HAMILTON

LOCAL SCHOOL DISTRICT

Hamilton Township High School

STUDENT HANDBOOK

2026-2027

"Every Ranger, Every Reason, Every Day"

HAMILTON
LOCAL SCHOOL DISTRICT

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Hamilton Middle School
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Hamilton Elementary School
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Jan Strahm, Preschool Coordinator

HAMILTON
LOCAL SCHOOL DISTRICT

Hamilton Local Schools Families,

Welcome to the 2026–2027 school year!

Whether you are joining the Ranger family for the first time or have been part of our district for many years, we are honored to partner with you in your child's educational journey. Hamilton Local Schools is more than a place where students learn; it is a community where they are supported, challenged, and encouraged to reach their fullest potential.

Our teachers, support staff, and administrators are committed to providing a safe and engaging learning environment where every student has the opportunity to succeed. We believe that strong relationships between our schools and families are essential to student achievement, and we value the trust you place in us each day.

This handbook is designed to serve as a helpful resource throughout the school year. Inside, you will find important information regarding district policies, student expectations, academic programs, and the many opportunities available to our students. We encourage you to review it together as a family and refer to it whenever questions arise.

At Hamilton Local Schools, we are committed to preparing students not only for success in the classroom, but also for success in life. Through high-quality instruction, meaningful experiences, and strong partnerships with our community, we strive to ensure every Ranger graduates with the knowledge, skills, and character needed for whatever path they choose.

Thank you for choosing Hamilton Local Schools and for being an important part of our Ranger community. Together, we will continue to foster a culture of respect, responsibility, perseverance, and excellence. We look forward to celebrating the accomplishments and milestones that this school year will bring.

Thank you for your continued support and partnership. We are proud to serve your family and wish each of you a successful, rewarding, and memorable school year.

Go Rangers!

Sincerely,

Mark Tyler
Superintendent
Hamilton Local Schools

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GENERAL INFORMATION

SCHOOL CALENDAR 2026-2027- Please follow this link to the Hamilton Local School District 2026-2027 calendar

HTHS Parent/Teacher Conferences

August 11, 2026 (Open House) September 24, 2026 December 10, 2026 February 3, 2027

The conference will be held from 4:00 P.M - 7:30 P.M.

Alma Mater

Oh Hamilton,
We love your green and gold.
Oh Hamilton,
We're here to say
We know you'll fight
'Til you have victory
And all your enemies have gone away.
Our loyalty is yours forever more.
Our voices sing to you with loudest cheers
And as we onward go to victory,
We'll sing your name a thousand years.
-Ralph Juniper Faculty Member 1946

RANGER PLEDGE

Everyday I am SAFE, RESPECTFUL and RESPONSIBLE.
I will be in charge of my behavior and learning.
I am RESILIENT. I will persevere through challenges and setbacks to achieve my goals.
I am a RANGER.

School Hours

The school will open at 6:55am. No students are permitted in the building until 6:55 am. Students who arrive before this time must remain in the cafeteria until dismissed by the cafeteria supervisor. Once students arrive on school property, they are to enter the building and remain on school property. Students may go to their locker after 7:10 a.m. and must be in the classroom by 7:20 a.m. All students are expected to be out of the building by ***2:40 p.m.*** *unless they are engaged in a supervised after school activity.* Late arrival, early release and assembly schedules can be found on the high school website.

2026-2027 HTHS Daily Schedule and Alternates

Daily Schedule on:	Mon/Tues/Thurs/ Fri	Daily Schedule on:	Wednesday (Assembly)	Wednesday (Daily)	Assembly Schedule	Mon/Tues/Thurs/Fri (*No Assemblies on Wed)
1st period(Preview/Annc.) (53 min)	7:20 - 8:13 AM	**1st period**	7:20 - 8:06AM	7:20-8:10 (Announcements)	**1st period (40 min)**	7:20 - 8:00 AM
2nd period (43 min)	8:17 - 9:00 AM	**2nd period**	8:10 - 8:51AM	8:14-8:59 (45 min)	**2nd period (40 min)**	8:04 - 8:44 AM
3rd period (43 min)	9:04 - 9:47 AM	**3rd Period**	8:54 - 9:35AM	9:03-9:48 (45 min)	**3rd period (40 min)**	8:48 - 9:28 AM
4th period (43 min)	9:51 - 10:34 AM	**4th period**	9:39-10:20 AM	9:52-10:37 (45 min)	**4th period (40 min)**	9:32 - 10:12 AM
5th period (43 min)	10:38 - 11:21 AM	**5th period**	10:24 - 11:05 AM	10:41-11:26 (45 min)	**5th period (40 min)**	10:16 - 10:56 AM
6th period (43 min)	11:25 - 12:08 PM	**6th period**	11:09-11:50 AM	11:30-12:15 (45 min)	**6th period (40 min)**	11:00 - 11:40 AM
7th period (43 min)	12:12 - 12:55 PM	**7th period**	11:54 - 12:35 PM	12:19-1:04 (45 min)	**7th period (40 min)**	11:44 - 12:24 PM
8th period (43 min)	12:59 - 1:42 PM	**8th period**	12:39 - 1:20 PM	1:08-1:55 (47 min)	**8th period (40 min)**	12:28 - 1:08 PM
AIM (39 min)	1:46 - 2:25 PM	**AIM/9th period**	1:24 - 1:55 P	NO AIM	**AIM (28 min)**	1:12 - 1:40 PM
				TBTs 2:00-2:45	**Assembly (45 min)**	1:40 - 2:25 PM

School closings and delays - Hamilton Local School District utilizes an automated phone notification system to inform our students/parents/guardians of closings, cancellations, unexcused absences, and any other emergency alert information concerning our district buildings or property.

Our automated notification system utilizes a call list that is generated by importing each student's primary contact phone number linked to his or her student record. At any time, if your child's primary contact number is changed please make certain one of our building secretaries is made aware of the new contact number so they can update the record to display current, valid contact information.

Once our district's Superintendent has determined if we will be closed or operating on a two-hour delay, our automated notification system will contact you within minutes.

You can also visit our district web site www.hamiltonrangers.org for school closing, delay, or emergency information.

Records/Directory Information
Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. The Hamilton Local School Board of Education defines the following data in the student records as directory information: name; address; date and place of birth; extracurricular participation, achievement awards or honors; weight and height of members of athletic teams; dates of attendance, and date of graduation. Directory information will be released without the consent of the student or the parent unless the school has been notified ***in writing*** not to release such information.

Photographic Notification
Periodically, candid group photographs of student activities are taken at Hamilton Local Schools. If parents/guardians do not wish to have their child included in such photographs, this should be indicated in final forms under the *student media release* form (https://hamiltonrangers-oh.finalforms.com/).

School Website
Hamilton Local Schools operate and maintain web sites as valuable information resources for students, parents, staff, and community members. Please visit our web site at www.hamiltonrangers.org. From here you can access individual building web pages and ProgressBook to monitor your child's academic progress.

Textbooks
Textbooks have been adopted and purchased by the Board of Education to be used in implementing the approved graded courses of study. Students will have the opportunity to use the textbooks by receiving one for personal use for the length of the course, or may use one from a classroom set of books. In classes where books are issued to each student, the teacher will make a record of the book number and name in front of the textbooks where it is indicated. A pen should be used to avoid the name being erased and the book being used by another student. The student becomes responsible for any textbook assigned and/or used by him/her during the length of the school year. The cost of repair or replacement will be assessed against the student responsible for the lost or damaged book. Records and grade cards will be withheld from students who do not meet such obligations.

Textbook Repair/Replacement
The following guide will be used to cover repair and replacement costs of damaged and/or lost textbooks.

Normal Wear	No Charge
Damaged	*$10.00
Damaged beyond future use or lost	Replacement cost

*This is a minimum charge that can be adjusted to reflect the actual amount of the damage

Chromebook Care, Repair, and Replacement Policy

As part of our commitment to digital learning, every student is assigned a Chromebook to support their academic journey throughout the school year. While we expect students to treat these devices with the utmost care, we understand that accidents can happen. However, please be aware that students and their families may be held **financially liable** for any damage, loss, or theft of their assigned device and its accessories (such as chargers). Whether a Chromebook requires a minor screen repair or a full replacement due to negligence or misuse, the associated repair or replacement costs will be billed directly to the student's account. We strongly encourage you to review proper device handling tips with your student to ensure their technology remains in safe, working condition and to avoid any unexpected financial responsibilities.

Media Center
Our Media Center is open during school hours, and students are encouraged to make good use of this facility. All materials checked out from the Media Center must be returned. Lost materials and/or late fees may be assessed per board policy (Board Policy JN). Students may lose privileges due to inappropriate behavior.

Clinic/Nurse
Parents are responsible for informing the school of their child's specific health concerns, medical diagnoses, and medications. This information should be provided on the emergency contact information at the beginning of each school year and be updated, using the new online portal (https://hamiltonrangers-oh.finalforms.com/), throughout the year as changes arise.

We have a district nurse who is available for consultation regarding the management of your child's health concerns at school. The nurse travels between buildings throughout the school day and is on call at all times for emergencies. If you need to speak with someone regarding your child's health, please call 614-491-8044, ext. 1810.

Medications
The majority of medications for students should be administered at home (i.e.- those ordered once, twice, or three times a day). However, there may be instances in which it is necessary for a student to take medication during the school day whether it is scheduled or on an as needed basis. For medications requiring administration at school, the following procedures must be followed:

1. The parent/guardian and the licensed prescriber (physician, dentist, advanced practice nurse, or physician's assistant) must complete the required sections of the Medication Consent Form. A consent form for each medication, prescription or over-the-counter, must be completed and returned to the school before trained school personnel will administer any medication. This form can be obtained in our school's main office and on our district website under the Important Forms & Links or Student Registration sections. **Please note: There is one general form for use with most medications, one form to permit students to carry asthma inhalers, and one form to permit students to carry epinephrine pens.**
2. All medication must be delivered to school by the parent/guardian. Prescription medications must be received in the pharmacy container labeled with the prescribing information matching the information provided on the completed Medical Consent form. Over-the-counter medications must be received in the original, unopened container labeled with the student's name. **Students are not permitted to carry or transport medications with the exception of asthma inhalers and epinephrine pens with the proper consents in place.**
3. Parents are responsible for picking up unused medications at the end of the school year. These will not be sent home with the student. Any medications not picked up by the beginning of the next school year will be disposed of.
4. New request forms must be submitted each year and whenever there is any change in the medication order by the licensed prescriber (i.e.- changes in the dose or time).

Contact Information Changes
Parents/guardians are responsible for immediately updating any changes in phone number or address using the online procedure as established by the district. This is necessary to maximize the safety of your child. To access your child's information, visit https://hamiltonrangers-oh.finalforms.com/.

If you don't have access to a computer, please stop by our main office (775 Rathmell Road) and we will help get you set up. It's quick and easy. If you have any questions about this system, you can contact our main office at 614-491-8044 ext 1800.

Accidents and Illness
If a child has an accident or becomes ill at school, a parent will be notified to come and get the child. If a parent cannot be contacted, the alternate person on the emergency contact information will be notified. Any student who has a fever of 100.4 degrees or greater, vomiting, diarrhea, or signs and symptoms of a possible communicable disease will be sent home. Please keep students with a possible or known communicable disease home until they are symptom-free or have been treated for at least 24 hours. **Only the persons whose names appear on the emergency card will be permitted to pick up or release a child from school because of injury or illness. Before we will release a child, a photo ID must be presented and the name should match**

what is on the emergency card. Students under the age of 18 years must be signed out by a person identified on their emergency contact information. No student under the age of 18 years will be permitted to leave school unaccompanied based on a telephone call to the school office, nor without prior written consent of a parent or guardian.

Student use of mobility assistive devices

The parent/guardian of students that require the use of a mobility assistive device in school; for example, crutches, wheelchair, cane or walker should provide documentation to the school nurse from a hospital or medical practice. This documentation should include the name of the hospital, or medical practice (with contact information) and can be accepted from the following: physician, nurse practitioner, physician's assistant, nurse (RN, LPN), physical therapist, school athletic trainer, other paraprofessionals, case manager, or office manager. To provide a safe environment this documentation (and other related documentation) should include the following:

- Reason for use
- Duration (length) of use (with dates)
- Ability to use stairs
- Any activity restrictions
- Any special instructions

A student with a long-term disability does not require additional documentation each school year unless there is a change in use of their mobility device.

The school nurse will review the documentation and develop a plan to accommodate the student during the day to include field trips. The parent/guardian must provide the mobility assistive devices.

Please contact the school nurse should you have any questions or concerns.

Immunizations

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless he/she presents written evidence that they have received the required immunizations by such means as approved by the Department of Health, pursuant to the powers granted by the Ohio Revised Code or unless such student presents a written statement from his parents or guardian objecting to such immunization because of medical or religious grounds. However, if an outbreak occurs, the student will be excluded from school. All new students entering the district from a foreign country are required to have a TB test. Immunization clinics are provided by the Franklin County Health Department and the Columbus Health Department for a nominal fee.

Supplemental Student Accident Insurance

The Hamilton School District recognizes that students may suffer injuries in the course of attendance at school. Accordingly, the District provides insurance coverage as authorized by Ohio law and makes available to parents insurance coverage for other incidents. The District is not permitted to use public funds for insurance to cover injuries sustained in the course of attendance at school and is immune from damage as is authorized by Ohio law and Chapter 2744 of the Ohio Revised Code and the Sovereign Immunity Law of the State of Ohio.

The Board provides parents the opportunity to purchase group insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students in school, on school grounds, at an activity sponsored by the school, while traveling between home and school or in any activity round-the-clock. The purchase of this program is optional. The Board requires, as per Board of Education Policy IGDJ, that students participating in interscholastic school athletics be covered by some type of accident insurance. The insurance may be the accident policy which has been approved by the Board or a similar policy type acquired elsewhere by the student or his/her parents. The requirements of this policy are contained in the district athletic handbook.

The Board maintains insurance coverage for injury resulting from accidents sustained in the course of transportation under the authority of the Board.

Halls

A student must have an approved hall pass in order to be permitted in the hall during class time. Any abuse of pass privileges may result in disciplinary action.

Signs/Advertising
All signs which are to be placed on the outside or inside of school property must be approved by the building administration.

Outside Building
Students are not permitted outside the building or on other school building properties during school hours unless accompanied by a staff member or have written permission from staff or administration.

School Visitors
All adult members of our community are welcome to visit the school. However, an appointment must be scheduled prior to the visit. **State law requires that any person visiting the school report directly to the school office. Once the visitation has been approved, each visitor must sign in.** Each visitor will then receive a school pass that must be worn and remain visible during the visit. This procedure will assist in providing a safe environment for all students. Visitors are not permitted to attend lunch in our cafeteria. Parents are encouraged to keep open communication with classroom teachers. Teachers have regularly assigned times when conferences can be scheduled. Any conference with teachers should be scheduled in advance.

Volunteers
On behalf of Hamilton Local Schools, we appreciate all of our volunteers that work with us. We recognize that parents and other community members are our partners and that our goals are shared ones. Please understand an approved volunteer does not have open access to school buildings and there's no guarantee an approved volunteer will be contacted to volunteer. The volunteer must have approval from an administrator of the building for any activities in which they will participate. Adults who wish to volunteer must complete the following and have it approved by administration: Volunteer Checklist

Child Custody/Divorced Parents
The school wants to cooperate with the parents of our students, but we must do so according to Ohio laws.

Sometimes parents have disagreements and make requests of school personnel regarding releasing children during the day. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school, not necessarily the wishes of one parent or the other. The adult checking the child out must sign for the child's release. Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody.

Non-Custodial Parent Records Access
A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no legal rights to records, reports, or conferences unless these rights are granted by the custodial parent.

Fundraising and Selling in the School
Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be brought into the school to be sold. Money and/or merchandise are not to be exchanged between students unless it is part of an approved fund-raiser.

Fund Raising and selling may be approved for school related activities only. Fund raising, selling or buying without principal approval is prohibited.

Student Dining
Hamilton Local Schools has a closed lunch policy in which no student will be permitted to leave school for lunch. Parents and/or guests are not permitted to join students for lunch, nor are outside vendors permitted to deliver food to students during the school day. Administrative discretion will be used in emergency situations.

School Lunches
We are happy to offer a free, filling and nutritious lunch for all Hamilton students. We encourage all students to take full advantage of our lunch program.

Our online application for this program is made available to you through our new Hamilton Final Forms Parent portal. Visit Final Forms, login to your Hamilton Final Forms account, and click on the Free & Reduced Lunch Application. If you haven't set up an account at this time, please do so as soon as possible and complete your child's forms. If you have any questions about our lunch program, please contact Mrs. Way at 614-491-8044 ext. 1860.

Breakfast Program
We are happy to offer a free, filling, and nutritional breakfast to those students who need to eat breakfast at school. All students are encouraged to take advantage of our breakfast program. When the district is on a delay or late start for the school day no breakfast will be served.

Cafeteria/Fee Payment and Account Systems
PaySchool is an easy, convenient, and secure way to pay for school meals and all other fees. Available online via a secure web portal, PaySchool allows you to quickly add lunch money to your child's account and pay for all fees that are associated with your child's education or activities. Creating your PaySchool account is a very simple process. All you need is a valid email address, your child's student number (contact their school to get it if you don't have it), and a couple minutes to complete the registration process. PaySchool allows you to make payments using a debit or credit card. You can access PaySchool by clicking on the PaySchool logo located on our district or school website home page. You may also access PaySchool by searching the keyword "PaySchool" in the search box on our website. The district uses a computerized accounting system that allows students/parents to pre-pay for lunch.

Personal Property: The school will not be responsible for any items lost, stolen, traded, or damaged that a student brings to school. Parents should supervise what their child brings to school. All personal property should be marked with your child's name.

Lockers (6th – 12th Grade)
Students will be assigned a locker. Lockers are property of the Hamilton Local Board of Education. Lockers carry no expectation of privacy for the students who occupy them and should not be shared amongst students. Students are responsible for the contents of the locker they have been assigned. Lockers can be reassigned at any time by administration. School lockers and their contents are subject to search by school authorities at any time and without warning.

School Telephone
Student use of the school phone is allowed only after approval by the secretary or principal and will be kept to a minimum. The school reserves the right to refuse the use of its telephone for unnecessary calls. The school secretary will place all approved student initiated calls. Any charges for directory assistance, line interruption, etc., will be billed to the student's parents/guardian.

Book Bags/Backpacks/Purses/Handbags
Book bags/purses/handbags and backpacks are permitted in the building; however, they must be placed in the student's assigned locker until the conclusion of the day. Clear bags are permitted during the school day.

Dances
Dances may be scheduled during the school year for students to socialize in a controlled school setting. Dances may be used as fund-raisers for school clubs and organizations, or as incentives for students. A dance is a school event which requires the cooperation of all attending. It is the school's way of showing appreciation for good student behavior and adherence to the rules, regulations and attendance policies.

Students may be denied the privilege to attend the dances for reasons including, but not limited to behavioral, academic, or attendance concerns. **Only current Hamilton Township High School students are permitted to attend high school dances. In order to bring a guest, students must register the guest in the main office one week prior to the day of the dance and the guest must meet all of the requirements listed on the registration form.**

The Student Code of Conduct and Dress and Grooming Policies are enforced during all school-sponsored activities.

Assemblies
At various times during the year the school will conduct assemblies. These assemblies are special activities held during the school day to educate as well as foster student interest and involvement. They are chosen to enrich units of study or provide positive motivational messages. Improper behavior may result in removal from current and future assemblies. Textbooks and other materials are to be left in the classroom unless otherwise instructed. Attendance at non-mandatory assemblies may be denied due to behavior, academic or attendance concerns.

Field Trips
The teachers at Hamilton Township High School may plan extended field trips for students. The purpose of these trips is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in these trips is a privilege students can earn by exhibiting responsible and cooperative behavior throughout the school year. Students may be denied the privilege to participate in these trips due to behavioral, academic, or attendance concerns. Decisions regarding participation are made by the principal with input from teachers.

The Student Code of Conduct and Dress and Grooming Policies are enforced during all school-sponsored activities. Students must meet the Green & Gold Standard to attend any school sponsored activity unless otherwise approved by administration. To meet the Green & Gold Standard students must have less than 5 unexcused absences, less than 8 unexcused tardies and no serious discipline incidents.

DISTRICT TECHNOLOGY

Technology Fee
Students attending Hamilton Local Schools in grades 1 through 12 are required to pay a $25 Technology Fee per year. Families that qualify for free lunch are not required to pay this fee. For more information about district technology fees and procedures please visit the following link.

CURRICULUM AND GRADING

Academic Requirements for students graduating in 2023 and beyond:
Twenty and one-half units of credit and proficiency in all areas of the state graduation test shall be required for graduation. The minimum requirements shall include the following:

English……	4 units
Math……...	4 units (1 unit of Algebra II or its equivalent)

Social Studies…….	3 units (½ unit of American History, ½ unit of World History, ½ unit of Government)
Science……	3 units (1 unit of Physical Science, 1 unit of Life Science, 1 unit of Chemistry, Physics or other physical or space science, or Advance Biology)
Health…….	½ unit
Financial Literacy……	½ unit
Physical Education……	½ unit
Electives……..	4.5 units (selected from any one or combination of the following: World Language, Fine Arts, Business, Career-Technical Education, Family and Consumer Sciences, Technology or additional English, Math, Science, or Social Studies Courses not otherwise required.

<u>All students must complete at least two semesters of fine arts taken any time in grades 7-12.</u> Students following a career-technical pathway are exempted from the fine arts requirement.

Career and Community Service Project….1/2 unit

Students graduating in 2023 and beyond must show competency by earning a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If testing is not their strength, there are three additional ways to show competency - demonstrate two career-focused activities, enlist in the military, or complete college coursework.

Students graduating in 2023 and beyond must also show readiness by earning two diploma seals, choosing those that line up with the student's goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school. See the school counselor for further information.

Credit Flexibility
Hamilton Township High School provides students the opportunity to show what they know and that they are ready to move on by learning in ways that are not limited solely to seat time in our high school building. Ohio Senate Bill 311 allows our students to earn credit in the following ways.

Option A: Complete coursework as has been done in the past
Option B: Test out or otherwise show mastery of course content
Option C: Pursue an educational option such as senior project, distance learning, postsecondary coursework, internship, service learning, or research-based project

One aspect of the credit flexibility plan is that it acknowledges that students learn at different rates while responding differently to varying instructional strategies. Credit flexibility allows students to demonstrate their understanding and skills according to their unique learning styles and experiences. More information about Credit Flexibility at Hamilton Township High School can be found by following the "Credit Flexibility" link on our school website.

Credit Recovery
Credit deficient students may make up some of their missing credits by taking courses through a district-approved curriculum provider. Students should see a school counselor for more information.

College Credit Plus
Ohio's College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course

from a public college or university through College Credit Plus is free. That means no cost for tuition, books or fees. If students choose to attend a private college or university, they may have limited costs. Students can choose to take College Credit Plus courses from any college that offers a course that would benefit their future.

Independent Study
Independent study is available to students who would like to take personal responsibility for learning a subject of personal interest or as a possible alternative to scheduling conflicts. In each case, it is the student's responsibility to find a teacher willing to give the time and direction required for an independent study.

Schedule Change Policy
Schedule changes have a serious effect on class size, teacher assignments and the master schedule; thus, important decisions regarding scheduling need to be made by students and their families during spring scheduling. Only in extreme circumstances will adding or dropping be permitted after the first five days of each semester. Any changes to a student's schedule after this date will require the recommendation of the school counselor, parental consent, teacher permission and approval of the Principal or Assistant Principal. Unless extenuating circumstances exist, students dropping a course after the first week will result in a grade of withdrawal-fail.

Academic Honors
Students with a G.P.A. of 3.0 or higher and no grade of D, F or Incomplete on their report card will be awarded the special recognition of the Honor Roll.

Honors Diploma
Students may earn an honors diploma by meeting certain requirements. See a counselor for more information.

National Honor Society
The National Honor Society is composed of those juniors and seniors who have demonstrated the highest levels of achievement in the areas of scholarship, leadership, service, and character. Students become eligible to apply for this organization at the end of the second semester of their sophomore year by earning a cumulative G.P.A. of 3.25 or higher. Those who are eligible will receive an invitation to apply. An evaluation procedure will be used to determine those students who have earned membership. Students are notified of membership at a school-wide ceremony. Members must uphold the standards set forth by the National Honor Society throughout their school career.

Criteria for Placement
For official records, student class placement will be determined based on the following number of credits:

Freshman = Students having less than 5 credits

Sophomore = Students having at least 5 credits but less than 10 credits

Junior = Students having at least 10 credits but less than 15 credits

Senior = Students having 15 credits or more

Grade Point Average
To calculate grade point average, assign the following point value to all grades earned: 93-100% (A = 4), 90-92% (A- = 3.75), 87-89% (B+ = 3.25), 83-86% (B = 3), 80-82% (B- = 2.75), 77-79% (C+ = 2.25), 73-76% (C = 2), 70-72% (C- = 1.75), 67-69% (D+ = 1.25), 63-66% (D = 1), 60-62% (D- = .75), 0-59% (F = 0).

Add the total of all points earned and divide by the number of credits enrolled.

For Honors Courses, the following 4.5 point scale will be used: A = 4.5, A- = 4.25, B+ = 3.75, B = 3.5, B- = 3.25, C+ = 2.75, C = 2.5, C- = 2.25, D+ = 1.25, D = 1, D- = .75 and F = 0 points.

For Advanced Placement Courses and College Credit Plus courses, the following 5 point scale will be used: A = 5, A- = 4.75, B+ = 4.25, B = 4, B- = 3.75, C+ = 3.25, C = 3, C- = 2.75, D+ = 1.25, D = 1, D- = .75 and F = 0 points.

Students must take the AP exam for each course in order to receive weighted credit.

Grading Procedures

Quarter Grades are based on the following percentages:
Coursework - 30%
Benchmark Progress - 70%

Semester course grades will be based on the following percentages:

For Semester 1	For Semester 2
Q1 grade - 45%	Q3 grade - 45%
Q2 grade - 45%	Q4 grade - 45%
Midterm - 10%	Final - 10%

Final grades for year long courses are calculated by the average of the Semester 1 and Semester 2

Grade Reports

Grade reports are posted online within one week after the end of each grading period.

Progress Book: Parent Access

Parents/Guardians have on-line access to their child's academic progress. Teachers enter grades and daily attendance into Progress Book (a web-based system for reporting student information) and then parents/guardians can login and view it. Please be aware, however, that student grades and/or test results may not be entered on a daily basis. Teachers need time to collect, grade, and input the information, so please be understanding. Please contact the teacher directly with concerns.

To access your child's information:

1. From a web browser go to: https://pa.metasolutions.net/district
2. Click on the Hamilton Ranger icon.
3. Enter your username and password (contained in the access letter sent home from the office).
4. Please go to the "My Account" tab after you login for the first time and enter your email address in the contact information area. Also, you can change your login name and password (to something easier to remember) and link any of your additional children to the same account.

Homework

Homework serves to share knowledge of material being covered with parents. Homework may be assigned to pupils to provide additional practice in subject areas, or to give opportunities to work on special projects. Questions regarding homework should be directed to the teacher involved. It is suggested that a place, time, and work area be provided at home for the student to establish and encourage good study habits. Many assignments are designed to encourage and promote parent/student/school interaction.

Assessments

In addition to the AP Exams and end-of-course assessments, students have opportunities to take optional assessments such as the PSAT, ACT, SAT, select college placement tests, and ASVAB.

STUDENT SERVICES

School Counselor
The High School Counseling Department is staffed with full-time counselors. The school counselors are available to help make the student's years at Hamilton Township High School successful and satisfying ones. Every student and parent is encouraged to take advantage of the services offered through the guidance and counseling department.

Individuals with Disabilities
The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation and placement procedures. Parent/guardian involvement in this process is required. To inquire about special education services and placement, parents/guardians should contact the Student Services Department at the Administration Building at 614-491-8044 ext 1235.

The 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "988" to reach a trained specialist for help and support. Contact 988ohio@mha.ohio.gov for questions about the Suicide and Crisis Lifeline.

PROGRAMS/ORGANIZATIONS/CLUBS

Hamilton Local Schools offers many opportunities for students to participate in programs, organizations, and clubs, such as Ohio Model United Nations (OMUN), National Honor Society, etc. Participating in such activities is a privilege and not a right. The administration reserves the right to deny participation due to violation of code of conduct or attendance policy. in these opportunities for reasons including, but not limited to, behavioral, academic, or attendance concerns.

ATHLETICS/EXTRACURRICULARS

Eligibility/Extracurricular
Hamilton Township High School is a member of the Ohio High School Athletic Association. Ohio High School Athletic Association policies are the policies adopted and adhered to by Hamilton Township High School. Participants must be in school for at least ½ of their classes the day of the activity and attend the following school day unless the student has a doctor's excuse or special permission from the principal. Enrollment into five (5) academic units of credit during the school year is required to compete. Students must have received passing grades during the previous grading period in subjects that earn a minimum of five (5) credits per year toward graduation and maintain at least a 1.5 grade point average each nine-week grading period.

Athletic Conduct Code and Due Process
All students will have access to a copy of the Athletic Conduct Code and Due Process when trying out and participating in a sport at Hamilton Township High School.

Sportsmanship
Extracurricular activities are privileges as well as part of the total educational process and the same level of responsibility and behavior is expected at practices and competitions as is expected in the classroom. Should an individual student act in a manner detrimental to the school and student body at any extra/co-curricular activity, either as a contestant or a fan, he/she will lose the right to attend contests and events involving other students and schools and may be subject to further disciplinary action. In addition, all Hamilton Township High School Students at home games are to sit on the home team side of the stadium or gymnasium while attending athletic events.

Photographs and/or Videos During Extra-Curricular Participation
Participating in activities such as band, drama, athletics, and other school related groups may result in photographs and/or videos being taken and appearing in programs, yearbooks, video and print media, and other sources due to the nature of the activity.

DRIVING AND PARKING

Driving
Students driving to school should park in their assigned areas. Students are not permitted to park on the grass. Student cars are not to be occupied or moved during the hours school is in session. If it is necessary for a student to be in the parking lot at any time, he/she must have a pass from the office. Reckless operation of motor vehicles will not be permitted at any time on school property. The privilege of driving and parking on school property may be denied to any student who violates the driving/parking rules or is a safety hazard to the students and staff members of Hamilton Local Schools. **Illegal parking may result in disciplinary action, fines and/or towing AT THE OWNER'S EXPENSE. The HLS Board of Education shall not be liable for the student driver, or for the vehicle, or for the contents of the vehicle.**

Student Parking Permits

1. All students must have a current, valid driver's license and proof of insurance in order to register for a parking permit.
2. Students who desire to drive to school and park a motor vehicle on school property must apply for and, if approved, purchase a parking permit from Hamilton Township High School for $30.00 per school year. The parking permit, once purchased, is valid only for one school year. The school year will be marked on the parking permit tag.
3. Parking permits will be offered based on student seniority, and students must comply with all registration deadlines communicated by the school.
4. Lost or stolen parking permits should be reported immediately to the office. It is the responsibility of students to lock their vehicles to prevent such theft. Replacement cost for a parking permit is $10.00.
5. The student parking permit must be displayed on the rear view mirror of the registered motor vehicle at all times. Failure to do so may result in disciplinary action or the vehicle being towed at the owner's expense.
6. Student parking permits are valid Monday through Friday between 7:00 a.m. and 2:20 p.m.
7. In the event that the student's registered vehicle cannot be driven, the hanging tag permit must be displayed in the vehicle that is driven. This vehicle must match the vehicle noted as "secondary vehicle" on the student's registration form. If it does not, the student must report this to the office upon his/her arrival at school.
8. Students shall not violate any law or ordinance regarding the operation of a motor vehicle while on school property or while at events which fall under the jurisdiction of the school or that are school sponsored.
9. Non-compliance with driving and parking regulations may result in driving and parking privileges being suspended or revoked. A pattern of unacceptable behavior in school may also result in driving and parking privileges being suspended or revoked. The decision to suspend or revoke driving and parking privileges will rest with the school administration. IN THE EVENT THAT A STUDENT'S DRIVING AND /OR PARKING PRIVILEGES ARE SUSPENDED OR REVOKED, THE SCHOOL WILL NOT REFUND ANY PORTION OF THE FEE PAID FOR THE PARKING PERMIT OR ANY OTHER COST ASSOCIATED WITH THE STUDENT BEING ABLE TO DRIVE TO AND PARK AT SCHOOL.
10. Students and parents/guardians are notified that the school reserves the right, upon reasonable suspicion, to search a vehicle while it is parked on the school's property.
11. Vehicles displaying messages, images, or items that violate school and district anti-harassment policies are prohibited. Students with vehicles that have displays that violate anti-harassment policies will be

subject to disciplinary consequences and may forfeit both the privilege of parking on campus and the cost of the parking permit.

ATTENDANCE

All Hamilton Local School District students are expected to be in school and to attend all assigned classes every day. Any attendance pattern contrary to this will be investigated. Parents or guardians of students who are truant or habitually tardy from school may be required to attend a parental education or training program and/or an attendance intervention meeting. The failure of a parent or guardian to attend such a program constitutes "parental educational neglect" under the Ohio Criminal Code.

A student shall not be absent from school for any portion of the school day without authorization. After arriving on school property, a student may not leave without permission. Students under the age of 18 years must be signed out by a person identified on their emergency medical/contact information. No student under the age of 18 years will be permitted to leave school unaccompanied based on a telephone call to the school office. Early dismissals for students under the age of 18 years may be allowed with administrator approval if the parent and/or guardian of the student requests an early dismissal via the email address that is found in the student's DASL account. Excessive absenteeism to school or class may result in disciplinary action under the Student Code of Conduct.

Notification of absence from school - The following notification of Absence Procedures has been adopted by the Hamilton Local Board of Education in accordance with requirements of the Missing Child Act. In the event that a student is absent from school the parent or guardian is required to contact the school, either by phone or in person during the first two (2) hours of school. Absences of students, which are not verified by parent contact with the office within three (3) days, will be viewed as unexcused. A student's absence from school is excused by parent notification for a maximum of sixty-five (65) hours if the absence falls within the excused absence guidelines.

HTHS Attendance Line
Parents calling to inform the school of a student absence must contact the attendance line directly and speak with or leave a voice message for the attendance secretary with student name, grade, dates of absence, reason for absence, and any additional pertinent information.

HTHS Attendance Line – 614-491-8044 Option 5 for High School, then Option 1 for Attendance

Reasons for which students may be excused include, but are not limited to; Student Absences and Excuses

Habitual Truancy and Chronic Absence
Habitual Truancy: A student 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.

Chronic Absence: Missing at least 10% of instructional time for *any reason* in the school year. Student absences from school, whether excused, medically excused, unexcused, or out-of-school suspensions, take away from instructional time and have an adverse effect on student learning.

Make-up Work
Each student who is absent must immediately, upon return to school, make arrangements with their teacher(s) to make up work that was missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). If a student is made aware of a test or assignment before they are absent, they must make

up the test or assignment immediately upon returning to school unless other arrangements have been made. Failure to obtain make-up work is no excuse for not doing the work.

Doctor, dentist or counselor visits or appointments - Parents are encouraged to schedule their child's appointments with doctors, dentists and counselors during non-school hours. If the student consults a doctor, he/she must supply a statement from the doctor to that effect immediately upon returning to school.

Unexcused absences - If unexcused absences are not resolved in three (3) school days, the absence will be recorded as unexcused. The final decision as to the acceptability of an excuse will rest with the building administration

Parent notification of absence - When the student becomes habitually truant, an Absence Notification Letter will be mailed home to the parent or guardian. When a student's absences surpass the threshold for habitual truant, the student will be assigned to an absence intervention team and an intervention plan will be implemented.

Tardy/Early Dismissal - All students arriving late to or leaving early from school must be signed in or out at the front office. Any person signing a student out of school, must be listed as authorized to pick up and provide a photo I.D. **Time missed will count towards accumulated hours missed.** Students will not be called to the office from class until an adult is present in the office to sign the student out.

Extracurricular Events/Activities – A student who is absent without excuse or due to illness cannot attend after school extracurricular events/activities.

Truancy – Ohio Law defines Truancy:

Habitual truant – A child who has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a school month, or 72 or more hours in a school year.

Medically Excused Absences - Absences that are properly excused by a doctor, dentist, counselor, etc. will not be counted toward Habitual Truant or Excessive Absence thresholds.

Loss of Driving Privileges: Under Ohio law, high school students who fail to attend school without a legitimate excuse for more than 60 hours during a school month or a total of at least 90 hours during a school year, may be required to forfeit their driving privileges until they reach the age of 18 or receive a diploma.

Therefore, as per Board Policies JED and JECE, along with sections 3321.13 and 4510.32 of the Ohio Revised Code, the Superintendent and/or designee shall give notice of the habitual absence to the Registrar of Motor Vehicles for the State of Ohio and the Franklin County Juvenile Judge. **The registrar shall suspend the driver's license or temporary permit of the student. If the student has not yet been issued a license or permit, the Registrar must deny such issuance.**

The suspension will remain in effect until the student attains the age of 18, is issued a diploma, or until the Superintendent informs the Registrar that the student has completed at least one semester since the notification and is no longer considered "habitual truant".

Absence Intervention Team

The district will establish at least one absence intervention to work with students at risk of or have already become chronically absent, and their families to improve attendance at school.

Student withdrawal from school - If it becomes necessary to withdraw a student during the school year, please notify the school office at least five days in advance. This gives the school an opportunity to prepare documents necessary for transfer. It also allows for school loaned materials to be collected. A withdrawal/release form should be completed prior to leaving the district.

Late Arrival/Early Release
Late Arrival/ Early Release is granted to 11th & 12th grade students who meet the following criteria:

1. Currently enrolled in 5 total credit hours during the school year
2. Have met all requirements for Ohio's End of Course exams/Rise up.
3. Meet the Green and Gold Standard (less than 5 unexcused absences, less than 8 tardies)
4. Passed all courses during the previous grading period
5. Fulfilled Community Service obligations
6. PE waiver or PE requirement completed
7. Exhibited acceptable behavior at HTHS as verified by Assistant Principal or Dean of Students
8. Parent/Guardian permission by means of signing this form and verified by main office staff
9. All district forms including Final Forms and Free/Reduced Lunch have been completed
10. Able to provide transportation to and from school (The school district does NOT provide alternate transportation to accommodate Late Arrival or Early Release)
11. Parking Pass purchased if applicable

Students must be enrolled in one of the following programs to be eligible for Late Arrival (LA) or Early Release (ER):

1. Career-Based Intervention (CBI) or
2. Work-Based Experience (WBE)
3. College Credit Plus (CCP)
4. Teaching Professions
5. Internship Program

DRESS AND GROOMING POLICY

The Hamilton Local School District recognizes that each student's manner of dress and grooming is a manifestation of personal style and individual preference. The District will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the education program of the District. This dress and grooming policy has been developed to promote a safe and healthy school setting and to enhance the educational environment. The district expects each student to dress cleanly and neatly, and practice good personal hygiene.

The administration of the Hamilton Local School District and each building reserves the right to evaluate and rule upon any dress or grooming that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy. This would include, but is not limited to, new trends or fads in fashion which may be unknown at the time of the development, approval, and printing of this policy.

General Guidelines
No article of clothing, accessory, or appearance shall:
1. Distract or disrupt the educational process.
2. Discriminate on the basis of race, color, national origin, gender, gender identity, disability, age, sexual orientation, or religion.

Unacceptable Clothing, Accessories, or Appearances

All clothing should be within the bounds of decency and good taste as appropriate for school. Items that are not permitted include, but are not limited to the following:

1. Anything that obstructs the face, eyes or ears (Except for religious purposes, health concerns or with permission from administration)
2. Sunglasses (Unless prescribed by a physician and/or approved by administration)
3. Blankets
4. Footwear must be worn at all times. Footwear that may damage school property or present a safety concern may not be worn in the building (examples include, but are not limited to, athletic cleats and shoes with wheels).
5. Clothing/accessories that present a potential safety hazard (i.e. chains or chain-like items).
6. Strapless clothing (i.e.tube tops)
7. Visible undergarments (All clothing should be within the bounds of decency and good taste as appropriate for school)
8. Clothing or accessories that advertise alcohol, tobacco or other drugs; contains gang-related symbolism; is suggestive, offensive or profane; has sexual connotations; promotes, puts down, insults, threatens, or harasses any member of the school staff or student body based upon issues such as gender, sexual orientation, race, religion or disabilities; or creates a hostile, intimidating, harassing or offensive learning environment.

In the interest of safety, sponsors and teachers of some programs and classes may require alternative standards regarding dress and appearance for participants in their program or activity. Students found to be in violation of the Dress and Grooming Policy will not be permitted to return to class until they are in compliance with the Dress and Grooming Policy. Absence from school or class due to Dress and Grooming Policy violations will be deemed as unexcused. Repeated violations of the Dress and Grooming Policy will not be tolerated. Such repeated offenses may result in more severe consequences up to and including out of school suspension and/or recommendation for expulsion.

CONDUCT POLICY

By order of the Hamilton Local School District Board of Education in compliance with Ohio Revised Code 3313.66 and 3316.661 and as adopted by the Hamilton Local School District Board of Education: All violations of school rules and regulations, during the time a student is properly under the auspices of school personnel or involved in any school activity, may result in disciplinary action. This includes, but is not limited to, school buses and property under the control of district authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

The administration of Hamilton Local School District reserves the right to prohibit and discipline any behavior or conduct that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy.

In addition, this Conduct Policy includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and time again by Ohio law and the Ohio courts. Irrespective of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education. At the same time, however, the courts have also held that each student in the Ohio Public School System has the responsibility to act in such a way as not to interfere with the rights of others in their same educational opportunities. A student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights. It is the philosophy of the Hamilton Local School District Board of Education and the administrative staff to provide

students with their rights and require them to accept responsibility for their actions. The intent is not to list all rules and acts of misconduct, but to provide guidelines that must be followed to maintain a quality educational program. The disciplinary actions to be taken are believed to be fair, but may be prudently altered by the administration to meet the specific needs of each individual student. Teachers may have specific rules pertaining to their classroom that are approved by the administration and must be adhered to by the students under the direction of the teacher. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute House Bill 421 of the State of Ohio

Conduct Policy Violation Consequences
Consequences for any violation of the Student Conduct Policy may result in the following, but are not limited to:

- Admittance to extra curricular events revoked
- Athletic/ExtraCurricular privileges revoked
- Transportation privileges revoked
- Community Service
- Conference with Student
- Detention
- Driving privileges revoked
- Emergency removal
- Expulsion
- Extended Day
- Saturday School
- Forfeiture of property
- Out of School Suspension
- Parent contact
- PLUS (Positive Learning Under Supervision)
- Referral to school counselor
- Referral to law enforcement agencies
- Technology privileges revoked
- Verbal or written warning
- A combination of consequences

Detention
Staff may assign an after-school, recess or lunchtime detention. After-school detention will be held at designated times. Detention, as a means of disciplinary action, gives the student the opportunity to correct behavior and improve skills before administrative intervention is necessary. Failure to attend may result in disciplinary action under the Student Conduct Policy. Transportation is the responsibility of the parent/guardian.

Extended Day/Saturday School
Extended day/Saturday School will be held at designated times. Students must bring school related materials to extend the day and may not sleep. Students who skip assigned extended days may receive additional consequences. Attendance on assigned days is mandatory. Transportation is the responsibility of the parent/guardian. Work responsibilities or lack of transportation may not be considered an excused absence. Therefore, arrangements should be made for student attendance.

Positive Learning Under Supervision (PLUS)
The PLUS program may be used as an alternative to Out of School Suspension Students will be assigned PLUS at the discretion of the administration. Students are allowed to participate or attend any school activities or contests on the day(s) they are in PLUS. Students are to report to PLUS with all textbooks, supplies and materials necessary to complete all assignments provided by their teachers or the PLUS supervisor. Assignments completed in PLUS will be graded by the teacher who provides the assignment, and the students will receive credit for all work completed.

Out-of-School Suspension (OSS)
Students may be suspended from school for violations of the Student Conduct Policy. Students are not allowed to be present on school property, participate in or attend any school activities or contests, or be present at

activities or on property controlled by the school until the day following the last day of the suspension. In addition, the student must be in the custody of his/her parent or guardian during school hours. Students are required to obtain, complete, and return all assignments missed during an Out-of-School Suspension.

Expulsion
Expulsion is the removal of a student for more than ten days but not more than one year. At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student Conduct Policy. Only the superintendent or his designee may expel a student. Students are not allowed to be present on school property, participate in or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of expulsion. Only the superintendent or his designee may make exceptions to this policy. If necessary, we reserve the right to carry student expulsions into the following school year

Emergency Removal
If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, they may be removed from school premises.

Conduct Policies

Academic Dishonesty/Cheating: Presenting someone else's work, as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, plagiarism, and unauthorized access. Allowing others to copy work is also a violation covered in this policy. Students who violate this policy may receive zero credit for assignments or work involved. The parent will be notified that an offense may bring automatic suspension from school and/or removal from class/course.

Attendance Policy: Students shall not violate the Hamilton Local School District Attendance Policy as detailed in the Attendance Policy section of this handbook.

Cafeteria Procedures: A student shall not intentionally fail to follow cafeteria procedures, fail to comply with the request of the cafeteria supervisor, or behave in any manner, which could interfere with the smooth operation of the cafeteria.

Cellular Phones/Electronic Equipment:
Cell phones and other personal electronic equipment must be powered off and stored in student lockers/cubbies for the entire school day, including during class changes, lunch periods, and guided study. Students are not permitted to carry or use phones or personal electronic devices during instructional hours, unless explicitly authorized by a staff member. Unauthorized use of cell phones and personal electronic devices during the school day may result in the device being confiscated and turned into the main office. Progressive consequences may be implemented for repeated violations, which may include parent contact, detention, or further disciplinary action. Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity that violates the code of conduct. The District assumes no investigative or financial responsibility should devices be lost, damaged, traded, or stolen.

Contraband - Property that is illegal for a person to acquire or possess under statute, ordinance, rule, policy, or that the District determines to be illegal to possess by reason of the property's involvement in an offense shall be considered "contraband." Such contraband is subject to forfeiture to the District under the District Conduct Policy and applicable Ohio Revised Code.

Deception/Withholding Information: A student shall not withhold, distort, forge or falsify any information to a school official relevant to an event, which falls within the jurisdiction of the school.

Displays of Affection: A student shall not participate in displays of affection (kissing, embracing, holding hands, etc.) on school grounds or at school activities**.**

Disruption of School/Class: A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the school/class.

Dress and Grooming Policy: Students shall not violate the Hamilton Local School District Dress and Grooming Policy as detailed in the Dress and Grooming Policy section of this handbook.

Drugs and Alcohol Abuse: Any student who intentionally sells, purchases, gives, possesses, uses, or is under the influence of illicit drugs, counterfeit drugs, narcotics, steroids, alcohol, or drug paraphernalia in or on school property, including buses, or at any district-sponsored activities/events home or away may be (1) suspended or expelled from school and (2) reported to the appropriate law enforcement agencies for possible legal action. Written or verbal communication concerning drugs or alcohol and/or the use thereof is also prohibited. The prohibitions include prescribed and non-prescribed medicines, chemical preparations, inhalants, plants, seeds, or derivatives thereof, as well as hallucinogens, barbiturates, or amphetamines. These prohibitions also include any substance or counterfeit for the aforementioned substances.

Extortion: No student will obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation and/or attempt to sell any property on school grounds.

False Alarms: The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe or emergency situation without cause is prohibited.

Fighting: A student shall not attempt to resolve a conflict through active physical means.

Fire, Unauthorized use of: The unauthorized use of fire on district property or while in attendance at any district sponsored activity is prohibited..

Firearm Look-alikes: A student should not possess any item that resembles a firearm. This includes any device that has the capability to propel an object or substance (ie., toy guns, pellet guns, water guns).

Gambling: A student shall not gamble for money or valuables, buy, sell, or trade items, or exchange money with other students while under the jurisdiction of authorized school personnel. No student, while involved in any portion of the school day and/or school activity, shall possess or use any gambling devices.

Harassment/Verbal Abuse: A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff, or school employee. A student shall not display, possess, or use words, phrases, or illustrations, which are offensive to any ethnic, racial, religious group, gender, or sexual identity. Also, students shall not make reference to sexual content, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.

Hazing/Bullying: Hazing/Bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another person more than once. The behavior causes both mental and physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does <u>not</u> lessen the prohibition in this policy.

Indecent/Lewd Behavior: A student shall not by any means, including verbal, written, gesture, or dress/appearance behave in a manner, which could be considered immodest, lustful, indecent, or lewd while under the jurisdiction of the district.

Inducing Panic: A student shall not by any means create an atmosphere to provoke fear or endanger the safety and welfare of any student, staff member, or any other person.

Insubordination/Disrespect: No student shall willfully disobey a reasonable request or fail to comply with discipline, punishment, or consequences issued by teachers or administrators. Also, no student should be disrespectful to any employee or student of the Hamilton Local School District.

Intimidation/Aggressive Behavior: A student shall not by means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, school employee, or any other person.

Language - Profane, obscene, or inappropriate: A student, while on school property under the authority of school personnel, shall not use profane, obscene or inappropriate language, either written or oral. This would include obscene gestures, signs, pictures, or publications.

Loitering/Unauthorized Areas: A student shall not be in any unscheduled or unauthorized area of the school building or grounds without the express permission of a member of the school staff or administration. Nor shall a student loiter (Remain in an area for no obvious reason, hang around or lag behind) in any part of the school building (i.e., restrooms, hallways, etc.) or on school grounds at any time.

Media, Recording or Transmitting: A student shall not record or transmit audio/video/photographs of any student, district employee or other person without the express written permission from the student's parent, employee, or other person.

Physical Assault: A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person.

Pornography: A student shall not, by any means, possess pornographic materials in any form. This shall include, but is not limited to, writing, reading, electronic, or drawing pornographic material. This policy includes sexting (the act of sending sexually explicit messages or photos electronically,

Reckless Behavior/Negligent Injury or Damage: A student shall not behave in a reckless or negligent manner, which could reasonably be anticipated to result in injury to himself or herself, another person, or property.

Repeated Violations: Repeated violations of the conduct policy may result in more severe consequence

Selling or buying: Selling or buying without principal approval is prohibited. Authorized items for selling and/or buying shall include but are not limited to lunch items sold in the school cafeteria, school store, school supply machines provided by the office, approved fundraisers, and activity concessions.

Serious Bodily Injury: A student shall not cause serious bodily injury to any person. Serious bodily injury is defined as “a bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty.

Transportation Regulations: The Hamilton Local School District Board of Education provides transportation in recognition of the special geographic and transportation problems noted in its district. Students who fail to cooperate with drivers and/or students who fail to comply with basic safety regulations may be denied the privilege of transportation and may receive additional disciplinary action. (Parents are responsible for supervising their child before and after a student has entered and exited school transportation.)

Theft: A student shall not steal or attempt to steal or have unauthorized possession of stolen property, any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity, function, or event off the school grounds.

Threat/Coercion: A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, school employee, or any other person. This includes, but is not limited to, verbal or written threats.

Tobacco/Nicotine products: Ohio law prohibits students from smoking, using or possessing tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the district or at any activity supervised by any school within the district. This ban extends to all items commonly utilized in the use of tobacco products, which includes, but is not limited to lighters, matches, "look a likes," counterfeits, alternative nicotine products, electronic cigarettes, etc. Students may-receive out of school suspension for not abiding by this law.

Unauthorized Touching: Any physical contact with a person that is made without their permission or consent.

Unwelcome Sexual Conduct: A student shall not engage in unwelcome sexual conduct. This includes but is not limited to: requests for sexual favors, physical or verbal conduct of communication of a sexual nature that creates an intimidating, hostile or offensive environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes.)

Use Possession, Sale or Distribution of a Firearm: A student shall not possess. sell or distribute a firearm or any weapon that may have the ability to expel a projectile by the action of an explosive.

Vandalism and Property Damage: The school building and equipment cost the taxpayers to construct, purchase, and maintain. A student will not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

Violation of Acceptable Use Policy: A student shall not misuse school-issued technology, networks, or digital platforms, nor shall they engage in behavior that disrupts the educational environment or violates the privacy and intellectual integrity of others.
For more information regarding the Acceptable Use Policy visit- District's Acceptable Use Policy.

Weapons or Dangerous Instruments: Any student, who possesses guns or knives, sells or uses weapons or other devices which may inflict bodily harm on school property may be suspended or expelled from school and reported to appropriate law enforcement agencies for possible legal action. This ban includes any object that is indistinguishable from a firearm. This ban extends to all "look a likes" and counterfeits of dangerous weapons or instruments and includes all toys and replicas of such devices.

Other Violations: It should be noted that other examples of conduct reaching the gravity of the above examples might also serve as grounds for disciplinary action.

Search, Seizure, and Forfeiture

The administration of Hamilton Local School District reserves the right to search the assigned locker, desk, person, and personal property of a student on district grounds, in district vehicles or at any district activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their assigned lockers, desk, persons and personal belongings including but not limited to: purses, athletic bags, and articles of clothing in the locker are subject to search for items prohibited by Conduct Policy or Dress and Grooming Policy, contraband, harmful or dangerous substances.

The Board of Education and District administration authorizes the use of trained canines in detecting the presence of drugs or drug paraphernalia. The canines may be used to patrol the district facilities and grounds, including the lockers and parking areas. Use of trained canines may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

Equal Education Opportunity

Hamilton Local Schools is an equal education opportunity and an equal employment opportunity institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1967, the Age Discrimination and Employment Act of 1976, and Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

The Board of Education, administration, faculty, staff and students are responsible for assuring that the Hamilton Local School District maintains an environment for work and study, which is free from sexual harassment or discrimination. Prompt corrective measures will be taken to stop sexual harassment or discrimination whenever it occurs. Any student who believes that he or she has been sexually harassed or discriminated against (or a parent/guardian who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, counselor, faculty member, office staff or administrator. It is a violation of Hamilton Local School District Board Policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail to:

Title IX Coordinator:
Dr. Josh Conley
Deputy Superintendent/Human Resources Director
775 Rathmell Road
Columbus, Ohio 43207
(614) 491-8044 Ext: 1239
Email: jconley@hlsd.org

SCHOOL TRANSPORTATION CONDUCT POLICY

The Board furnishes transportation in compliance with Ohio law. **This fact does not relieve parents of students from the responsibility of supervision until such time as the student enters and exits school transportation. Students on school transportation are under the authority of and directly responsible to, the driver**. The driver has the authority to enforce the established regulations for conduct. Disorderly conduct or failure to follow school transportation conduct policies may result in the loss of transportation privileges.

Bus Rider Expectations
Our primary concern is the safety of all students. To ensure a safe ride, students are expected to adhere to the following:

- **Assigned Seating:** All students will be assigned a specific seat.
- **Boarding and Seating:** Upon boarding, students must go directly to their assigned seat and sit down.
- **While Seated:** Students must keep their hands,feet and all belongings in their own space.
- **Noise Level:** Students should speak quietly with those sitting nearby.
- **District Procedures:** All students are expected to follow the full bus procedures listed on the school transportation website.

A student may lose transportation privileges for violating any part of the Student Code of Conduct. If privileges are revoked, transportation becomes the sole responsibility of the parent or guardian.

The Student Code of Conduct is enforced during all school-sponsored activities and transportation.

Changes in Bus Transportation to/from school
Changes to a student's bus transportation to and from school can be made at the district transportation office only.

EMERGENCY OPERATIONS PLAN

The protocols in our Emergency Operations Plan are the result of a procedure designed to comply with Ohio revised Code 3313.536. This plan contains protocols for emergency situations that may develop in our high school.

Each staff member is issued an Emergency Operations Plan at the beginning of each school year. Administrators, staff, and students are instructed on the various procedures to follow in the case of an actual emergency. Our Emergency Operations Plan includes the following protocol:

1. Active Shooter/Active Aggressor
2. Bomb Threat
3. Bullying (Harassment, Intimidation, and Bullying {HIB})
4. Bus Accident
5. Fire
6. Hostage
7. Medical: Blood borne Pathogen
8. Severe Storm/Tornado
9. Terrorism
13. Earthquake
14. Explosion
15. Gas Leak/Outage
16. Injury/Health Emergency
17. Lost Child
18. Medical: Pandemic
19. Power Outage
20. Sexual Assault/Abuse
21. Unidentified Substances/Illicit Drugs

10. Chemical accident
11. Civil Disturbance
12. Death
22. Water Outage/Restriction
23. Winter Storm/Ice Storm

Homeland Security Red Alert Information
As defined by the U.S. Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial amounts of time. If the Franklin County Red Alert School Team determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

If a Red Alert is issued before or after school hours:
Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be canceled until notified by the Red Alert School Team.

If a Red Alert is issued during school hours:
Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.

The **988 Suicide and Crisis Lifeline** provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Ohioans can call or text "988" to reach a trained specialist for help and support. Contact 988ohio@mha.ohio.gv for questions about the Suicide and Crisis Lifeline.