



**HILLSDALE LOCAL SCHOOL DISTRICT GRADES 7-12**  
“Home of the Falcons”

Dear Students and Parents/Guardians,

Welcome to Hillsdale Local School District, grades 7-12. The faculty and staff are proud of our reputation for providing a 21st-century education in a safe, warm, and caring environment.

- Hillsdale Local School District is dedicated to preparing our students for their next phase of life. We strive to prepare the whole child, engaging them in hands-on curricular, co-curricular, and extracurricular activities. We welcome partnerships with parents/guardians, students, and community members as we train our students to participate actively in their 21st-century educational experience. The goal for every Hillsdale graduate is to achieve one of the following goals on or before graduation:
  - Accepted and enrolled in the college/university of choice
  - Enlisted in a chosen branch of the United States Military
  - Readiness skills to be gainfully employed in a career of choice

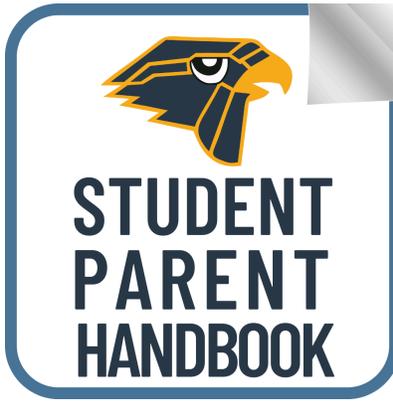
Our staff has spent time training in all things Google. We are a Google school utilizing daily Google Suite of Classroom, Calendar, Meets, Docs, Sheets, and other add-on apps. We utilize a robust Positive Behavioral Interventions and Supports (PBIS) program to encourage our students to continue to strive for their best results. Students may voluntarily opt in for an opportunity to participate in one of many rewards within the PBIS program. We continue to use Marzano’s High Yield Strategies for learners, and the teachers continue to practice the need to differentiate to the individual learners' needs. We have also embraced the A.L.I.C.E. and self-defense training our local agencies gave. We continue to refine our delivery of standard-aligned curriculum utilizing formative assessment practices to shape our students' learning. As we seek to engage our young people in learning, we incorporate technology and hands-on learning opportunities, such as career opportunities (Naviance), into our lessons. We use innovative teaching strategies, such as team teaching and flexible instructional time to provide learners with leveled rigor.

Our students have the opportunity to work with all types of technology. Smart Boards and one-to-one use of Chromebooks are an everyday resource. Our students are introduced to the worlds of robotics and agriculture in our STEM classes and learn about their creative sides in our Drama Club’s student-directed plays, sculpture classes, art classes, and the music department’s concerts.

At Hillsdale Schools we are **BUILDING CHARACTER, EXPECTING EXCELLENCE!**

Mr. Keib 7-12 Principal

**We have Falcon Pride!**



**Grades 7-12**

**Hillsdale Local School District Motto**  
 Building Character – Expecting Excellence

**Vision Statement**

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

**Mission Statement**

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

**District Information:**

Office/Attendance Phone Number                   419-368-6841  
 School Address   479 TR 1902, Jeromesville, OH 44840  
 District Website                                       [District Website](#)  
 Progress Book Login                                 [Progress Book](#)

**Office Contact Information Grades 7-12:**

<b>Position</b>	<b>Name</b>	<b>Grade Levels</b>	<b>Email Address</b>
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School Counselor	Scott Call	7-12	<a href="mailto:scall@hillsdalelocalschools.org">scall@hillsdalelocalschools.org</a>
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School Secretary	Twila Robinson	7-12	<a href="mailto:tgeiser@hillsdalelocalschools.org">tgeiser@hillsdalelocalschools.org</a>
School Nurse	Char Patterson	7-12	<a href="mailto:cpatterson@hillsdalelocalschools.org">cpatterson@hillsdalelocalschools.org</a>



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## ***Important Hillsdale Local School District Contact Information***

To leave a voicemail for any teacher, call 419-368-8500 and the building secretary will enter the teacher's extension number when prompted.

### **Grades 7-12**

<b><u>Teacher Name</u></b>	<b><u>Grade(s)/Subject</u></b>	<b><u>Email</u></b>
<u>Mrs. Abrams</u>	<u>Grades 9-12/Science</u>	<a href="mailto:mabrams@hillsdalelocalschools.org">mabrams@hillsdalelocalschools.org</a>
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<u>Ms. Bowen</u>	<u>Grades 7-12/Vocational Agriculture</u>	<a href="mailto:lbowen@hillsdalelocalschools.org">lbowen@hillsdalelocalschools.org</a>
<u>Mr. Colter</u>	<u>Grades 7-12/PE/Health/Physical Fitness</u>	<a href="mailto:mcolter@hillsdalelocalschools.org">mcolter@hillsdalelocalschools.org</a>
<u>Mr. Frank</u>	<u>Grade 8/Science</u>	<a href="mailto:sfrank@hillsdalelocalschools.org">sfrank@hillsdalelocalschools.org</a>
<u>Mrs. Greene</u>	<u>Grade 7/English Language Arts</u>	<a href="mailto:cgreene@hillsdalelocalschools.org">cgreene@hillsdalelocalschools.org</a>
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<u>Mr. Hostetler</u>	<u>Grade 8/Math</u>	<a href="mailto:khostetler@hillsdalelocalschools.org">khostetler@hillsdalelocalschools.org</a>
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<u>Dr. Selvage</u>	<u>Grades 9-12/English/Psych/Sociology</u>	<a href="mailto:tselvage@hillsdalelocalschools.org">tselvage@hillsdalelocalschools.org</a>
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<u>Ms. Witmer</u>	<u>Grades 7-8/Intervention</u>	<a href="mailto:lwhitmer@hillsdalelocalschools.org">lwhitmer@hillsdalelocalschools.org</a>
<u>Mrs. Woodlee</u>	<u>Grades 7-8/Intervention</u>	<a href="mailto:cwoodlee@hillsdalelocalschools.org">cwoodlee@hillsdalelocalschools.org</a>
<u>Mrs. Zimmerman</u>	<u>Grades 9-12/Spanish</u>	<a href="mailto:ezimmerman@hillsdalelocalschools.org">ezimmerman@hillsdalelocalschools.org</a>

**Hillsdale School Alma Mater**

Alma Mater, hear us  
Sing our praise to you.  
Forever faithful we will be  
To our proud Gold and Blue.  
Memories we cherish  
Of the days we knew.  
We always will stand by you  
Loyal, firm, and true.  
Years from now will find us  
In places far and wide,  
But ever nearer to our hearts  
Is our dear Hillsdale High.

**Fight Song**

Fight, fight for Hillsdale High  
Fight for our colors bright and bold.  
Fight, fight for Hillsdale High  
We're going to win this game tonight.  
Rah! Rah! Rah!  
Fight, fight for Hillsdale High  
For the Falcons are the best.  
For the Blue and the Gold and  
The honor they hold for Hillsdale High.

**School Doors Unlock at 7:15 am**  
**Hillsdale Grades 7-12 Bell Schedules**

<p><b><u>7-8 Regular Schedule</u></b>            1st Period 8:00-8:49            2nd Period 8:53-9:42            3rd Period 9:46-10:35            Intervention 10:35-10:58            Lunch 10:58-11:28            4th Period 11:32-12:21            5th Period 12:25-1:14            6th Period 1:18-2:07            7th Period 2:11-3:00</p>	<p><b><u>9-12 Regular Schedule</u></b>            1st Period 8:00-8:49            2nd Period 8:53-9:42            3rd Period 9:46-10:35            4th Period 10:39-11:28            Intervention 11:28-11:51            Lunch 11:51-12:21            5th Period 12:25-1:14            6th Period 1:18-2:07            7th Period 2:11-3:00</p>
<p><b><u>7-8 Two Hour Delay/Assembly Schedule</u></b>            1st Period 10:00-10:36            2nd Period 10:39-11:15            Lunch 11:18-11:48            3rd Period 11:51-12:27            4th Period 12:30-1:06            5th Period 1:09-1:45            6th Period 1:48-2:24            7th Period 2:27-3:00</p>	<p><b><u>9-12 Two Hour Delay Schedule</u></b>            1st Period 10:00-10:36            2nd Period 10:39-11:15            3rd Period 11:18-11:54            Lunch 11:57-12:27            4th Period 12:30-1:06            5th Period 1:09-1:45            6th Period 1:48-2:24            7th Period 2:27-3:00</p>
<p><b><u>7-8 Pep Rally Schedule</u></b>            1st Period 8:00-8:47            2nd Period 8:51-9:38            3rd Period 9:42-10:29            Intervention 10:29-10:52            Lunch 10:52-11:22            4th Period 11:26-12:13            5th Period 12:17-1:04            6th Period 1:08-1:55            7th Period 1:59-2:25            Pep Rally 2:30-3:00</p>	<p><b><u>9-12 Pep Rally Schedule</u></b>            1st Period 8:00-8:47            2nd Period 8:51-9:38            3rd Period 9:42-10:29            4th Period 10:33-11:20            Intervention 11:20-11:43            Lunch 11:43-12:13            5th Period 12:17-1:04            6th Period 1:08-1:55            7th Period 1:59-2:25            Pep Rally 2:30-3:00</p>

## *Administrative Information*

### **Address, Emergency Contacts, Email Change:**

Please notify the school secretary immediately of any changes in a student's residential address, telephone contacts, emergency medical information, or parental/guardian email contacts. It is vital that this information is kept current, especially in emergency situations. Please make sure you update in Final Forms.

### **Age of Majority/Adult Student/Emancipated:**

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

### **Bus Notes/Transportation Changes:**

At the beginning of the year, each student will establish his/her normal transportation routine. If a permanent change needs to be made to a student's pick-up or drop-off location, such changes should be reported to the district's transportation director, updated in Final Forms, and a note indicating the change should be sent to the school office.

If a student is picked up at school by someone other than their custodial parent/guardian, the school must receive a written note indicating the name of the person picking up the student, their relationship to the student, and the time and date they will pick the student up. To ensure student safety, we cannot receive verbal changes such as a phone call. Board Policy EEA

### **Communicable Diseases:**

Please notify the school if your child is suspected of having or has been confirmed to have a communicable disease. Your cooperation will help us to monitor the situation. In such situations, communication is critical to stop the spread of certain diseases. Board Policy JHCC

### **Concerns and Complaints:**

All concerns and complaints will be dealt with promptly by the appropriate parties involved. It is everyone's goal that student and parent/guardian concerns are addressed, considered, and responded to appropriately and fairly. If a concern originates from a school situation, the student or parents/guardians should first discuss the issue with the teacher, coach, advisor, or staff member most directly involved. If the parties concerned believe the discussion has not led to a satisfactory conclusion, the involved parties may proceed to discuss the matter with the building principal in an attempt to reach a solution. Concerns about administrative action may be addressed directly with the building principal. Board Policy KL

### **Custody Notifications/Court System:**

When a child custody decree, including a temporary order of child custody, is issued by the court system, the custodial parent/guardian is obligated to immediately notify the school administration of custodial arrangements and to provide the district with a certified copy of the order that establishes or modifies issues of child custody. Board Policy JEC

### **Directory Information:**

According to the Ohio Revised Code 3319.321, the following information is considered directory information: student's name, parent/guardian names, address, date of birth, and grade. If required, this information will be made available to the public unless the recipient is engaged in for-profit activities. Please see the Photo & Name Release policy for more information.

### **Dispensing of Prescription and Non-Prescription Medications:**

The school understands that there are situations where students must take medications during the course of the school day. To prevent abuse and potential medication errors, the school has established very strict guidelines for dispensing medication. In order for a student to take any prescription medication on school property, proper forms must be completed by the doctor and parent/guardian, according to ORC 3313.713 and Board policy. The forms and medication must then be dropped off at the school office and verified by the school nurse. The prescription must be brought to the school in the original container and clearly identify the prescription's name and student. Absolutely no non-prescription medication is to be taken by students during the school day. All medication must be taken to the office, and directions for administration must be included on the appropriate form signed by parents/guardians. Parents/Guardians, please do not send your child's medication with your child to give to the office. Under no circumstance will the school dispense medication, either prescription or non-prescription, without the appropriate forms being on file, nor will the school furnish non-prescription medications to students. Board Policy JHCD

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

The district provides school bus transportation. The following rules and regulations must be followed for students driving to school. In the interest of student and staff safety, all vehicles parked in the Hillsdale School parking lot during the school day (7:30 am until 3:00 pm), must display a Hillsdale School parking permit. There is no cost for the permit; however, there is a \$5.00 charge for all replacement permits. Parking permits are to be hung on the vehicle's rear view mirror. Vehicles not displaying a Hillsdale School parking permit while parked on the Hillsdale School campus during the school day, may be towed at the owner's expense. Students who drive more than one vehicle to school must register each vehicle they drive. Students who acquire a different vehicle during the school year must notify the office and register the new vehicle. Student parking permits will roll over year to year throughout the student's tenure at Hillsdale Local School District.

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

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

**Emergency Medical Authorization:**

Parents/Guardians are required by law (ORC 3313.712) to have their child's Emergency Medical Authorization (EMA) on file through Final Forms at all times. It is critical that these are completed on Final Forms at the start of each school year. Changes in contact persons, contact numbers or emails, and medical providers are the responsibility of the parent/guardian. They must be promptly updated through Final Forms to ensure the accuracy of information.

**Emergency School Closings and Delays:**

In the event of an emergency situation or inclement weather, the superintendent may need to close or delay the start time of the Hillsdale Local School District. Notification of such events will be announced over the radio on local stations, including WNCO (Ashland), and WMAN (Mansfield) and on Cleveland-area television stations. In addition, the superintendent may use "**one-call-now**" services via text message or voice message. Every attempt will be made to announce delays and closings by 6:30 am. Board Policy EBCD

**Fire, Severe Weather, and Lockdown Drills:**

All students are given instructions on the proper procedures for fire, severe weather, and lockdown drills. Fire drills are conducted at least once a month as per state regulations, and severe weather drills are practiced a number of times each year. Each year the Ashland County Sheriff's Department reviews the lock-down protocol and supervises the building as students and staff practice emergency drill procedures. ORC 3737.73

**Hillsdale Computer Network and Internet Acceptable Use Policy:**

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

**Insurance:**

Student accident insurance is available to all students at a nominal charge. The accident policy affords coverage during school hours and may be extended to extra-curricular activities. Prepaid mailer forms are given to students at the beginning of the year. The filing of claims is the responsibility of the parent/guardian. Claim forms are available from the school. Students participating in athletics must have family health insurance or purchase the school insurance offered through the school. Students must show proof that they have insurance before their first practice.

**Photo and Name Release Policy:**

There are times when students are photographed for news releases to local newspapers and social media, covering various activities and events within the school and extra-curricular events. Students' names often appear in local newspapers for academic and athletic performance as well. Parents/guardians may not want their child's image or name included in released new stories. Please ask the office for a media abstention form if this is the situation. If you fail to fill out a media abstention form, it will be ascertained that Hillsdale Local School District has your permission to include your child's name and/or photograph to help promote your child's school accomplishments.

**School Counseling:**

Mr. Call is the school counselor for grades 7-12. He is here to assist students with educational decisions, support them through personal, social, and health concerns, and help them maximize their educational ability through various resources. Any parent/guardian who has concerns regarding their child's personal and social interactions, or who has concerns about any mental health issues facing their child, should contact the school counselor.

**School Fees:**

Each year, students are charged a student fee to offset the costs of education and consumable materials that students use during the course of the year. Students can pay their student fees any time after the first day of school by check, cash, or paying online through [Pay Schools](#). Students have the first nine weeks to pay their fees. After this point, grade cards will be held and access to extracurricular activities, field trips, dances, and end-of-year celebrations may be denied until fees are paid. Parents/Guardians of those students who qualify for free and reduced lunches will be notified if their child's fees are waived. Board Policy JN

**School Fines:**

If a textbook is lost or if damage exceeds normal use, the student will be charged an amount equal to the repair or replacement costs of the book. A schedule of charges for damaged or lost library books will be available from the school media specialist. Physical damage to school property or equipment is a serious offense. Students will be required to pay all costs associated with the cleaning, repair, or replacement of damaged school property. The building principal will work with the maintenance staff and the superintendent to determine the exact cost of such repairs and to work out payment arrangements with parents/guardians if needed. Grade cards/Transcripts may be held until students pay any fines that are due. Board Policy JN

**School Nurse:**

The school nurse will help maintain student medical records and provide vision and hearing screenings, administer scoliosis checks, offer head lice screenings, assistance, follow-ups, and verify all student immunization records as required by ORC 3313.670.

**Student Immunizations:**

All students must have current vaccinations. Students entering the 7th grade must receive the TDAP, Polio-3, and MMR-2 immunizations. Failure to do so could result in suspension from school until the child receives those vaccinations. This is for the protection of all students. Board Policy JHCB and ORC 3313.671

**Video Surveillance:**

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

**Visitors:**

Parents/Guardians and other visitors are required to report to the school office, sign in, and obtain a visitor's pass, which is required by state law (ORC 2917.221) for the protection of our students' and staff. Parents/Guardians are welcome to visit their child/children anytime if they have made prior arrangements with the teacher. Should a parent/guardian wish to visit, they should refrain from bringing other children along during the visit. Doing so often causes disturbances in the learning environment, and teachers have the right to ask a parent/guardian to leave should this happen. Visiting students from other schools cannot be accommodated. Board Policy KK

**Volunteers:**

Volunteers play an important role at our school. Without the support of parents/guardians as volunteers, we could not accomplish some of our curriculum goals. Volunteers are always needed as classroom aides and library aides. You are welcome to volunteer as often as your schedule allows. If you are interested in volunteering, please contact the principal or classroom teacher to express your interest in these important roles. All volunteers must pass a state/federal background check and need a security badge that can be picked up in the front office. Board Policy IICC

**Withdrawal of a Student:**

When a student withdraws from HLS, parents/guardians must notify the office at least one week before the student's last day of school. Student transcripts and records will be released once all school obligations have been met. Students must obtain a withdrawal/transfer form from the office and have each teacher sign it, return all Chromebooks and any other school-issued technology, textbooks, library books, and pay all school fees, fines, and lunch charges. When financial obligations are met, teachers will then verify the child's current grades. Once the receiving school files a records request, all transcripts and documents will be mailed or faxed to the new school. If Hillsdale obligations are not met, records will be withheld, prohibiting the student's registration to their new school. ORC 3317.034

**Work Permits:**

The State of Ohio requires all students who are employed and under the age of 18 to hold a valid Ohio work permit. Work permit forms can be obtained in the self-serve file or online and verified by the superintendent's office. ORC 4109

## *Attendance*

### **Absences/Reporting:** Board Policy JED

All absences (except pre-arranged absences) from school require a phone call from a parent/guardian or legal guardian to the office before 8:30 am. for each absence. By law (O.R.C. 3313.205), we are required to contact you to determine why your child is absent from school. If we cannot reach a parent/guardian by phone, we will contact the residence on file by email on the first day of the student's absence. A written excuse signed by a parent/guardian or guardian must be turned in to the office upon return to school.

Half-day absence will be charged against students if they arrive after 9:30 am, or leave before 1:30 pm. Students participating in any co-curricular or extracurricular activity must be in attendance by 11:00 am. and remain for the day in order to participate in that day's event/practice. If a student must arrive late or leave early, the student must provide a parental/guardian note explaining the nature of the situation, the day that it will occur, and the time the student will be missing. If someone other than the student's parents/guardians will pick up the student, the school must receive a SIGNED and DATED note from the parent/guardian. The school will not release a child to an unauthorized individual.

### **Examples of Excused Absences may Include:**

Regular attendance at school is not only important to a child's academic success, but it is also the law. The compulsory attendance law OAC 3301-69-02) and Board Policy JED states that parents/guardians are responsible for seeing that their children attend school regularly

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

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. The principal and the respective teacher(s)

consider each case on its merits. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

All students are provided a ChromeBook, and as a result the student is responsible for acquiring their assignments prior to (when possible) or during an excused absence. It is the student's responsibility to turn in assignments during the excused absence time or upon returning to school. If work is not completed, an "F" may be recorded for the incomplete assignment and figured into the total grade. Students are requested to bring a parental/guardian note or parents/guardians may email the school after each absence explaining the reason for the absence or tardiness.

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

### **Unexcused Absences:**

Students absent for disciplinary reasons under the Ohio Revised Code will be considered unexcused. All work that a student missed during the unexcused absence is recommended to be completed. A failing grade will be assessed for all assigned work for the student's unexcused absence which is not completed.

### **Virtual Appointments/Absences:**

Local professional medical or counseling providers may offer virtual appointments for students attending school. Parents/Guardians are asked to provide a note prior to the start of the school day to allow time for school personnel to make arrangements for the student to access a secure area/room to receive services without leaving school. Virtual appointments will be treated in the same manner (excused class time) as any scheduled appointment.

### **Tardiness:**

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

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

*Tardies to School:* A student is tardy if he/she is not in class by 8:00 am. up to 9:30 am. A student arriving at school after 8:00 am. must report to the office to obtain an admit slip to class. A written note should accompany the student. Students who are tardy because of medical appointments or court appearances must bring proof of appointment with them when they return to school in order for the tardiness to be excused. Oversleeping and car trouble are not excused tardies. Excessive tardiness will be defined as four or more tardies. Tardy to school is cumulative throughout the school year. The principal will issue and supervise detention after school for school tardies with the following consequences:

- 1st Offense - 4th tardy: Detention (1 hour)
- 2nd Offense - 8th tardy: Detention (2 hours)
- 3rd Offense - 12th tardy: Two Detentions (4 hours)
- 4th Offense - 16th tardy: Determined by Principal
- 5th Offense - 20th tardy: Determined by Principal

## *Academics*

### Academic Responsibility of the Learner:

The Hillsdale Local School District teachers are committed to helping you achieve your highest level of academic ability. They have invested countless hours of lesson planning, curriculum development, and content alignment to ensure they thoroughly cover the content standards set forth by the Ohio Department of Education. They have met their responsibilities; you must meet yours.

Students that come to Hillsdale should come here prepared to learn each day. You are responsible for reading assigned materials and completing all assignments on time and to the best of your ability. A student needs to ask teachers for assistance when something is not understood, and always have the needed books and supplies to succeed. The staff of Hillsdale Local School District has set high expectations and will provide you with every opportunity to be successful.

### Academic Standards in the Classroom: Be Respectful, Be Prepared, Be Engaged:

- Be in class and seated on time
- Bring necessary materials to class
- Follow instructor's directions
- Obtain permission before speaking
- Be respectful, kind, and courteous to others
- Do not use profane or inappropriate language
- Help keep the classroom clean

### Academic Integrity:

Academic dishonesty, which includes cheating and plagiarism, is a serious violation that contradicts the purpose and aims of the Hillsdale Local School District. Hillsdale students are expected to complete their own work and not complete other students' work. Students are not permitted to copy or otherwise plagiarize another's work. Students are not permitted to cheat, including, but not limited to:

- Using the work of another as their own such as cutting and pasting, not using quotation marks for another's work, using another's ideas without acknowledging the source, or using AI without direct permission of the instructor Board Policy EDEC
- Copying/allowing another person to copy information from another's assignment or assessment
- Willfully supplying answers written/verbal/non-verbal on any type of assignment or assessment

- Preparing to cheat in advance
- Failure to follow test procedures or instructions directly related to the integrity of the test
- Illegally accessing a computer program or data

Any student who cheats or plagiarizes an assignment or assessment will meet with the involved teacher and the principal to determine what disciplinary action is in order. Discipline could range from:

- detention
- loss of credit for the assignment
- loss of credit for the entire course
- placed on academic honesty probation
  - First Offense: Nine week probation
  - Second Offense: One year probation
  - Third Offense: Probation for remainder of high school or junior high
    - Note: Academic distinction is not granted while under academic honesty probation
    - May prohibit membership in National Honor Society

When a teacher determines that cheating has occurred, they will:

- Confer with the student in question
- May assign a grade of a zero (0) for the assignment/assessment
- Notify the principal and the student’s parents/guardians

**Heartland Technical Education Center:**

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

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

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

**Athletic, Co-Curricular, and ExtraCurricular Eligibility:**

Athletic eligibility requirements are discussed in detail in the “Athletics” section of the handbook. Extra and Co- Curricular activities such as band, ag, choir, drama, academic challenge, solo and ensemble, PBIS field trips, etc.. will be under the same academic eligibility expectations as the athletic eligibility are with 9 week quarterly grading timelines. The consequences of ineligibility vary between the departments (see departmental handbook for details). Board Policy IGDJ

**Conferences:**

Academic success is critical to a student’s development, and there is no better way to ensure your child’s success than to establish open lines of communication. There are two scheduled parent-teacher conferences listed on the district calendar each semester. Parents/guardians are encouraged to participate in parent/teacher conferences each semester to discuss their child’s progress.

Parents/Guardians and teachers alike are encouraged to schedule informal parent/teacher conferences whenever student performance warrants a conference. These may be held before, after, or during a teacher’s planning period. Parents/Guardians who need to schedule a parent/teacher conference must make an appointment with the teacher (or teachers) for whom they wish to speak.

**Field Trips:**

Many educational experiences can be provided for the students away from the school building. The purpose of field trips is to extend the curriculum and provide educational opportunities to students that they may not otherwise have. Participation in these trips is considered a privilege and may require students to pay a fee. Students failing to show responsible and cooperative behavior throughout the school year may forfeit their opportunity to join the rest of their classmates during such experiences. Students may be denied the right to participate in such trips due to suspensions, chronic behavior problems, poor school attendance, repeated tardiness, or lack of academic effort. Final decisions regarding student participation in a field trip lie with the student’s team of teachers and the principal. Board Policy IICA

**Grading:** Board Policy IKA

Percentage Scale	Letter Grade	Quality Points
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	0.0

**Incomplete Grade:**

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

**Semester Course Final Average:**

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

**Yearly Grade Final Average:**

The yearly grade is calculated by counting the four nine-week grading periods as 25% of each of the yearly grades. A student must pass one of the nine-week periods in the second semester to receive credit for the course. A student must earn 2.8 quality points for a year-long course. The final course grade will be determined by taking the average of the quality points earned by the student in each quarter.

**Graduation/Commencement – Policy and Rules:** Board Policy IKFB

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

*Pre-Graduation Ceremony Preparations and Requirements:*

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

5. The caps and gowns shall be navy blue for boys and light blue for girls. The principal and class adviser will contract with a supplier to make arrangements for the students to purchase caps and gowns. The tassel shall be a three-color (light blue, gold, and white) deluxe with a small band. The honor cords shall be listed under Academic Honors.

Graduating seniors who expect to participate in commencement exercises must observe the following school policies:

6. Before students are cleared to participate, all course requirements must be met, all exams must be completed, all financial obligations cleared, all disciplinary obligations must be removed, all books returned, and all lockers cleaned out. To receive a diploma, The State of Ohio and the Hillsdale Local Board of Education require students to earn the required credits, demonstrate proficiency, OR the fulfillment of alternative graduation paths as described by the State Board of Education. Effective with the Class of 2023 students will be required to complete a minimum of two Graduation Readiness Seals (a minimum of one ODE Defined Seal must be included). There are 12 Graduation Seals, 10 Ohio Department of Education-defined Seals, and two locally defined seals. For the most up-to-date information on the Ohio Honors Seals, please see:

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

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

**Academic Honors/Graduation:**

- Diploma with Honors: Red Cord; criteria established by the Ohio Department of Education and Workforce
- Honor Graduation: Gold Cord; 3.5 GPA
- National Honor Society: Light Blue Cord; 3.5 GPA, leadership, service, character
- National Technical Honor Society: Purple and Silver Cord
- Career Tech Diploma with Honors: Green Cord; criteria established by the Ohio Department of Education and Workforce
- Music Honorary Society: Pink Cord

**Graduation/Early Completion:** Board Policy IKFA

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

Students not completing graduation requirements at the end of the first semester of their senior year must attend as a full-time student the second semester (scheduled five classes). All diplomas will be issued by graduation. These students may receive their diplomas at the commencement ceremony. Early graduates are expected to finish the semester and take examinations.

## **Graduation Requirements:** Board Policy IKF

1. Payment of all dues, fees, fines, and all other obligations is required.
2. A minimum of twenty-one credits total.
3. Meet course requirements.
4. The Ohio Department of Education has developed graduation requirements that have a performance-based component. Students will be required to take end-of-course examinations in specified subjects and obtain scores designated by the Ohio Department of Education on such tests in order to receive a high school diploma. Courses for which the Ohio Department of Education requires end-of-course examinations are English II, Algebra I, Geometry, Biology, American History, and American Government. Students enrolled in an advanced placement or any other college credit plus or advanced standing program shall take the AP or applicable examination under college credit plus or advanced standing in lieu of Physical Science, Biology, American History or American Government end-of-course examinations.

### **Meet one of the following three:**

- a. Earn a competent-passing score in English II and Algebra I. The competency score is set by the State Board of Education.
- b. Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay once for all 11th-grade students to take the exam free of charge.
- c. Earn a State Board of Education-approved, industry-recognized credential or state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

## **Honor Roll/Awards:**

### **Scholar Roll:**

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

### **Honor Roll:**

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

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

The honor and scholar roll lists will be posted at the conclusion of each grading period and will be sent for publication.

### **Awards - Scholastic Reception/Academic Letter “H” Grades 9-12**

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

### **Grades 7-8**

This will be presented at the end of the eighth-grade year for any student that has maintained a 3.7 GPA in each subject area, each year in grades 7-8.

### **Awards - Underclass Academic Awards**

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

### **Honors Diploma:**

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

### **National Honor Society Membership Selection Procedure:**

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

To be eligible, a candidate must be a sophomore or junior who has been in attendance at Hillsdale for at least one semester with a grade point average of 3.50 or better. These students are further evaluated on the basis of their participation and performance in the classroom, in extracurricular activities, and through general activities in and out of school. A majority vote of the council is needed in order for a student to be inducted.

An induction program and tapping ceremony are held each spring in the school auditorium. Parents/guardians and alumni members are invited to attend. If you have any questions concerning activities or qualifications, please call the adviser.

#### **Scholarship:**

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

#### **Leadership:**

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

#### **Service:**

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

#### **Character:**

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

### **Progress Book:**

Progress Book provides parents/guardians with access to their child's grades. At the beginning of each year, any parent/guardian who does not already have an account will receive a letter with a registration key and directions on how to set up an account. Parents/Guardians are urged to keep the letter for reference throughout the year. Progress Book provides immediate access to student grades at any time. Students can also access the Progress Book to view their grades and any outstanding work that needs to be completed. All are encouraged to enter an e-mail address in their Progress Book profile. Should your password be forgotten or lost, your account access can be restored via e-mail sent directly from Progress Book. If you fail to register your e-mail on Progress Book, you can request a new password by calling the school. Parents/Guardians can access the Progress Book by going to <https://progress.tccsa.net>.

### **Progress Reports & Grade Cards:**

All students will receive their grade cards for each of the grading periods approximately five days following the end of the grading period. Report cards may be held for any of the following reasons: excessive student fees, lunch charges, and outstanding library responsibilities that have not been paid.

Algebra I and Spanish will be offered to all qualifying incoming 8<sup>th</sup> graders. Those students who cannot maintain a C average may be removed by the end of the first nine weeks.

### **Retention:**

Any student who earns a failing grade (F) during any two of the four grading periods, in the course of a year, in two or more core subject areas, is eligible for retention or having to retake a failed course. If there is reason to believe that a student may be in jeopardy of not progressing to the next grade level or failing a class, the child's teachers, the principal, and the student's parents/guardians may meet to develop a success plan with the intent of identifying the areas of weakness and developing strategies for improvement. Preventing retention and/or failure is the ultimate goal. Every attempt will be made to help the student find success. To this end, successful completion of a summer school class may be an option. However, the desire and motivation to succeed must come from within the student. The principal will closely monitor the student's progress. Board Policy IKE

### **School Without Failures:**

School without Failures is an academic intervention that allows students who have fallen behind on homework to get caught up and not dig a deeper academic hole by missing compounding assignments. Weekly after school detentions of one or two hours provides the student with the time to get caught up on their missing work.

## *Athletics*

### **Athletic Eligibility:**

Our school district is a member of the Ohio High School Athletic Association (OHSAA) and the Wayne County Athletic League (WCAL), and we are obligated to uphold the standards set forth by these organizations. Our athletic programs are under the management of the district's athletic director, who works with the building principals on matters pertaining to athletics, eligibility, and OHSAA rules and regulations.

Hillsdale student-athletes must pass four courses, as well as those participating in co-curricular and extra curricular activities, to maintain eligibility. The last grading period of the school year will determine whether a student is eligible to participate in fall sports the following season. The eligibility or ineligibility of a student begins 24 hours after the mandatory grade reporting date established by the Hillsdale Board of Education and maintain a 1.0 GPA or higher. Grades are due on the 3rd day following the end of the nine weeks.

- 1st Nine Weeks - Ends October 24 - Grades due on October 29
- 2nd Nine Weeks - Ends on January 16 - Grades due on January 21
- 3rd Nine Weeks - Ends on March 20 - Grades due on March 25
- 4th Nine Weeks - Ends on May 29

If the student is assigned an after-school study table or detention, attendance is mandatory. He/she is ineligible to participate in that day's athletic event. Additionally, if a student skips an after-school study table or detention, they will automatically forfeit the ability to participate in any practice or game until the after-school obligations are served. Penalties for missing an after-school study table or detention are outlined in the "homework" section of the handbook. At their discretion, any coach may assign a student with low grades to study tables until the student is again making satisfactory academic progress. Students who are ineligible due to not passing four courses in jr.high or five courses in high school may petition to practice with the team with the building principal.

### **Physical Exams:**

Physical exams are required before a student can participate in any athletic program through Hillsdale Local Schools. The parent/guardian is responsible for their child's completed physical evaluation, signed by a doctor, before trying out for or beginning practice for a sport.

## *College*

### **College Financial Aid:**

"Financial Aid" for a college education is the difference between the cost of college and the family's ability to pay. How much the family can pay is called the "family contribution" or FC. This amount is determined by the parents/guardians filing a FAFSA (Free Application for Federal Student Aid). When a college has received the FAFSA results, a "Financial Package" can be determined. Financial packages consist of "gift" money (scholarships and grants) and "self-help" money (loans and work-study). Financial packages cannot exceed financial need. The only difference between packages is in the nature of the aid. There will be a financial aid seminar presented during the year. The FAFSA application is filed online.

### **College Scholarships:**

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

### **College Visits:**

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

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

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

### **Competitive Admission:**

Three Factors:

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

Application Process:

The Hillsdale High School Guidance Department will mail transcripts to a recipient (college, university, trade school, scholarship, military, agency, etc.) of the student's choice. A signed record release form from the student if he/she is 18 or over, or the parent/guardian if the student is younger than 18 must accompany each request. There is no fee for this service. A minimum of three days' notice should be given when a transcript is requested. Students requesting teacher recommendations should provide teachers with a stamped addressed envelope to send when completed. It is the student's responsibility to meet all deadlines and allow ample processing time. It is also the student's responsibility to check grammar, spelling, and the overall appearance of his/her application.

## ***School Environment***

### **Assemblies & Community Resources:**

Assemblies are occasionally planned throughout the school year to expose our students to various educational and cultural experiences. Assemblies are considered a privilege, and students should behave well and represent our school well. Misbehavior may result in the denial of assembly privileges.

### **Cafeteria and Kitchen:**

Hillsdale 7-12 has a closed lunch period lasting 30 minutes. All students will spend their lunch period in the cafeteria regardless of whether they buy a school lunch or eat a lunch brought from home. Payments for lunch can be brought to the cafeteria or made online through [Pay Schools](#).

Students will only be allowed to charge lunches in emergency situations. Charges will be limited to \$50.00; only a standard lunch can be charged. Additional food items, a second lunch, fruit juices, water, and ice cream must be paid for at the time of purchase. Such items cannot be charged.

School lunches can be purchased for \$3.35

School breakfasts can be purchased for \$2.10

Breakfast is available from 7:30 to 7:55 am.

### **Cafeteria Standards:**

- Students are not permitted to leave the school to go to lunch under any circumstances. Food is not to be delivered by a commercial vendor to the cafeteria.
- Students are to follow the directions of the supervising teacher(s) on duty.

### **Cell Phone/Electronic Device Usage:**

Since our focus at Hillsdale is on academic achievement, students must follow the cell phone/electronic device usage policies as set forth by their teachers. Cell phones and electronic devices should never be a disruption or distraction to the learning environment. High school students are permitted to use their cell phone throughout the school day with permission of their classroom teacher. They are also permitted to use them during lunch time. Jr. high students are only permitted to use the office phone for emergencies, or to call home due to illness. Extra-curricular students will have access to a school phone should they need to call home for a ride. No student is ever permitted to use a classroom phone unless the teacher initiates the call. If you feel there are extenuating circumstances, please contact the building principal. Board Policy JFCK

Research has repeatedly indicated that cell phones are a significant source of peer bullying. The district specifically restricts the use of cell phones due to the frequent and often damaging use of such phones for bullying, verbal harassment, and the spread of malicious rumors and information about students. Since the school district has an effective phone system, which allows parents/guardians to contact the school office, and allows the school office to contact individual classrooms within each building, there is no immediate need for cell phones. During times of transport, the school maintains communication with its fleet of buses and transportation vehicles by two-way radios and phones at all times.

### **Dance Behavior/Dress Code/Guidelines (9-12):**

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

*Behavior* – The Board of Education Student-approved Code of Conduct will always be in effect. Students who choose to bring an outside guest are responsible for registering the guest when tickets are purchased or picked up by the host student.

*Boy's Formal Dress* – Formal school dance attire may be classified as a tuxedo or dress suit, including a tie, bow tie, a turtleneck, a shirt, or a priest-collar shirt which may include a vest or cummerbund. Shirts are to be worn at all times. Dress shoes must be worn while in any public building. Boy's formal dress may also include a western-style outfit that consists of dress jeans, a western-style shirt with a bolo-style tie, and a vest. Boys may wear cowboy boots and a cowboy hat if desired.

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

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

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

*Event Rules:*

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

**Displays of Affection:**

Displays of affection between students that attract undue attention shall be considered inappropriate and are prohibited on school property. This includes close body contact, hugging, kissing, and similar actions. Violators will be subject to disciplinary action by the principal, and parents/guardians will be notified.

**Extra-curricular Activities**

In addition to our academic program, we offer a variety of activities for student enrichment. We hope you participate in these activities to help develop a wide variety of interests. New activities will be added if there is sufficient student interest. Board Policy IGD

- [Hillsdale Clubs/Organizations](#)
- [Hillsdale Athletics](#)

**Free and Reduced Lunch Costs:**

The application for free or reduced lunch costs is sent home with each student at the beginning of each school year, or can be completed at [Pay Schools](#). The accompanying worksheet will help parents/guardians to determine if they are potentially eligible under federal guidelines. All applications are forwarded to the district's director of food service for final review and official determination. Board Policy EF/EFB

**Hall Traffic/Elevator/ Stair Usage:**

All personnel, staff, and students alike should always have their lanyards with their picture ID visible while in the building. No student is allowed to be in the halls without permission. Grades 7 through 12 are not allowed without permission on the elementary side of the building. Elevator use is prohibited without an adult accompanying the student unless a medical badge is obtained.

**Library/ Media Center:**

The school library is the hub of the school's academia. The library aide is available to help students with their assignments, projects, and basic study skills. A variety of books, magazines, and reference materials are available. An orientation conducted by the media specialist aide will help students use the library more efficiently. Students in grades 7-12 may access reference and research materials when in intervention, study hall, or with teacher permission.

Students are not permitted to use the library during study hall if they are not working on projects or assignments that require the library's resources. Use of the library is a privilege. Failure to exhibit appropriate behavior in

the library might result in library privileges being suspended by the principal at the recommendation of the media specialist aide.

### **Lockers:**

Each student is assigned a locker. They are provided for students to store coats, backpacks, textbooks, and other educational supplies. No food or drinks should be stored in lockers. Lockers are to be kept clean and orderly at all times. No mirrors, stickers, picture frames with glass, etc., will be fastened to or affixed to the locker at any time. Locker assignments may only be changed within the office. Students must keep and are responsible for the contents of the locker assigned to them. Lockers are the property of the school, and destruction of school property will be dealt with appropriately. Lockers and the contents are subject to random locker searches by authorized school personnel at any time without regard to any reasonable cause or suspicions. (ORC 3313.20)

### **Lost and Found:**

If you find an article in the building or on school grounds, please bring it to the office. If you have lost something, please let the secretary know as soon as possible. The school is not responsible for lost items. Placing your name clearly on all of your personal items will greatly increase the chances of having lost items returned to you. Items not claimed within a reasonable amount of time will be donated to local charities.

### **Positive Behavior Intervention Supports (PBIS):**

PBIS or Positive Behavioral Interventions and Supports are concepts that the Hillsdale Local School District has anchored to their character development. They are practiced daily within the classrooms and in all the unstructured times. The anchor beliefs are **“Be Respectful, Be Prepared, and Be Engaged.”** All of our core beliefs are reviewed weekly during GRIT time, and are points of reminder during all redirection periods.

### **Restroom Facilities:**

Vandalism or mistreatment of the facilities is strictly prohibited. In “single occupant” restrooms, only one person will be allowed at a time. This includes the restroom stalls in the group bathrooms.

### **School Hours:**

The student day begins at 8:00 am. Students are allowed to be at the school as early as 7:30 am. All students eating breakfast will be in the 7-12 cafeteria. Students grades 7-8 will wait in the gym after finishing breakfast. Students grades 9-12 will wait in the cafeteria for the 7:55 bell to ring. No student or parent/guardian is permitted to wander the halls for safety reasons. Buses typically arrive between 7:30 am and 7:45 am each day. Students are released from the building by grade level each afternoon, with the final bell ringing at 3:00 pm. Teachers remain at school until 3:15 should parents/guardians need to speak to a teacher, or if a student needs additional help. If your child arrives late or needs to leave early, please sign them in or out of the office.

### **Tardiness to Class:**

Students are expected to be at each class on time. If a teacher delays a student, a pass should be issued to admit the student to class. Students may be assigned detention if tardiness to class becomes a barrier to their learning or the learning of others.

### **Textbooks:**

All textbooks are the property of Hillsdale Local Schools and are on loan to students for use in class. Students are responsible for their care and return. Damaging or destroying a textbook is considered destruction of school

property, and students will be charged for the cost of lost or damaged books. It is a student's responsibility to ensure that all textbooks are properly covered with paper book covers at all times, and that their name is clearly printed on the book's inside cover. Once a book is issued to a student, it becomes their responsibility.

**Water Bottles:**

Water bottles are permitted but must be spillproof, clear in their appearance, and contain water only.

## *Discipline*

**Student Discipline:**

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

**Student Code of Conduct:**

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

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

**Discipline Plan:**

School-wide discipline is essential to establishing an educational atmosphere that encourages learning, promotes academic success, and provides a safe and secure environment for all children. The discipline plan is designed to address minor, day-to-day infractions and help students better understand the school's expectations and how to align their behavior to meet those expectations.

In the event that a student fails to meet behavior expectations, a teacher or staff member will identify the violation, the situation surrounding the incident, and the punishment that will result. These corrective measures range from warnings to the student and may include after-school detentions, in-school detentions, and suspensions. In some incidents, the principal may suspend a student or recommend expulsion to the superintendent.

### **Jurisdiction:**

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

### **Detention After School:**

An after-school detention will be held daily from 3:00 to 4:00 pm. If a student is assigned to an after-school detention by the principal, they must be there. Failure to report to the detention on the date assigned without previously notifying the principal will result in an additional after-school detention being assigned. Students will be suspended if they fail to serve either of those two detentions.

### **Detention In-School:**

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

### **Emergency Removal from Class or School:**

If a student poses a continuing danger to other people or school property or disrupts the learning environment, a teacher may remove the student from class. The principal may remove a student from school during similar situations. (ORC 3313.66.)

### **Suspension Out-of-School:**

Suspension results in the loss of the privilege to participate in classes and extracurricular activities during the time of the suspension. Parents/Guardians will be notified. Suspensions are out of school, and students are not permitted on school property during the time of their suspension. A suspension is subject to appeal, with the maximum single suspension set at 10 school days. A suspended student may not attend school or any activities, and may not be on school property for the duration of the suspension or expulsion. A suspended student will receive an unexcused absence for each class. Students who are suspended from school are permitted to make up missed work. Board Policy JGD

### **The following procedures will apply to make-up work for suspended students:**

Assignments provided to students while suspended must be completed by the student while suspended and turned in on the first day the student returns from the suspension. Parents/Guardians must make arrangements for the timely pickup of these assignments as required.

- Students will be expected to take any tests missed while on suspension on the first day they return from a suspension.
- Assignments provided to students upon return from suspension must be completed within 1 day for each day suspended.

- Upon return from suspension, students are responsible for obtaining any assignments missed while on suspension. Some assignments, such as labs, presentations, and so on, may not be able to be made up. Alternative assignments may be available under some circumstances.
- A suspended student may complete a Community Service Option (CSO) to change an unexcused absence to an excused absence. This CSO would enable the suspended student to complete assignments missed during the suspension period for full credit. To complete a CSO, the suspended student must complete six (6) hours of bona fide community service per day of suspension for a reputable agency (with principal approval of the agency). Completion of the CSO will be shown through the submission of the appropriate form that may be requested from the principal by the student's parent/guardian. Completion of the CSO must occur prior to the student's return from suspension, with all necessary paperwork submitted to the principal within two (2) days of the student's return to school. CSO may only be used for the first suspension out of school for the school year. The Athletic Policy Handbook may issue additional consequences.

**Suspension Appeals Process:**

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

**Hazing/ Bullying/Harassment/Intimidation/Dating Violence:**

Hazing is any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying, harassment, and intimidation is an intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student, and it is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. This behavior is prohibited on school property, on a school bus, or at a school-sponsored activity. Students found responsible for harassment, intimidation, or bullying by an electronic act may be suspended or recommended for expulsion.

Permission, consent, or assumption of risk by an individual subjected to hazing, bullying, and/or dating violence does not lessen the prohibition contained in this policy. The District includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships. Prohibited activities of any type, including those engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. No administrator, teacher, or other employee of the District shall encourage, permit, condone, or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage, or engage in any hazing and/or bullying.

Administrators, teachers, and other district employees are particularly alert to possible conditions, circumstances, or events, including hazing, bullying, and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering district employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying,

and/or dating violence incidents are reported immediately to the principal, and appropriate discipline is administered.

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

**Threatening Actions Toward School Employees:**

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

**Transportation, Rules/ Student Safety:**

The School Board provides transportation for district students. Riding on Board-owned vehicles is a privilege, and students will lose that privilege for failing to demonstrate appropriate behavior and adherence to school and bus rules. Once a student is assigned to a bus/van route, they are not allowed to ride another bus/van without the permission of the principal.

Students should be at their designated bus stop five minutes before their scheduled pick-up time. They should wait quietly and at a safe distance from the road. Upon the arrival of the bus, students should wait until the bus has come to a complete stop and follow all hand gestures of the driver, who indicates it is safe to board the bus. Once on the bus, the school rules apply. When a student exits the bus, it is important that they maintain the zone of safety, 10 feet all the way around the bus, and be sure to cross at least 10 feet in front of the bus so they are in full view of the driver.

Drivers will promptly report all inappropriate behavior to the building principal, and disciplinary action will follow. A principal has the option to randomly view bus surveillance video to monitor student behavior as well. Poor behavior will often follow the following disciplinary plan for bus safety:

<b>Violation</b>	<b>Transportation Consequences</b>
First	Written Warning
Second	3-day suspension of bus privileges
Third	5-day suspension of bus privileges
Fourth	10-day suspension of bus privileges
Fifth	Suspension of bus privileges for the remainder of the semester or 30 days (whichever is greater)

A copy of each bus report will be sent home with the child for parent/guardian to sign. A student is not permitted to ride any bus until the bus warning report is signed, returned to school, and the consequences indicated in the report have been satisfied. A principal may opt to increase the severity of a student's punishment at their discretion; the above rubric is a basic guide. Behavior that warrants a student being excluded from riding a district owned vehicle permanently will be referred to the superintendent. Fighting on the bus will automatically lose riding privileges. Board Policy EEA/EEAC

## **Zero Tolerance Progression of Consequences:**

1<sup>st</sup> Offense, 5 days of In-school Detention, or 3 days of Out of School Suspension.

2<sup>nd</sup> Offense, 7 days of In-school Detention or 5 days of Out of School Suspension.

3<sup>rd</sup> Offense, 10 days of Out of School Suspension, recommend to the superintendent for expulsion

All zero-tolerance offenses may result in the notification of law enforcement. Board Policy JFC

## **ZERO TOLERANCE OFFENSES:**

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

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

**Rule 2. Narcotics and drugs** – It is prohibited by Ohio law for a student to possess, use, sell, transmit, conceal or be under the influence of any drug, narcotic or mind or body-altering chemical substance which is not directly prescribed for that student by a person licensed to prescribe medicine while at any school-sponsored activity which is on or off school property. This prohibition includes synthetic and/or look alike substances. **An automatic ten day out of school suspension and recommendation for expulsion pertains to this violation. Law enforcement will be contacted.**

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

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

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

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

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

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

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

***Hazing*** is defined as student participation in any act or ritual that intends to injure, degrade, disgrace or coerce another student or any act of initiation which causes or risks causing mental or physical harm to any person.

Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. (O.R.C. 2307.44 & Policy IFCF) In all cases, a victim or fellow student is expected to notify an adult school official (teacher, counselor, support staff or principal) as soon as possible after the incident.

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

**Rule 9. Gangs:**

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

**OTHER OFFENSES:**

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

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

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

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

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

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

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

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

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

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

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

**Rule 20. Distribution of printed materials or sale of material goods** - A student shall not display, distribute, or sell any type of printed or written material or any material goods on school property without the authorization of school personnel.

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

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

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

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

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

**Rule 26. Extortion** - A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation of said person.

**Rule 27. Use of Motor Vehicles** - A student shall not use or permit to be used a motor vehicle at or near a school activity on or off the school premises in such a way as to endanger the safety of any other person.

**Rule 28. Cell Phones and Other Electronic Devices:**

Since our focus at Hillsdale is on academic achievement, CELL PHONES AND ELECTRONIC DEVICES ARE NOT PERMITTED at school without the principal's prior approval. All cell phones must be kept in the students' lockers. Please plan ahead, so that calls home for missing assignments and books are at a minimum and don't become a habit. Students are only permitted to use the office phone for emergencies or to call home because of illness. Extra-curricular students will have access to a school phone should they need to call home for a ride. No student is ever permitted to use a classroom phone unless the teacher initiates the call. If you feel there are extenuating circumstances, please contact the principal.

## ***Dress Code***

**Dress Code Philosophy:**

The primary responsibility for a student's attire resides with the student and parents/guardians. The district is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. In general, dress and grooming should be appropriate for the student's age and the learning environment. Clothing worn to school should be of good sense, good taste, and clean. Certain body parts must be covered for all students at all times. Clothes must be worn in a way that genitals, buttocks, and cleavage are covered with opaque material.

All questionable attire will be reviewed by the principal, who makes the final decision if the dress code is met. Student dress codes and administrative enforcement should not reinforce or increase marginalization or

oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, or cultural observance.

Courses with curricular attire (professionalism, public speaking, job readiness) may include assignment-specific dress and maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body) or PE (athletic attire/shoes).

Students wearing inappropriate clothing will be asked to call home and have different clothing brought to school, or the student will be sent home for the remainder of the day. In some cases, a student may be asked to sit in the office until arrangements can be made with parents/guardians. The absence due to dress code violations will be unexcused. Board Policy JFCA

- Footwear must be worn at all times and should be of a style that protects the toes and feet from injury. Shoes with rubber or metal spikes of any kind are not permitted.
- Clothing that is torn or has any open holes or abrasions above the knee is prohibited, including jeans with fabric under the holes.
- All clothing must provide appropriate coverage and be suitable for a school environment.
- Clothing cannot display profane or obscene language, gestures, or pictures or have any sexual connotations. Any clothing that contains the logo of, or advertisement for, drugs, look alike drugs, alcohol, or tobacco is strictly prohibited.
- Halter-tops, bareback shirts, spaghetti-strapped tops, bare midriffs, see-through clothing, muscle shirts, tank tops, and low-cut tops are unacceptable.
- Underclothing should not be visible at any time. All pants, dresses, and shorts must be worn at the natural waist. All dresses and skirts must not be higher than mid-thigh.
- Hats, outside weather apparel, sweatbands, or sunglasses may not be worn in the building during the school day.
- Jewelry should be a length or design that does not endanger the safety of the individual, nor distract from the learning environment.
- Spikes, chains(attached to clothing or wrapped around the waist, ankles, or neck), and leather belts around the neck are prohibited. The building administrator will make a determination between acceptable and unacceptable jewelry and chains.

## *Testing*

### **ACT:**

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

### **Advanced Placement (AP):**

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

Students desiring to take an advanced placement test (usually given in May) should first discuss the matter with the counselor as early in the year as possible. Payment of fees for the Advanced Placement Tests is paid by the student and is usually required at least one month prior to the test date. The test is administered by the high

school AP program coordinator. Completion of the AP course (subject) usually increases the chances of passing the AP Test for the specific subject tested (score of three or higher).

**PSAT/National Merit Scholarship Qualifying Test (voluntary):**

The PSAT (Preliminary Scholastic Aptitude Test) is a practice test for the SAT, which is one of the tests often required for college admission. During the junior year, the PSAT is used as a qualifying test for the National Merit Scholarship Program. The test assesses math and verbal skills/reasoning. The PSAT is a shorter version (math - 50 questions, 60 minutes; verbal - 60 questions, 60 minutes) of the SAT.

**Testing by month: (Specific dates to be announced):**

July	EOC Tests Retakes
October	PSAT (Juniors)/Financial Aid Seminar
November	ASVAB (Juniors)
December/January	EOC Tests Retakes
February	ACT/ODE requirements for all juniors
January	College Credit Plus Informational Meeting
April	College Credit Plus sign-up deadline/EOC End of Course Exams
May	Advanced Placement Testing

## *Truancy*

The Board endeavors to reduce truancy through cooperation with parents/guardians, diligence in investigating the causes of absence, and the use of strict guidelines in regard to tardiness and unexcused absence. When the Board determines that a student has been truant and that the parent/guardian, or other person caring for a child has failed to ensure the child’s attendance at school, State law authorizes the Board to require the parent/guardian to attend a specific educational program. This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental/guardian involvement in compelling the child’s attendance at school. On the request of the administration, or when it comes to the attention of the school attendance officer or other appropriate officer of the district, the designated officer must investigate any case of supposed truancy within the district and must warn the child, if found truant, and the child’s parent/guardian in writing of the legal consequences of being a “habitual” truant.

A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 or more hours in a school year. The parent/guardian is required to have the child attend school immediately after notification. If the parent/guardian fails to get the child to attend school, the attendance officer or other appropriate officer, if directed by the administration or the Board, must send a notice requiring the child’s parent/guardian to attend a parental/guardian education program. Regarding “habitual truants,” the Board must take as an intervention strategy any appropriate action contained in Board policy.

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

if applicable:

1. providing a truancy intervention plan meeting state law requirements for any student who is excessively absent from school;
2. providing counseling for a habitual truant;
3. requesting or requiring a parent/guardian having control of a habitual truant to attend parental/guardian involvement programs;
4. requesting or requiring a parent/guardian of a habitual truant to attend truancy prevention mediation programs;
5. notification to the registrar of motor vehicles, or
6. taking appropriate legal action.

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

### **Truancy Consequences:**

A student is truant from school when absent from school without parent/guardian knowledge and/or permission or if the student has left the school without permission, unexcused absence.

*The consequence for skipping one period:*

**1st Offense** Detention, one hour

**2nd Offense** Detentions, two hours

*Consequence for two or more periods truant:*

**1st Offense** Detentions, one hour per missed class

**2nd Offense** Detentions, two hours per missed class

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

### **Truancy Denial of Credit/Retention: (~~O.R.C. 3313.609~~)**

A student may lose credit for any course in which he/she has unexcused absences totaling more than 10% of the days due (i.e. 58.5 hours days for a semester course and 117 hours for a full-year course. The student may appeal the denial of credit to the attendance review committee established by the principal, which will give consideration to granting credit based upon evidence of successful completion of the course. The administration shall be the final arbitrator. ORC 3313.609

### **Truancy Loss of Driver's License:**

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

- Withdraws from school without being in compliance with State Law.
- Has 10 consecutive days or a total of 15 days of unexcused absences during any semester.
- Is suspended or expelled for possession or use of drugs or alcohol.

As a result of this notification, the student's temporary instruction permit or operating license will be denied. Prior to official notification of the Registrar of Motor Vehicles and/or Juvenile Court, the school will notify the student and his/her parents/guardians in writing of this action. Board Policy JECE

**Truancy Plan/Intervention:** Board Policy JEDA

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

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

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

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

**Filing a Complaint with Juvenile Court:**

The attendance officer must file a complaint against the student in Juvenile Court on the 61st day after implementation of the absence intervention plan when:

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

If the 61st day after intervention falls on a day during the summer months, the district may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year. Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in Juvenile Court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

Board Approved 03/17/25