers are also responsible for reviewing grades and assignments with students weekly to ensure they are on target for passing their courses.

Grading

Class Rank:

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

Grading Policy:

The achievement mark in any subject should represent the best possible estimate of individual achievement in meeting the course standards.

The following items should be considered in determining student marks:

- | | |
|-------------------|------------------------------------|
| 1. Written Work | 5. Quality of Work |
| 2. Oral Responses | 6. Participation |
| 3. Projects | 7. Other Evidence of Understanding |
| 4. Tests | |

Each teacher assigns grades based on daily work, written lessons, participation, and tests. For grades 4-12, the grading scale below will be used:

<u>Percentage Scale</u>	<u>Letter Grade</u>	<u>GPA Points</u>
94-100	A	4.0
90 – 93.9	A-	3.7
87 – 89.9	B+	3.3
83 – 86.9	B	3.0
80 – 82.9	B-	2.7
77 – 79.9	C+	2.3
73 – 76.9	C	2.0
70 – 72.9	C-	1.7
67 – 69.9	D+	1.3
63 – 66.9	D	1.0
60 – 62.9	D-	0.7
00 - 59.9	F	0

Semester Course Final Average:

The semester grade is based on a student’s average percentage grade received for two nine-week grading periods and a final exam. Both nine-week grading periods of a semester course will be 40% of the course grade, while final exams are 20%.

Grade Point Average (GPA):

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

Example:

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

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

Incomplete Grades:

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

Semester Course Final Average:

Both nine-week grading periods of a semester course will carry the same 50% weight in averaging a final grade. Students must earn at least 1.4 quality points to pass a semester course.

Yearly Grade Final Average:

The yearly grade is calculated by adding up the four nine-week grading periods, which account for 25 percent of each yearly grade. To receive credit for the course, a student must pass one of the nine-week periods in the second semester. For a year-long course, a student must earn 2.8 quality points. The final course grade will be determined by averaging the quality points earned by the student in each quarter.

Honor Roll:

First Honor Roll:

1. A student must be enrolled in four subjects or more.
2. A student must have received all A's with no incomplete grades.

Second Honor Roll:

1. A student must be enrolled in four subjects or more.
2. A student must have received all A's and B's with no incomplete grades.

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

Final Average and Grade:

Any average, such as 3.5, 2.5, 1.5, or .5 for a semester or yearly course, will be rounded up for grade assignment.

Grade Placement Status:

It shall be the policy of this school to require the successful completion of five units of credit to be assigned to grade 10, ten units for grade 11, and fifteen units for grade 12.

Make-Up Work: Refer to Student Handbook

Plagiarism/Academic Dishonesty: Refer to Student Handbook

Progress Reports:

Students will receive computerized report cards each grading period on the Friday following the end of the grading period.

Any student who is failing, experiencing difficulty, or in danger of failing or who has shown significant change (negative or positive) will receive communication from his/her teacher. Teachers will also communicate with the parent/guardian of any student in danger of failing a grading period.

Safety

Accident/Injury Procedure(Student and Staff):

Exercise every reasonable precaution to avoid dangerous situations by:

1. Ensure the building, grounds, equipment, and apparatus are in a good, safe condition.
2. Teaching safety rules first.
3. Exercising mature judgment.

If an injury occurs, practice reasonable first-aid procedures and seek help from the school nurse if necessary.

If there is doubt about whether immediate medical attention is required, contact the school nurse and let her decide. When in doubt, call 911.

Please report all accidents and injuries involving students to the principal using the Accident/Injury Report Form, available in the office. All staff accidents/injuries must be reported through the Public School Works (PSW) accident reporting system.

If you must send students out into the halls, they should have a visible “hall pass” and remain the teacher’s responsibility for supervision.

Drills

Fire:

Fire Drills will be scheduled at various times during the year. Each teacher should know the procedure and inform each class of the proper exit procedure in an emergency.

The teacher should ensure all students leave the building during a fire drill. The classroom door should be shut, and the lights switched off. Students should move a safe distance from the building and gather in a manner that will help with attendance. Assist any handicapped students. Keep your class together. ***In all emergencies, teachers must take attendance.***

Safety:

Safety drills will also be conducted at various times throughout the school year. We will work on lockdown procedures and our ALICE guidelines to help staff and students know what and when to proceed to the different levels.

We will have modified lockdown and lockdown guidelines. Modified lockdowns are for caution of issues outside our school building and grounds. Lockdowns are for issues that are in or around the building. We will use the PA system, email, and/or cell phones to communicate with staff during a situation.

Modified Lockdown Drill:

This is a modified lockdown drill. Again, this is a modified lockdown drill. All doors and windows should be closed and locked. All students and staff shall remain in the classroom until further notice. Put your black shades down and secure the classroom door. The lights can stay on, and you can continue to teach. If a student needs to leave the classroom, please call the office so the student can be escorted. This is a modified lockdown drill. When the drill is complete, the administration will announce that the modified lockdown drill is complete, and you can resume daily activities.

Administration: Thank you for participating in our modified lockdown drill. The drill is complete, and everyone is to resume normal daily activities. Again, the modified lockdown drill is complete, and everyone is to resume normal daily activities. Thank you.

Modified Lockdown:

This is a modified lockdown. Again, this is a modified lockdown. All doors and windows should be closed and locked. All students and staff shall remain in the classroom until further notice. Put your black shades down and secure the classroom door. The lights can stay on, and you can continue to teach. If a student needs to leave the classroom, please call the office so the student can be escorted. This is a modified lockdown. The administration will announce that the modified lockdown is complete, and you can resume daily activities.

Administration: Thank you for following the procedures for the modified lockdown. The modified lockdown is now complete, and it is safe for everyone to resume normal daily activities. Again, the modified lockdown is now complete, and it is safe for everyone to resume normal daily activities. Thank you.

Lockdown Drill:

This is a lockdown drill. Again, this is a lockdown drill. All doors and windows must be closed and locked. All students and staff must remain in the classroom until further notice. Put your black shades down and secure the classroom door. The lights must be turned off, and everyone must spread out in the room and stay out of sight. This is a lockdown drill. When the drill is complete, the administration will announce that the lockdown drill is complete, and you can resume daily activities.

Administration: Thank you for participating in our lockdown drill. The drill is complete, and everyone is to resume normal daily activities. Again, the lockdown drill is complete, and everyone is to resume normal daily activities. Thank you.

Lockdown:

This is a lockdown. Again, this is a lockdown. All doors and windows must be closed and locked. All students and staff must remain in the classroom until further notice. Put your black shades down and secure the classroom door. The lights must be turned off, and everyone must spread out in the room and stay out of sight. This is a lockdown. When the lockdown is complete, the administration will announce that the lockdown is complete, and you can resume daily activities.

Administration: Thank you for following the procedures for the lockdown. The lockdown is now complete, and it is safe for everyone to resume normal daily activities. Again, the lockdown is now complete, and it is safe for everyone to resume normal daily activities. Thank you.

Tornado:

1. Several people, including the fire department, monitor the weather bureau and keep us posted when severe weather bulletins are broadcast.
2. The tornado alarm will sound over the PA system. The tone is very distinguishable from the fire alarm.
3. The student nearest the classroom door should lead the group quickly (no running), orderly, and quietly to the tornado shelter.
4. The last person out of the classroom is to ensure that lights are off and the door is closed.
5. Teachers must stay with their students. Once you reach the tornado shelter, take attendance. Alert administration if you have missing students.
6. Upon arriving at the shelter area, please keep students quiet for instructions.

7. Keep calm. In case of injury, notify a colleague immediately.
8. The group must stay together in the shelter area until authorized to return to classrooms.
9. If there is not enough time to make it to the shelter, find a hallway without windows or a restroom and crouch down with your hands over your head.

General Safety Expectations:

1. Student Arrival/Homeroom and Hall Supervision: Teachers shall be visible at their door and/or hall to greet students entering and exiting the classroom.
2. Students are to remain in the cafeteria. Teachers shall instruct the students to leave the **cafeteria** quietly after lunch.
3. Restrooms: Teachers should check restrooms periodically for destruction or student conduct and report such issues to administration.
4. Student Dismissal: All teachers shall supervise students leaving the building. Encourage students to walk.
5. Teachers are responsible for **any student** in the school. If a student needs guidance, the observing teacher is responsible for reacting.
6. Each teacher must immediately report to the principal any accident or safety hazard he/she detects.
7. A teacher should not send students on any personal errands.
8. A teacher must not transport students in a personal vehicle.
9. A student shall not be required to perform work or services that may harm his/her health.
10. Pursuant to the laws of the State of Ohio, each teacher must report any sign of suspected child abuse or drug abuse.
R.C. 2151.421, 2714.01

Medical Emergency:

The office must be notified of any medical emergency. The principal or designated person in charge will be notified immediately. The parents will be notified by phone, as determined by the office. If an emergency squad is needed, the Jeromesville Squad will be called by dialing 911. The emergency medical form will be sent to the hospital with any student taken for emergency treatment.

Medications:

1. The parent/guardian or person having care of the student agrees to submit a revised statement signed by the physician if the previously provided information changes.
2. The person authorized to administer the medication must receive all drugs in the container where the prescribing physician or a licensed pharmacist dispensed them.

3. All medication shall be stored in a locked location except drugs that require refrigeration, which may be kept in a refrigerator in a place not commonly used by students.
4. A written documentation of all medication administered shall be kept in the clinic.
5. The medication must be delivered to the clinic/office by the parent, guardian, or person caring for the student.

The role of the school will be to cooperate with the parents, physicians, and students. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed.

Searches and Interrogations of Students:

The Board recognizes instances where the common welfare requires searches and interrogations of students. Where such actions occur, the Board intends to show appropriate concern for the students.

Interrogations by Police/Sheriff/Social Service Agencies:

The schools have legal custody of students during the school day and hours of approved extra-curricular activities. It is the responsibility of the school administration to try to protect each student under its control; therefore:

Searches of Student Property by School Personnel:

1. Lockers, desks, etc., assigned to students for their use are school property.
2. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk, or other storage space, possession of which constitutes a crime or rule violation.
3. A search of an area assigned to a student should be for a specifically identified item, conducted in his/her presence and with his/her knowledge.
4. With reasonable notice, school property may be inspected for general housekeeping, and lockers may be randomly searched.
5. Illegal items (drugs, weapons, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by school authorities at any time.

Searches of a Student's Person or Personal Property by School Personnel:

Principals and their designees are permitted to search a student's person and personal property (purse, knapsack, gym bag, etc.) when there is reason to believe that evidence will be obtained indicating the student's violation of the law or school rules. The following rules apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates the student's violation of the law or school rules.

2. A member of the same sex will conduct searches as the student.
3. Searches will be conducted in the presence of another administrator or staff member of the same sex as the student being searched.
4. Parent(s)/Guardian(s) of a minor student who is the subject of a search will be notified of the search and will be given the reason(s) for the search as soon as feasible after completion of the search.
5. When evidence is uncovered indicating that a student has violated the law, law enforcement officials shall be notified.
6. Strip searches should be discouraged. A substantially higher degree of certainty (more than a reasonable belief) is required before conducting such a search. When school officials believe a strip search is necessary, law enforcement officials should be called to search.

Searches of Student Property by Police/Sheriff:

The police or sheriff department requires a proper search warrant for any search of a student's personal property kept on school premises; however, if the police or sheriff department has reason to believe that any item that might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.

1. Law enforcement or social service agencies should contact and/or question students out of school whenever possible.
2. When law enforcement or social service agencies request permission to interrogate a student at school, the principal shall inform the student's parent or guardian unless the agency can demonstrate that such notification would prove detrimental to the student's welfare or the conduct of an ongoing investigation, as provided for in Ohio statute.
3. Whenever the principal has determined that the law enforcement or social service agency has a legitimate purpose in interrogating a student within the confines of the school, the principal or a representative should be present throughout the questioning unless his/her presence would be officially prohibited by statute. The contact shall be made out of the sight of others as much as possible.
4. When a law enforcement agency requests permission to arrest a student at school, the principal shall request written authority for such action from the agency unless such emergency circumstances as the law permits exist. He/she shall notify the superintendent of the arrest.
5. No student shall be released into the custody of a law enforcement, social parent/guardian, or other person caring for or in charge of the student that the drug be administered.
6. The signed statement presented to the principal shall include the information prescribed by law (O.R.C. 3313.713).

Student Property/Valuables Protection: (Grades 7-12)

To teach students the importance of caring properly for their valuable items when not on their person, items should be locked in a locker.

Students should be encouraged to develop a sense of responsibility for caring for their personal property. They should also be shown that they are responsible for keeping valuables out of the easy reach of students who cannot resist the temptation to steal. While students should be responsible, they are kids, and we, as adults, must assume the primary responsibility.

We're Here for You!

As we wrap up this faculty handbook, we want to extend our gratitude for your dedication, passion, and commitment to shaping the future of the Hillsdale Local School District. The achievements of our students and the success of our district are a direct reflection of the incredible work you do each day.

As we enter a new academic year, we encourage you to enthusiastically, creatively, and confidently approach new challenges. Your talents, innovation, and ability to connect with students will continue to inspire growth, resilience, and a love of learning in every classroom.

Please remember that you are never alone in this journey. Our administrative team is here to support and collaborate with you. Whether you have questions, concerns, or ideas, we value your voice and are committed to ensuring you have the tools and support you need to thrive.

Let's continue building an exceptional learning environment for our students and fostering a culture of excellence, teamwork, and care. Your impact today will resonate far into the future, and we are honored to work alongside you in this important mission.

Here's to a fantastic and successful school year!

Warm regards,

The Hillsdale Local School District Administrative Team