Hopewell – Loudon Junior/ Senior High School

Principal: Kendra Nelson
Dean of Students: Brian Colatruglio
Counselor: Kelly Hendrix

Student/Parent Handbook 2026-2027

We have received a copy of the 2026-2027 Student/Parent Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Hopewell-Loudon School District.

Parent signature is through Final Forms

Table of Contents

Absences	Page 13
Academic Letters	Page 27
After School Policy	Page 18
Anti-Harassment	Page 31
Anti-Retaliation	Page 40
Announcements	Page 11
Artificial Intelligence (AI)	Page 25
Athletic Eligibility	Page 29
Attendance	Page 13
Auditeria Use	Page 18
Biological/Chemical Threats	Page 18
Bell Schedules	Page 4
Bullying	Page 34
Busing	Page 26
Cancellation/Delay of School	Page 11
Career Advising Program	Page 26
Cellular Phone/Personal Communication Devices	Page 16
Cheating and Plagiarism	Page 24
Civil Rights Compliance	Page 40
Classroom Discipline	Page 37
Class Trips	Page 37
College Credit Plus Course	Page 26
Community Service	Page 24
Computer/Technology Use	Page 18
Core Beliefs / Philosophy	Page 3
Crisis Intervention Plan	Page 37
Dangerous Weapons	Page 19
Disciplinary Rules/Student Code of Conduct	Page 5-10
Disorder & Demonstration	Page 19
Dress Code	Page 16
Driving To School	Page 19
Due Process	Page 10
Eighteen-Year-Old Students	Page 36
Emancipated Students	Page 20
Emergency Drills	Page 37
Emergency Medical Information	Page 13
Exams	Page 13
Extra-Curricular Activities	Page 20
Family Educational Rights and Privacy Act	Page 39
Grade Card/Mid-term Reports	Page 25
Grade Scale	Page 22
Graduation Requirements	Page 22
Guidance Department	Page 22
Hall Pass	Page 37
Hazing	Page 34
Honor Roll	Page 25
Honors Diploma Requirements	Page 25
Injury and Illness	Page 18
Leaving School Grounds	Page 18
Lockers	Page 29
National Honor Society	Page 27
Non-Discrimination	Page 30
PBIS Model	Page 38
Program of Study	Page 23
Promotion & Retention	Page 25
Revocation	Page 28
Schedule Changes	Page 30
Search & Seizure	Page 28
Section 504/ADA Notice	Page 35
Security Cameras	Page 31
Sentinel Application	Page 23
Student Fees/Fines	Page 38
Study Hall	Page 35
Suspension/Expulsion Make - Up Policy	Page 20
Tardiness	Page 15
Title IX	Page 31
Transfer of Records	Page 27
Truancy	Page 15

Waiver of Fees Page 28
Withdrawing From School Page 26
Work Permits Page 36
Zero Tolerance Page 35

Core Beliefs:

In striving to become better we will:

- *Focus on Students First*
- *Seek Academic Excellence*
- *Promote Open Communication*
- *Promote the Development and Maintenance of Positive Relationships*
- *Operate in a Fiscally Responsible Manner*
- *Act with Integrity*

PHILOSOPHY OF EDUCATION

HOPEWELL-LOUDON LOCAL SCHOOL

The Hopewell-Loudon School philosophy of education is that each student regardless of his/her level of interest, must be given the chance for an education which will help guide and develop his/her abilities and interests and which will help him/her develop mentally, morally, physically, and socially. It is our belief that the effective education of today's youth may be achieved through disciplined thought, enlightened vision, and mature appreciation of our cultural heritage.

Consistent with this belief, the Hopewell-Loudon School strives to be unique in that, while it is sensitive to the unique natural and social forces affecting members of its community and to the differing interests and needs of these people, it is aware also of the elements of learning common to everyone.

Our school is dedicated to the task of utilizing to the fullest extent the capabilities that our students possess. The school welcomes the opportunity to assist and support those desiring to develop their abilities and prepare for responsibilities beyond their present experiences; whether such students plan to continue in colleges or universities, pursue vocational programs, or find employment in the general work force.

Hopewell-Loudon undertakes to excite their students' intellectual curiosity; give them a better understanding and appreciation of themselves and of their environment; help them evaluate objectively new ideas and concepts; and finally, encourage them to develop their reasoning, to cultivate self-discipline, and to respect themselves and others.

In as much as learning extends beyond the scope of the classroom, Hopewell-Loudon School strives to promote the social, intellectual, and extra-curricular activities of the students and the community and to exert its greatest effort to enrich the culture of the area which it serves.

To meet this end, the curriculum must undergo constant study and change to assure our students receive the best we can offer. This philosophy will be implemented by a continuing pursuit of academic and teaching excellence.

Mission Statement: In order to achieve our Vision, Hopewell-Loudon’s Mission is to provide a quality and relevant education that upholds the values of the entire school community. We will achieve this by offering a functional curriculum that nurtures all learners at all levels in a safe and supportive educational environment.

Vision Statement: Hopewell-Loudon’s Vision is to meet the individual needs of students by promoting

and developing: life-long learning, social, emotional, physical well-being and skills to meet life's challenges. We are an excellent school striving to become better.

The teachers and administration are happy to welcome you to the opening of another school year. If you follow the rules listed within, and study hard, the year will be successful and enjoyable for you.

Bell Schedules

Daily Bell Schedule

Period	
0	7:00 – 7:45
1	8:00 - 8:47
2	8:50 - 9:36
3	9:39 - 10:25
4	10:28 - 11:14
5A	Lunch 11:14 - 11:44
5B	Class 11:47 - 12:35
5A	Class 11:17 - 12:05
5B	Lunch 12:05 - 12:35
6	12:38 - 1:25
7	1:28 - 2:15
8	2:18 - 3:05

Pep Assembly Schedule

Period	
0	7:00 – 7:45
1	8:00 - 8:47
2	8:50 - 9:36
3	9:39 - 10:25
4	10:28 - 11:14
5A	Lunch 11:14 - 11:44
5B	Class 11:47 - 12:35
5A	Class 11:17 - 12:05
5B	Lunch 12:05 - 12:35
6	12:38 - 1:16
7	1:19 - 1:58
8	2:01 - 2:39
Assembly	2:45 - 3:05

Two - Hour Delay Schedule

Period	
0	9:00 – 9:45
1	10:00 - 10:17
2	10:20 - 10:37
3	10:40 - 10:57
4	11:00 - 11:16
5A	Lunch 11:19 - 11:49
5B	Class 11:52 - 12:37
5A	Class 11:19 - 12:04
5B	Lunch 12:07 - 12:37
6	12:40 - 1:27
7	1:30 - 2:16
8	2:19 - 3:05

Three Hour Delay Schedule (1 Hr Extended)

Period	
0	9:00 – 9:45
1	11:00 - 11:17
2	11:20 - 11:37
3	11:40 - 11:57
4	12:00 - 12:16
5A	Lunch 12:19 - 12:49
5B	Class 12:52 - 1:37
5A	Class 12:19 - 1:04
5B	Lunch 1:07 - 1:37
6	1:40 - 2:27
7	2:28 - 3:16
8	3:19 - 4:05

Starting/Ending Times

A regular school day will run from 8:00 - 3:05 for students. Students may arrive at 7:40 am and must in class before the beginning of first period at 8:00 am.

STUDENT CODE OF CONDUCT

This code meets the intent of HB 421 which required each board of education to adopt a set of rules and regulations designed to maintain order and discipline necessary for effective learning. The Board of Education's primary concern is that students learn in an environment conducive to learning. Students in a school system have the responsibility to act in such a way as not to interfere with the rights of others to the proper educational opportunity. By accepting the right to participate in school programs on and off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Students are subject to the discipline code while attending athletic events, all other school functions, while on field trips and to and from field trips.

The Student Discipline Code describes: (1) the types of conduct that will lead to certain disciplinary action, and (2) the procedures to be employed in removals, suspensions, and expulsions of students. The Student Code of Conduct shall be made available to all students and posted in a central location within each school building.

The building principal and dean of students is charged with the proper enforcement of discipline in the total school setting. The principal has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measures to correct pupil behavior:

If a student fails to comply with the rules, one or more of the following corrective actions may take place, unless otherwise stated:

1. Conference with student (verbal or written warnings)
2. Loss of privileges (classroom activities, cell phones, headphones, etc.)
3. Parent(s) Contacted
4. Detention(s)
5. Wednesday Detention (after school)
6. Thursday School (after school)
7. Friday School (after school)
8. Saturday School
9. In-school Detention
10. Out-of-school suspension
11. Referral to law enforcement/courts
12. Emergency Removal
13. Expulsion
14. Other disciplinary actions
15. Community or school service

A violation of any of the following rules may result in disciplinary action as prescribed above.

Rule #1: Absence from assigned area/ class skipping- No student shall loiter in the hallways during class time; fail to report to an assigned class, study hall, or activity without valid permission. Students will not be allowed to make-up work when they are skipping class.

Rule #2: Academic Dishonesty:

The following procedures will be utilized by teachers in dealing with students caught cheating and/or involved with plagiarism. This can include allowing another student to cheat off of him/her:

- Student will receive a zero on the assignment/test/project.
- Teachers will notify parents.
- Report of the incident shall be given to Dean of students for record keeping (Discipline referral).
- Second incident will see the same steps listed above plus a discipline referral will be submitted and the student is subject to possible disciplinary measures such as: In-School Detention, Wednesday PM detention, or other.

Rule #3: ***Actions Directed toward school employees on/off School Property.*** A student shall not show disrespect for school employees, including substitutes, by the use of obscene gestures or language, profanity, or similar forms of disrespect or commit acts of vandalism against the school employee's personal and private property. A student will not confront a school employee in a disrespectful way at any time. This can result in discipline up to expulsion.

Rule #4: Aiding/Abetting violation of school rules-
If a student assists another student in violating any school rule, he/she will be disciplined according to the infraction committed. This can include lying for another student. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Rule #5: Alcohol, Drugs, Tobacco- Use/Possession

A student shall not possess, use, sell, transmit, conceal, or be under the influence of any alcoholic beverages, controlled substance (including but not limited to narcotics, Opioids, mood altering drugs, counterfeit controlled substances, over the counter stimulants or depressants). This also includes marijuana, hallucinogen drugs, barbiturates, steroids, tobacco or tobacco products or tools to use such as (but not limited too) Vapes, One-hitters, or other drug paraphernalia. These devices allow students to consume nicotine, THC and, other potentially harmful drugs without scent and potentially without the student's knowledge.

- Tobacco products include, but not limited to, the following:
- Cigarettes, Cigars, electronic cigarettes, JUUL, vapes and related items.
- This prohibition also includes all look-alikes, the offer to sell, selling, giving and attempting to purchase any of the above mentioned items.
- Vapes, Juuls, etc. may be considered drug paraphernalia by law enforcement. Any students using these devices at school may be subject to suspension from school for up to 10 days and a recommendation for expulsion.
- Use of illegal/illicit drugs are subject to up to 10 days OSS and recommendation for expulsion on the 1st offense.
- A student is in violation of the smoking policy if any of the following exists:
    - A student is seen with a tobacco product in his/her mouth.
    - A student is seen throwing any tobacco product.
    - Smoke is seen coming from a student's mouth or nose.
    - Possession
- Repeat offenses will receive more serious consequences. Violations are cumulative and may result in greater consequence with each violation.
- Possessions/Use of related items/tools include:
    - On school grounds at anytime
    - Off school grounds at a school activity, function, or event
    - In any building owned, leased, or borrowed by the school district
    - On a school bus or at any bus stop.
- Students who commit these infractions are subject to the following possible discipline measures (on the first offense):
    - Up to 10 days OSS and recommendation for expulsion
    - Assignment to online class
    - **Lose of driving privileges (up to a school year)**

- If principal has a reasonable individualized suspicion, she/he may request the student in question to submit to any appropriate testing, including not limited to a breathalyzer test or urinalysis.

Rule #6 Assault-Verbal Threatening- -Any statement or non-contact action that a staff member, student, or another person associated with the district feels to be a threat may be considered verbal assault.

Rule #7: *Damage to School Property*. A student shall not cause or attempt to cause damage to school property including building, grounds, equipment, or material. Marking, defacing, or damaging school property is forbidden. Violators of this rule will be required to pay for repair or replacement according to the laws of the State of Ohio and may face disciplinary action. If the student is a minor, his/her parents/guardians, are, by law, financially responsible. May result in suspension and/or expulsion.

Rule #8: *Damage to Private Property*. A student shall not cause or attempt to cause damage to private property on school premises, or at any of the school activities on or off school grounds. May result in suspension and/or expulsion.

Rule #9 Dishonesty to School personnel- Students are expected to be truthful when questioned by school personnel in matters of school safety and handbook violations.

***Rule #10: Disruption of School*.** A student shall not by use of violence, force, coercion, threat, harassment or intimidation cause the disruption or obstruction of the educational process, including all curricular and extracurricular activities. Some examples of disruption would include unusual dress and appearance, fighting, bomb threats, arson, the setting off of fire alarms, strikes or walk outs, continuously and intentionally making noise or acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class. (This may result in suspension and/or expulsion)

Rule #11: *Endangerment.* A student shall not engage in any activity or action that may result in the endangerment of another person's health and/or safety. Such actions include, but are not limited to: throwing objects, tripping another student, placing a sharp object on a chair, spitting at another person, etc. Endangerment may result in suspension and/or expulsion.

Rule #12: *Entering Another Student's Locker/Cubby*. No student shall enter another student's locker/cubby without specific permission from the student assigned to that locker/cubby. Entering another student's locker/cubby may result in suspension and/or expulsion.

Rule #13: *Extortion*. Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law. May result in suspension and/or expulsion.

Rule #14: *False Alarms-* A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. This includes any communication that implies a threat to one's person or property that has a connection to school, or the process of schooling. Police will be notified. This may result in a ten (10) day suspension and a recommendation for expulsion. This is a federal offense.

Rule #15: False Reporting- A student shall not make a false statement, a false accusation, or provide false information that in anyway defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the reporting of an incident

of child abuse to children's' service or law enforcement.

Rule #16: *Gambling*. Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Gambling devices, dice, playing cards, etc. are prohibited in school. May result in suspension and/or expulsion.

Rule #17: *Gross Misconduct*. A student's conduct in the classroom, school building, property, and during extra-curricular activities is of utmost importance to the process of education. A student's behavior shall not interfere with the ability of school district personnel to perform the job of teaching or obstruct another student's right to a free and appropriate education. A student shall not intentionally or non-intentionally display misconduct in classrooms, hallways, cafeteria, restrooms, busses, grounds, parking lots, or on school property. Some examples of misconduct are insubordination, generating loud and unauthorized noise, running, and profanity, inducing panic by word or action, aggressive behavior directed at students, staff, or property, or continuously buying and/or selling sponsored items on school property. This also includes any communication that implies a threat to one's person or property that has a connection to school, or the process of schooling. May result in suspension and/or expulsion.

Rule #18: Harassment/Bullying (including cyber bullying) – Sexual Harassment - Intimidation – Hazing – and/or Threatening Statements. *The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment/Bullying of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, threatening or offensive learning environment. This includes situations brought to school from websites or blogs. Students making false reports will be subject to disciplinary action which may include suspension. Any retaliation against reporting parties/victims is strictly prohibited. MAY RESULT IN SUSPENSION AND/OR EXPULSION.*

Rule #19: *Insubordination*. A student shall not disregard or refuse to obey reasonable directions given by school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violation of any rule, directive, or discipline procedure shall constitute insubordination. May result in suspension and/or expulsion.

Rule #20: *Leaving School Grounds/Building*. No student is to leave the school building/grounds without first being signed out in the main office by parent, guardian, or person listed on their emergency card. May result in suspension

Rule # 21: Possession of Cell Phones/Personal Electronic Equipment/ Misuse of Cell Phones. Possession of Cell Phones/Electronic Equipment.

-All cell phones are to be turned off and kept in book bags or lockers. Cell phones are not to be used during school hours with the exception of lunch periods (No calls). Cell phones which are used in a manner that jeopardizes the safety or privacy of others while in the presence of staff may also be confiscated (ex. Bus). If a student does not follow these rules, the cell phone(s) will be confiscated and possible disciplinary action taken. The only exception to this is if the phone is being utilized for academics as permitted and monitored by the teacher. Using a cellular telephone, WCD or other ECD in an unauthorized manner or in violation of the policy, will result in the following disciplinary action (offenses accumulate throughout the school year): This is per user and NOT per device. Students should not be

1st offense - verbal warning and device turned in to office and picked up at end of day.

2nd offense Device turned into office and parent pick up device and conference with administration.
3rd offense Device must be picked up by the parent of the student and student serves an after school detention
4th offense loss of device privileges and progressive disciplinary action as needed.

Any disciplinary action will be based upon the offender's previous offense(s) even if the device is owned by another (for example, if student A has a device confiscated for a 3rd offense and the device is owned by student B,, the student using the device will be discipline as defined in this rule.). Referral to law enforcement will be made if the violation involves an illegal activity (e.g. child pornography). A student is responsible for the use of their cellular telephone or ECD, even if the device is used by another student. Contents of cell phones may be searched if there exists reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct. In addition, students are not allowed to wear headphones or any other media device in the classroom or school building, unless authorized by a teacher or administrator. This may also include cameras and video recorders not approved by school personnel. Laser pointers are prohibited. The property will be confiscated. Violation of Misuse may result in suspension and/ or expulsion.

Rule 22: Misuse of technology. Students are not to use anyone's password or access. If a student is caught using someone else's password or accessing another student's files or materials, they will be subject to disciplinary action. This includes a student accessing the school's computer network or school related files without proper permission. Further, any student who uses school equipment or their own computer to try and access the school's computer system will be subject to privilege loss and all disciplinary measures. This also includes improper use of the internet. May result in suspension and/or expulsion.

Rule #23 ***Profanity/Vulgarity/Abusive Language/Obscene gestures.*** A student shall not use any form of profanity in the school building, on school grounds, at school activities or the school bus. This would include, but not be limited to, obscene gestures, signs, letters, pictures, etc. This shall include obscene or inappropriate words or pictures on clothing. May result in suspension and/or expulsion.

Rule #24: ***Public Display of Affection*****.** Any excessive show of affection between individuals that attracts
undue attention to them shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like actions. Violations will be subject to disciplinary action. May result in suspension and/or expulsion.

Rule #25: ***Refusing to Accept Discipline*****.** The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action. May result in suspension and/or expulsion.

Rule #26: ***Student Disorder Demonstration*****.** Students will not be denied their rights to freedom of expression. However, the disruption of any school activity will not be allowed, and the expression may not infringe on the rights of others. If a student or students feel there is need to organize some form of demonstration, they are encouraged to contact the Principal to discuss the proper way to plan such an activity. (May result in suspension and/or expulsion.)

Rule #27: School Safety Violations- Committing an act that may be considered a threat to the safety of the school or individuals within the school. This may be a major or minor situation (such as horseplay)

Rule #28 Tampering with Food/Drink- A student shall not tamper with any other person's food or drink. Tampering shall refer to altering, adding a foreign substance, placing a foreign object in, or contaminating food or drink in any manner. Tampering may result in injury/illness or having the potential to cause injury or illness (May result in suspension and/or expulsion.)

Rule #29: ***Theft: Unauthorized Possession of School or Personal Property*****.** A student shall not take or acquire the property of others without their consent. This could also include property of the school. Students will be subject to a suspension for up to ten (10) days and a police report may be filed. May result in suspension and/or expulsion.

Rule #30: ***Trespassing***. Although schools are public facilities, the law does allow the school to restrict access on school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the Principal. May result in expulsion.

Rule #31: ***Unauthorized use of incendiary device/flame producing device*** - Students shall not use or possess and device that may produce a flame or has the ability to burn without supervision in an educational setting. Arson is a felony. The rule includes the possession of lighters, matches, and flammable materials, etc. This may result in a ten (10) days suspension with recommendation for expulsion.

Rule #32: Unauthorized or inappropriate physical contact-Assault/Fighting -physically touching a staff member/student/person associated with the district or guest.

- Assaul
- t of a staff member or student may result in charges being filed and that student subject to expulsion.
  - Acts such as pushing. Shoving, spitting on or grabbing of a student.
  - A physical altercation occurs in which punches are thrown. Actively involved in a physical altercation.
  - This is not an all-inclusive list.

Rule #33: Use/*Possession of a Weapon/Explosives*. A weapon includes conventional objects like guns, firearms, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, laser pointers, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon may subject to expulsion.

Under Federal law, a firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device. This also includes fireworks. A knife is defined as any cutting instrument consisting of at least one sharp blade. This will result in a ten (10) day suspension with recommendation for expulsion. Police report filed.

THE SUPERINTENDENT MAY EXPEL A STUDENT FOR AN ENTIRE CALENDAR YEAR FOR THE USE OF, OR POSSESSION OF, WEAPONS AT SCHOOL, ON SCHOOL PROPERTY OR AT SCHOOL ACTIVITIES. THIS ALSO INCLUDES STUDENTS WHO INFLICT SERIOUS PHYSICAL HARM TO PERSONS OR PROPERTY AT SCHOOL, ON SCHOOL PROPERTY OR AT A SCHOOL ACTIVITY.

Rule 25 ***Violation of Bus Rules*****.** Please refer to Bus Rules and Regulations. May result in suspension and/or expulsion from school and/or bus privileges.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.
When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension, the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 14 days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.
Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Please note the District does have cameras placed throughout the campus and on buses. Video footage can and will be used in matters of discipline as appropriate

The following policies are in effect at all times the school code of conduct is in effect. (Field Trips, Athletic Contests, Home & Away)

Announcements
Announcements pertaining to school activities or to other activities of student interest will be broadcast during the school day. Announcements will be posted daily to the school website as well as placed in the building for student viewing.

Cancellation or Delay of School
In the event of hazardous conditions, the superintendent may find it necessary to cancel or delay school. If so, students and parents will be notified through the use of InTouch Alert Announcements along with notification made to the following radio stations: WFOB in Fostoria, WTTF and WCKY in Tiffin, WFIN and WKXA in Findlay. The following television stations will be notified: WTOL (Ch 11), WTVG (Ch 13), and WNWO (Ch 12/24). Please listen to the radio or television station of your choice to learn of a closing or delay.

In the event of a school cancellation, the decision to proceed with scheduled extra-curricular activities (including, but not limited to, practices, contests, and concerts) will be at the discretion of the administration. All students who participate in sports/practices on school delay days must be in school four (4) of eight (8) periods in order to be able to participate.

Procedure for Sentinel Students-Seniors (H-L, Sentinel or both schools 2-hour delay)
Morning vocational students will attend Sentinel. Busing will be available at 10:00 AM. Students may not drive during a 2-hour calamity delay. Students must also attend their regularly scheduled classes at Hopewell-Loudon in the afternoon.

Procedure for Sentinel Students-Juniors (Hopewell 2-hour delay)
Afternoon Sentinel students must attend their regularly scheduled classes at Hopewell-Loudon following the delay. They will then report to the Sentinel bus at 11:05 AM. Students may not drive during a 2-hour calamity delay.

Procedure if Sentinel cancels, but HL is in Session
Seniors report only for their afternoon classes at HL. Juniors report for their morning classes at HL, and then are dismissed for the remainder of the day.

Procedure if Hopewell-Loudon Local School closes, but Sentinel remains in session
Students are not required to attend Sentinel**.** Hopewell-Loudon students will not be permitted to drive to Sentinel when Hopewell-Loudon has canceled.

Planned Delays or Cancellations: In the event Hopewell-Loudon is delayed or canceled due to a planned event (Teacher In-Service, etc.) Sentinel students will be transported at the regularly schedule times unless notified otherwise.

Use of Medications/Emergency Medical Authorization (Policy 5330)
The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.
For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.
Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent (see Form 5330 F1). Before any non prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct/Discipline Code.
Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students.
Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs, may administer medication or treatment.
However, students shall be permitted to carry and use, as necessary, an asthma inhaler/other emergency medication(s), provided the student has prior written permission from his/her parent and physician and has submitted Form 5330 F3, Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.
The following staff is designated as being authorized to administer medication and treatment to

students:

A. Principal B. Teacher C. School Nurse D. Building Secretary E. Aide

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.
Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) and physician or, such medication, upon being identified as afore noted, stored in the principal's office and administered in accord with this policy.
All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

Emergency Medical Information
YOU MUST HAVE AT LEAST TWO WORKING PHONE NUMBERS LISTED All students and their parents must complete an Emergency Medical Authorization form (ORC Section 3313.712). This form will be on the Final Forms system on the school website and must be completed and turned into the school office within one week of the start of school. If a medical form is not completed, children will not be permitted to attend a field trip.
The purpose of this form is to make it possible for parents and guardians to authorize the provision of emergency treatment for their children who become ill or injured while under school authority. There are certain situations when parents or guardians cannot be reached for the purpose of giving consent for such treatment. Such authority is necessary to overcome legal obstacles to the provision of such treatment when all reasonable attempts to reach parents or guardians have failed.
This authorization does not cover major surgery unless the medical opinions of two other licensed physicians or dentists, concurring in the necessity for such survey, are obtained prior to the performance of such surgery. A parent may opt not to give his/her consent by making this clear on the Emergency Medical form. Parents shall supply the school current home, work, and emergency telephone numbers.
If any changes are needed on the Emergency Medical Authorization form, please inform the school by sending in a note listing the needed changes or telephoning the school office.
IMPORTANT NOTICE: Students may only be released to a custodial parent. Students may not be released to baby-sitters, neighbors, other relatives, or even step-parents unless the custodial parent has authorized this in writing. This is a provision of state law designed for the protection of your child. Custodial parents may designate who is authorized to pick up their child by listing these persons on the Emergency Medical Authorization form.

Attendance
Good attendance is an important factor in student achievement. Students must meet the attendance requirements as established by the State of Ohio and the Hopewell-Loudon School Board of Education.

Students who are eighteen (18) years of age or older are not exempt from any attendance policy.

Parents/guardians of students are REQUIRED to notify the school office at 419-937-2804 before 8 am the morning of the absence. For a student who is absent but no information from the parent has been received, the school will attempt to contact the parent at home or work.

Absences Upon returning to school, the student will present a written note from the parent/guardian to the office within 7 days of the absence. The note will include the dates missed, absence reason

and parent/guardian signature. Students who have not brought in a note that is for an acceptable reason, by the required time or for whom no parent contact has been made, will be considered UNEXCUSED

If there is a necessity for the student to leave school during the day to meet appointments (doctor, dentist, or other legitimate reasons) a note should be presented to the office on the morning of the anticipated absence. The reason for the early dismissal must be specifically stated on the note. Before leaving the building for any reason, the student must report to the office for permission and sign out. Upon return, the student will supply the office with a doctor's note in order to be excused.

A student must be in attendance four (4) of the eight (8) periods in a school day to be eligible to participate in practices, contests, or extra-curricular functions held that day. The absence must be a recognized EXCUSED absence prior to a student being eligible to participate or granted permission by the building principal.

Sentinel students must be in attendance at Sentinel from either 8:25-11:10 (seniors), 11:45-2:35 (juniors), or in attendance four (4) of the eight (8) periods at Hopewell-Loudon. The absence from either Sentinel or Hopewell-Loudon must be EXCUSED prior to participation.

In order for a student to achieve PERFECT ATTENDANCE, he/she must be present in school, not be tardy to school more than two (2) days that school is in session, and receive no student discipline.

Excused absences are as follows:

1. Personal illness and/or medical appointments
2. Death in the family
3. Religious holiday. The absence must be pre-approved (3) Three days prior to the date of absence. This absence DOES count toward the 10-day limit per semester.
4. Family vacation. The absence must be pre-approved (5) Five days prior to the date of absence. Vacations during the final week of a semester may only be permitted in extreme circumstances. A meeting with the building principal may be scheduled to discuss the situation for the approval to be granted. This absence DOES count toward the 10-day limit per semester.
5. Farming. The absence must be pre-approved (1) One day prior to the date of absence. Each student is permitted one (1) PRE-PLANNED excused absence for the purpose of farming. This absence DOES count toward the 10-day limit per semester.
6. Hunting. The absence must be pre-approved (5) Five days prior to the date of the absence. Each student is permitted one (1) PRE-PLANNED excused absence for the purpose of hunting. Any student wishing to be excused for the purpose of hunting must present his/her hunting license to the office along with the Pre-Planned Absence Form. This absence DOES count toward the 10-day limit per semester.
7. Other permissible absences as determined by the administration.*

Absences that require pre-approval, students must obtain a "Pre-Planned Absence Form" from the office and then submit the form to the office for approval. College visits must be pre-approved (3) three days prior to the date of the visit. Each student in grade 11 and in grade 12 is permitted two (2) PRE-PLANNED college visits. All college visits must be completed prior to April 1. These absences DO NOT count toward the 10-day limit per semester.

Other reasons that a student may be absent and DO NOT count toward the 10-day limit are; field trips, contests and all school sponsored activities which would require student to be out of class.

If an absence is EXCUSED, the student may make up work for credit. The responsibility for obtaining assignments and/or receiving help in work missed belongs to the student, not the teacher. A student has the same number of school days to make up work missed as the number of days absent. A student not accepting this responsibility will not receive credit for the missed assignments.

If an absence is UNEXCUSED, the student may request assignments missed so he/she will not fall behind but credit will NOT be received for this work. An UNEXCUSED absence may also result in disciplinary action.

Students who are present at Sentinel but are ABSENT from Hopewell-Loudon may be considered UNEXCUSED.

Truancy

Unexcused absences from school (truancy) are not acceptable. Students who are truant will not receive credit for school work that is missed and may be subject to disciplinary action. Students must meet the attendance requirements as established by the State of Ohio and the Hopewell-Loudon Board of Education.

Effective with 2026-2027 school year, the State of Ohio has changed their laws regarding chronic absenteeism. It is defined as a student "missing at least ten percent of the minimum number of hours required in the school year." Students only need to miss 2-3 days per month to be chronically absent by the end of the year.

Additionally, beginning in the 2026-27 school year, Ohio law will no longer reference the distinction between medical and nonmedical excused absences. Time missed from school for any reason, including excused and unexcused absences, will contribute to chronic absenteeism.

In order to count for attendance, absence notes must be received within 7 days of the student's absence. Anything received after that time will not be accepted by the office and hours missed may contribute to the school having to file a complaint in juvenile court.

Habitual Truancy

Ohio law defines a habitually truant student as "any child of compulsory school age who is absent without legitimate excuse for absence from the public school the child is supposed to attend for

- 30 or more consecutive hours (approximately 5 days)
- 42 or more hours in one school month (approximately 7 days), or
- 72 or more hours in one school year (approximately 12 days)."

As of September 30, 2025, when a student meets the definition of habitually truant, the school or district must file a complaint in juvenile court if the student is not making satisfactory progress in improving attendance.

Tardiness

Students who are late to school or class are considered tardy. Tardy to school is defined as arriving to school after 8:00 A.M. Tardy to class is defined as arriving to class after the period bell rings. If a student is late to school they MUST immediately report to the office to receive a pass before proceeding to class. If a student is tardy to class the teacher will report the tardy to the office. After every three tardies discipline will be administered. Subsequent tardies will result in more disciplinary action being taken.

Dress Code

It is the policy of the Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. The administration reserves the right for final judgment as to whether student attire is appropriate.

Examples of dress and appearance that would interfere with the educational process. This is not an all-inclusive list:

1. All students must wear shoes or sandals. Teachers may require shoes to be worn during their class.

2. Hats shall not be worn in the building. This prohibition includes athletic headbands (sweatbands), bandanas and sweatshirt hoodies.
3. Shorts and skirts may be worn during the school year. The length of shorts and skirts must fall at the fingertips when a student stands at rest. Shorts, skirts, dress, etc. with a slit above the knee are unacceptable. Biker shorts and cutoffs will not be permitted. Any holes in shorts will not be acceptable.
4. Leggings can be worn but shirts must cover the butt.
5. Jeans with excessive holes or distressed marks above the fingertip level are not permitted, unless another article of clothing is worn underneath them that cover the leg above the fingertip level. Pajama pants are not permissible attire during the school day.
6. Spaghetti strap tank tops may be worn only if covered by shirts containing sleeves. Shirts containing less than a **four-inch** band from collar to shoulder will be considered tank tops. Shirts with cut off sleeves or no sleeves will not be permitted.
7. Clothing which exposes cleavage, the midriff, backless attire, or shirts exposing undergarments are violations of the dress code.
8. Any item containing offensive language or suggestive statements or symbols are prohibited.
9. Pants, shorts and skirts must be worn at the natural waist line: undergarments are not to be exposed.
10. The administration may waive specific areas of the dress code for spirit days and special events.

Neatness is always in style. Remember that you are an ambassador for your school and family. Neat appearance shows respect for you and the community. **If a student has any doubts about their clothing being appropriate for school, the best idea is not to wear the clothes.**

School dress standards will be in effect for all school events. Exceptions may be granted with prior approval for special events such as spirit days, prom, and homecoming. The responsibility of enforcing the dress code belongs to all students, parents, staff and administration of the Hopewell-Loudon Local School district.

Students in violation of dress code will be required to correct the problem. A parent or guardian may bring a change of clothes for the student but the student will not be allowed to leave school grounds to correct the violation. Temporary clothing may be issued by the district to correct the violation. If the offense continues, the student may be charged with insubordination, which could result in disciplinary action, including suspension or recommendation for expulsion.

Use of Personal Communication Devices (PCD)/Cell Phones

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of **Hopewell-Loudon** has determined the use of cell phones by students during school hours should be limited. The objective of this policy is to strengthen **Hopewell-Loudon**'s focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

I. RESEARCH

Research shows that student use of cell phones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in youth.

II. APPLICABILITY

This policy applies to the use of cell phones by students while on school property during the instructional day.

III. USE OF CELL PHONES

Students are prohibited from using cell phones at all times.

IV. EXCEPTION

Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code, a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794, or as permitted under the building's comprehensive emergency management plan adopted under section 5502.262 of the Revised Code.

A student may use a cell phone or other electronic communication device to monitor or address a health concern if the school board receives a written statement from the student's physician requiring such use.

V. CELL PHONE STORAGE

Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times.

VI. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressive disciplinary measures:

1st offense- Phone is confiscated and picked up in the office at the end of the day.

2nd offense- Phone is confiscated, Parent/Guardian must pick-up

and have a conference with Dean of Students or Principal. Discipline may be assigned.

3rd offense- Phone is confiscated, Parent/Guardian must pick-up, and student will serve an after-school detention.

4th offense- Same as above plus loss of device privileges and progressive discipline assigned.

The use of PCDs in locker rooms, classrooms, bathrooms and/or any school situation where a reasonable expectation of personal privacy exists is prohibited.

No expectation of confidentiality will exist in the use of PCDs on school premises/property.

Students are prohibited from using a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a PCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their PCDs to receive such information.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g. child pornography. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Sexting is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission and possession of child pornography.

A person who discovers a student in possession of or using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to PCDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use office phones to contact parents/guardians during the school day with permission of office personnel.

Code of Conduct Rule 21 relates directly to the misuse of PCDs and may result in suspension or expulsion.

Leaving School Grounds

No student may leave the school building without the permission of the high school Principal and then only in case of an emergency or illness. The student must then sign-out in the main office before leaving the building. A written excuse from the student's parent/guardian must be presented to the principal in order that he/she may be excused for part of the day. This absence DOES count toward the House Bill 410 excessive absence guidelines If these procedures are not followed, then the student will be considered UNEXCUSED, truant, and discipline may be administered.

After School Policy:

All students are expected to leave the school premises after school (3:05 P.M.) unless they are 1) in teacher detention or after-school detention, 2) involved in a sport or academic activity, 3) involved in any other school approved function.

Injury and Illness

All injuries must be reported to a teacher or to the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to contact the student's parents.
A student who becomes ill during the school day should request to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

Auditeria

In order that our lunchroom might have a more pleasant atmosphere while students are eating, the following rules have been developed.

1. All students must eat lunch in the Auditeria; exceptions may be made for special circumstances granted by the lunchroom supervisor, a teacher or the building administrator.
2. Students are responsible for keeping the Auditeria clean.
    - Pick up all food and other materials that are dropped on the floor
    - Throwing an item is prohibited
    - Return all trays to the designated area
3. Excessive noise will not be tolerated.
4. Students are not permitted to "crowd" or "cut" in the lunch line under any circumstance.
5. Students are not permitted to enter the Auditeria late or leave the Auditeria early without a pass from a teacher or the office.
6. All students are to follow the direction of the lunchroom supervisor.
7. Lunch is a closed lunch. Students may not order in food to be delivered or consumed in the cafeteria. Visitors must report to the high school office and receive a "Visitor Pass" prior to entering the Auditeria.
8. Charges may be accepted to receive a traditional school lunch, but if charges become excessive, students may be issued an alternative school lunch until all charges are paid in full. Alternative lunches will still meet all nutritional guidelines.

Computer/Technology Usage

Students may use school computers and technology for school/learning related purposes as specifically directed by teachers and staff. All students must complete and sign (with parent/guardian signature) an acceptable use policy (AUP) form. Misusage could be subject to severe discipline,

including but not limiting usage for the year, or other disciplinary action.

Biological/Chemical Threats

A student shall not cause disruption or obstruction to the school's operation by threat of the release or presence of a biological agent, hazardous substance, or poison, regardless of the circumstances of the threat. Because of the widespread fear that such threats produce it will be deemed to be if the most serious natures and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion, and permanent exclusion shall be considered as remedies for the punishment of such conduct. This will result in the loss of participation in any extracurricular school activities as well as the loss of the right to be on any school premises.

Dangerous Weapons in School

The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

Policy exceptions include items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation); and/or theatrical props used in appropriate settings.

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.
The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion. This policy will be published annually in all district student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Disorder and Demonstration

The Board of Education recognizes the right of each student to attend school for the purpose of receiving an education. The disruption of the educational program by disorder or any other purposeful activity will not be tolerated.

For purposes of this policy, disorder shall be any deliberate activity by an individual or a group, whether peaceful or violent, which interferes with the normal operation of the school.

The Board, having responsibility for providing an educational program for the students of this District, shall have the authority to preserve order for the proper functioning of that program. Students in violation of this policy may be recommended for suspension and/or expulsion, as well as a referral may be made to the proper law enforcement agency

Driving to School

All students who find it necessary to drive to and from school must file with the Principal of the High School written permission of his/her parent/guardian to do so. The "Student/Parent Request to Drive to School" form will be made available to student on the first day of school. Vehicles must be registered as "street legal" to be driven on school property. Off-road vehicles, ATV's, snowmobiles, etc. will not be permitted on school grounds.

After filing permission with the office a parking permit will be issued. Student vehicles without a permit will be notified and required to obtain one immediately. Repeated offenses will result in disciplinary action including but not limited to loss of driving privileges or the vehicle being towed at the owner's expense.

Students park at their own risk. The Board of Education is not responsible for any damage to any vehicle, although an investigation will be made to ascertain the damage.

The following rules also apply:

1. Students must exit from the vehicles immediately upon arrival to school. No loitering in the parking lot.
2. No student will drive his/her vehicle during school hours without the permission of the Principal.
3. Vehicles must be parked in the student parking lot in designated areas. A speed limit of 5 mph is in force at all times in the student parking lot.
4. Students who exercise the privilege of driving, riding, or parking a private vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material which violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school disciplinary procedures.
5. Students are not allowed to operate motor vehicles in a reckless manner on school property or in the school zone on Seneca County Road 7.
6. Tardiness to school may result in a loss of driving privileges.
7. Students **MAY NOT** drive to Sentinel without Administrative permission, **and may not be accompanied by another student.**
8. Students may lose driving privileges for reckless operation, speeding, spinning tires and/or other driving actions deemed unsafe while on Hopewell-Loudon School property and/or to and from Hopewell or Sentinel or any school-sponsored property.

Refusal to abide by these regulations and safe driving practices will lead to loss of driving privileges. Any vehicle the student attempts to bring on school property during school hours is not permitted. Continual disregard of these regulations will result in a loss of driving privileges for the remainder of the semester/school year.

Emancipated and Married Students

Students who fit this category should report to the High School Principal for a form requesting information of their self-supporting status. Students who fit this category still must abide by the rules and regulations in this handbook.

Out of School Suspension Make-Up Work Policy

Students receiving an out of school suspension of 10 days or less will be able to make up all schoolwork missed at 100% credit. It will be the student's, and/or parents', responsibility to obtain these assignments and make contact with the appropriate teachers. The student will be allowed one day extended time for each day of suspension, to complete the make-up assignments.

Expulsion and School Credit

Expulsion may result in the loss of credit for courses being taken at school, at Sentinel Career and Technology Center, or at any college or university, whether under an Education Option, CCP, or at

the students own expense.

Extra-Curricular Activities.

The Hopewell-Loudon Board of Education Drug Testing Policy was developed because of a concern that alcohol and illicit drugs may be negatively impacting the Hopewell-Loudon High School Students. The Hopewell-Loudon Board of Education desires to implement a policy which will attempt to provide this district with a safe and healthful student program. This policy reflects the Hopewell-Loudon Board of Education and the community's strong commitment to establish a truly drug- and alcohol-free school program. Because of the pervasive nature of drug use in our local schools, Hopewell-Loudon has selected students, for inclusion in the testing pool. This policy applies to all athletes and students who participate in extracurricular activities from grades 7-12. Students who are not a part of this tested group may participate in the drug testing through an opt-in program.

CONSEQUENCES FOR VIOLATION OF DRUG POLICY FOR ATHLETICS AND EXTRACURRICULARS AND FOR CRIMINAL POSSESSION OF ALCOHOL, ILLEGAL/ILLICIT DRUGS, CONTROLLED SUBSTANCES, MOOD-ALTERING CHEMICALS, TOBACCO, COUNTERFEIT SUBSTANCES, PARAPHERNALIA, OR POSITIVE TEST RESULT

Any positive urine drug test results will be made known to the building administrator, who in turn will notify the parents/guardians/custodians and student.

Students will be disciplined pursuant to the Hopewell-Loudon Schools Athletic Code of Conduct, and/or the student handbook. As an additional disciplinary consequence, the student may be required, at the parent/guardian/custodian's expense, to submit to weekly or random testing if reinstated.

FIRST OFFENSE

A. The participant shall be denied participation privileges for 30% of regular season and scheduled events or club activities (sports with league tournaments will be considered part of the regular season – i.e. golf, cross country, wrestling, and track.)

B. For controlled substances, mood-altering chemicals, illegal/illicit drugs, paraphernalia, or a positive drug test, the participant shall be denied participation privileges for 60% of regular season and scheduled events or club activities.

C. The student will have to make an appointment with a certified chemical dependency counselor for a chemical dependency assessment, and then follow the recommendations of the counselor. A tobacco intervention program/education program may be used for a tobacco violation. The parent/guardian is responsible for all expenses and for providing the athletic department or administration documentation that the student completed all recommendations of the counselor.

D. If the student does not comply with the counselor's recommendations or does not make reasonable progress towards the completion of counseling, the student will be denied participation until such counseling has been completed.

E. The participant shall forfeit all leadership roles on his/her team/extracurricular. An example would be a captain role/officer. The participant shall forfeit all special team awards for the season(s) in which the denial of participation occurs. This includes varsity letters, etc.

F. The parent/guardian and/or student may be required to meet with the Athletic Director and the High School Principal to determine reinstatement.

G. While serving the denial period, the student must attend all practices and contests. The student will travel with the team and be a part of the team, at all times. However, the student may not be dressed in uniform during their suspension.

H. Any student denied participation from an Athletic Handbook violation must complete the entire season for which they have chosen to participate. The denial of participation will not be

considered served if they fail to complete their season. In this case, the denial of participation will restart with the next season the student participates.

In cases where the denial of participation results in a fraction, the number will be rounded off to the nearest whole number. If additional contests remain on the number of games suspended, the percentage of games missed in the current season, including tournaments, will be calculated. The remaining percentage of the original denial will be used to calculate how many additional contests will be missed in the next sports season of participation, even if this season goes into the next school year.
Self-Referral Policy: If a student seeks assistance for dealing with a drug or alcohol problem by self-referral to a coach or administrator and agrees to participate in a rehabilitation program (at their own cost) approved by the school administration and agrees to follow the program recommendations, there shall be twenty percent (20%) denial of participation and the self-referral will be considered as a first violation. A student may give a once-a-year self-referral, which may be done only twice in six (6) years and may not be done on a day of random screening.

SECOND OFFENSE

A. The student is denied contest participation for one (1) full season or excluded from the club or activity for one year. Coaches/Advisors at their discretion may allow a student to practice with a team.

B. The student will have to make an appointment with a certified chemical dependency counselor for a chemical dependency assessment, and then follow the recommendations of the counselor. A tobacco intervention program/education program may be used for a tobacco violation. The parent/guardian is responsible for all expenses and for providing the athletic department/administration documentation that the student completed all recommendations of the counselor.

C. If the student does not comply with the counselor's recommendations or does not make reasonable progress towards the completion of counseling, the student will be denied participation until such counseling has been completed.

THIRD OFFENSE

The student is permanently denied participation in athletics/extracurriculars at Hopewell-Loudon Local Schools. This would include all clubs or activities.

Grading

Unified Grading Scale

100-93	A	76-73	C
92-90	A-	72-70	C-
89-87	B+	69-67	D+
86-83	B	66-63	D
82-80	B-	62-60	D-
79-77	C+		

In order to receive credit for a course taken, a student must have a combined percentage of 60% or above when combining the grades from the first nine weeks, second nine weeks, and semester exam grade.

Graduation Requirements

	2018	2019	2020	2021
English	4	4	4	4
Science	3	3	3	3
Math	4*	4*	4*	4*
Social Studies	3	3	3	3

Health/Phys. Ed.	½, ½	½, ½	½, ½	½, ½
Electives	7	7	7	7
Total Credits	22	22	22	22

REQUIREMENTS can be met by demonstrating competency and readiness for a job, college, military or a self-sustaining profession.

Show competency by earning a competency 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 your strength, there are three additional options to show competency after you have taken the test:

Option #1 Demonstrate Two Career-Focused Activities:

Foundational

Proficient scores on WebXams
A 12-point industry credential
A pre-apprenticeship or acceptance into an approved apprenticeship program

Supporting

Work-based learning
Earn the required score on WorkKeys
Earn the OhioMeansJobs Readiness Seal

Option #2 Enlist in the Military:
Show evidence that you have signed a contract to enter a brand of the U.S. armed services upon graduation.

Option #3 Complete College Coursework:
Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

Option #4 Remediation Free Score
Students can now demonstrate competency by obtaining a remediation-free score in the math or English subject areas on the ACT or SAT. To demonstrate competency in English II, a student must be remediation-free in BOTH English and reading on the ACT.

Show Readiness by earning two of the following diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

At least one of the two must be Ohio-designed:

- □ OhioMeansJobs Readiness Seal (Ohio)
- □ Industry-Recognized Credential Seal (Ohio)
- □ College-Ready Seal (Ohio)
- □ Military Enlistment Seal (Ohio)
- □ Citizenship Seal (Ohio)
- □ Science Seal (Ohio)
- □ Community Service Seal (Local)
- □ Fine and Performing Arts Seal (Local)
- □ Student Engagement Seal (Local)
- □ Honors Diploma Seal (Ohio)
- □ Seal of Biliteracy (Ohio)
- □ Technology Seal (Ohio)

Program of Study
Each year students will request classes for the next year using the Hopewell – Loudon Program of Study with the understanding that classes will be based on the numbers from those requests. Low numbers may result in a class not available for a particular year.

Sentinel Application
Students may apply to attend Sentinel for their Junior and Senior year. Only students that have completed two English and two Math credits prior to their Sophomore year could be considered for early application to Sentinel unless prior permission has been given by Hopewell Loudon Administration or guidance counselor to ensure all credit requirements are able to be completed.

Community Service
Community Service is defined as an activity performed to benefit at least one other unrelated person and for which the volunteer receives no pay. Examples of non-profit organizations include the Red Cross, Goodwill Industries, and Habitat for Humanity, etc. If an individual or group earns a profit from the students' work, it is not considered community service but simply "free labor." Service hours to benefit for-profit activities or businesses will not be applied to this requirement except under exceptional, pre-approved circumstances.
The Hopewell-Loudon Local School District recognizes the importance of volunteer service to the community as compatible with the role of schools in today's society. The school district supports the idea that caring for others and the community are characteristics of responsible adults. All students, beginning their freshman year, will be required to complete unpaid, community service prior to graduation. Community service may be performed at any time during high school, including summer.

Service hours should be completed by the end of the third quarter of the student's senior year.

- The Class of 2020 and beyond must complete (20) twenty service hours.

In addition to local requirements, the Ohio Department of Education requires that all students pass the following requirements on the End-of-Course state tests:

For the graduating class of 2018 and beyond, the following requirements must be met along with the credit requirements stated above:

No student may participate in graduation practice, the graduation ceremony, or receive a diploma unless he/she has met, in full, the requirements for graduation, including community service hours, as established by the Hopewell-Loudon Board of Education and the Ohio Department of Education. In addition, all fees and fines must be paid and no disciplinary action pending before a student will attend graduation practice, the ceremony or receive a diploma.

Midterm Reports
Every student receives a midterm report containing the average grade for each class at or near the mid-point of a grading period. Reports will be posted online in the student's Progressbook page within five (5) school days of a scheduled midterm date. Midterms will not be mailed home.

Grade Cards
Grade cards will be issued to each student for each nine-weeks grading period. Grade cards are withheld for failure to pay fines and/or fees or for failing to return athletic uniforms or equipment. Grade cards shall be released immediately when fines and/or fees are paid and equipment is returned. When parents have questions about a specific grade they should contact the teacher so a conference may be arranged.

Artificial Intelligence (AI)
The district recognizes that artificial intelligence (AI) tools are increasingly used in education and communication. While AI can support learning, misuse of AI technology is strictly prohibited.
Students may not use AI tools, applications, or software to:

- Create, alter, or distribute false, manipulated, or misleading images, audio, or video ("deep fakes") of students, staff, or others;
- Generate sexually explicit, intimate, or suggestive images of any persons without consent;
- Impersonate a student, staff member, or administrator;
- Create or spread false allegations, fabricated evidence, or misleading communication
- Harass, bully, threaten, extort, or retaliate against others
- Submit AI generated work as original academic work when not expressly permitted by teacher
- Circumvent school safety filters or monitoring systems

Off Campus Conduct- AI misuse off school property may result in school discipline when the conduct

- Substantially disrupts the educational environment
- Interferes with the rights of safety of students, staff. Or
- Creates a foreseeable risk of material disruption at school; or
- Possibly violates Title IX

Cheating and Plagiarism

Cheating - Generally this is seen or heard by the teacher. Examples might be peering onto someone else's paper or "obviously" permitting it, verbally telling or receiving the answers to questions during tests, quizzes, or other related exercises. Students may be given a zero for the assignment and the teacher will notify the parent/guardian. The incident will be discussed with the principal. Repeated incidents of cheating may result in disciplinary action including, but not limited to; detention, Saturday School or suspension.

Plagiarism - Plagiarism is to use someone else's words or ideas as your own. Students may be given a zero for the assignment and the teacher will notify the parent/guardian. The incident will be discussed with the principal and disciplinary action may be taken.

Plagiarism can take several forms. The most obvious form is a word-for-word copying of someone else's work, in whole or in part, without acknowledgment, whether that work be a magazine article, portion of a book, newspaper piece, another student's essay, or any other composition not your own. Any such verbatim use of another's work must be acknowledged by (1) enclosing all such copied portions in quotation marks and by (2) giving the original source either in the body of your essay or in a footnote. As a general rule, use little quoted material in your themes.

A second form of plagiarism is the unacknowledged paraphrasing of the structure and language of another person's work. Changing a few words of another's composition, omitting a few sentences, or changing their order does not constitute original composition and therefore can be given no credit. If such borrowing or paraphrasing is ever necessary, the source must be indicated by footnotes.

If you do not fully understand this statement on plagiarism, consult your teacher. ***If you have doubts about the originality of a paper you have written, see your teacher before you turn it in.***

Exams

Exams may be administered at the end of first and second semester, or students may be required to take another diagnostic test in lieu of an exam. If a student is given a semester exam, it will account for 1/5, or 20%, of a student's semester grade in a course. Students failing to take a scheduled exam will receive an incomplete for the semester and could lose all credit for the course. All students are expected to take exams on the days and the period scheduled.

NOTE: Seniors are exempted from 2nd semester exams if they receive a minimum of a (B- 80% or better during both the 3rd and 4th quarter marks). All seniors must take 1st semester exams. The exemption rule does not apply to end of course exams required by the Ohio Department Education.

Honor Roll

All students in grades 7-12 will receive honor roll recognition at the conclusion of each nine week grading period. Students with a GPA of 4.0-3.5 will receive first recognition. Students with a GPA of 3.49-3.0 will

receive second recognition. Any classes that are CCP courses will not count towards nine week honor roll recognition due to grades being given at the semester and not quarterly.

Promotion & Retention

The Board of Education recognizes the personal, social, physical, and emotional growth of children will vary, and they should be placed in the educational setting most appropriate to their needs at the various stages of growth. It shall be the policy of the Board that each student is moved in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Honors Diploma Requirements

The student who completes the high school Academic Pathway must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science including two advanced courses
4. Earn four units of social studies;
5. Earn three units of world languages (must include no less than two units for which credit is sought), i.e., three units of one world language or two units of two different languages;
6. Earn one unit of fine arts;
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing services' ACT assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive Career-Technical Education Pathway must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of mathematics which shall include algebra I, algebra II, geometry and another higher level course, or a four-year sequence of courses which contains equivalent content;
3. Earn at least four units of science, including two advanced sciences;
4. Earn four units of social studies;
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at http://www.webxam.org/info_docs.asp, with additional content available by clicking here) or equivalent assessment aligned with state-approved and industry validated technical standards;
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American college testing service's ACT assessment (excluding the optional writing test) or a combined score of 1210 on the college board's SAT verbal and mathematics sections (excluding the score obtained on the required writing section).

Career Advising Program

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as

how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

College Credit Plus Courses (CCP)
This program allows qualifying high school students to earn college and high school graduation credit through the successful completion of college course work at eligible college credit plus institutions. All grades issued from the college institution will be consistent with the grade of record issued by Hopewell Loudon Local Schools. Information regarding this opportunity is available in the high school guidance office. No College Credit Plus Courses will count toward the nine week honor roll at Hopewell Loudon because the course is a semester grade. If a student does not earn credit for a CCP course that student will be required to pay for the course.

Academic Letter – Academic Letters are based on Honor Roll. Students taking CCP students are not eligible for Honor Roll due to CCP courses only being reported as semester

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. The following selection criterion has been established by the Hopewell-Loudon Faculty Council in accordance with NHS constitution and by-laws. Once selected, to maintain membership, members have the responsibility to continue to demonstrate these qualities.

Scholarship
- All juniors and seniors who have a cumulative GPA of 3.5 or higher, and who have been enrolled in Hopewell-Loudon for a minimum of (1) one semester prior to induction, will be given the opportunity to apply to the local Chapter of The National Honor Society.

Leadership
- Students must hold at least one leadership role. i.e.: Student Council, Class Officer, Sport Captain, Band/Choir Leader, FFA Officer, 4-H Officer, Scout Officer, Church or Organization Leader, etc. An endorsement is required from the supervisor of your leadership activity.

Service
- An endorsement is required from the supervisor of your service activity.
- Students must demonstrate service through school or community activities. i.e.: Classroom Aide, Office Aide, Church Program, Volunteer, etc.

Character
- An administrator endorsement is required noting any Out-of-School Suspensions or In-School Suspensions during the applicant's high school career. This will also note any Wednesday Schools during the year prior to application.
- A teacher endorsement is required noting classroom behavior.
- Students must detail why they want to be a member of National Honor Society, including any special qualities they possess or recognitions they achieved.

Transfer of Student Records
The Hopewell-Loudon School District may make available upon request of a school district to which a former student has transferred, the educational records relevant to past, present, and future educational class placement and instruction. This may be done without written consent of the parents or guardians. Records will not be made available until all fees and fines owed have been paid.

Withdraw/Transfer to another School
A student who is withdrawing from school should notify the guidance office before his/her last day of

school. Each of the student's teachers is expected to sign a form indicating a withdraw grade and whether all books and materials have been returned. In addition, the librarian must indicate that all materials have been returned and all library fees paid.

Withdrawing from School
No student attending Hopewell-Loudon under the age of eighteen (18) shall be permitted to permanently withdraw from school. Only the Superintendent and/or a Juvenile Court Judge can grant exceptions.

Revocation
Transfer students are required to comply with all District Policies. Unacceptable behaviors by a transfer student or false or misleading information on their open enrollment application are grounds for the district to remove a transfer student at any time. If a student's open enrollment transfer is revoked, the parent/guardian may request an administrative review by the Superintendent of his/her designee.

Guidance Department
Hopewell-Loudon School provides services to assist in the areas of vocational selection, educational planning and adjustment to troublesome situations. Students are encouraged to consult a counselor in regard to their future vocations.

The guidance office contains information describing jobs and how to prepare for them. Test scores on abilities and interests relating to occupations can also be explained.

Many students find it to their advantage to continue their education after high school. The guidance office has catalogs from many colleges and universities as well as business schools and technical institutes. These catalogs can help students find a satisfactory school to attend after graduation. Students having questions about any of these schools may consult a counselor.

Schedule Changes
In the spring, students select courses that will determine their course of study for the following year. These choices are considered to be binding upon the student following verification of his/her choices in the selection of courses, and it must be understood that such courses should be chosen carefully and with genuine consideration of the student's future schooling. Once such choices are made, every effort should be exercised by both the parent and the student to adhere to them.

It should be understood by the parents and students that when registering for course work, a student places an obligation upon the school administration to accommodate the course requested, to staff them with qualified and certified teachers, and to provide adequate textbooks and materials. It is impossible to maintain acceptable class size balances when many requests for schedule changes are honored. A practice of schedule adjustments undermines the effectiveness of the operations of the school and is a financially irresponsible use of certified and non-certified staff time. Students are encouraged to make realistic course selections based on teacher recommendations and actual classroom performance. Keep in mind that a student may not have more than 1 study hall per semester at any time.

We will make every effort to enroll the students in their selected courses whenever possible. Course failure, remediation needs, or insufficient enrollment in a course are reasons why your request may be in changed.

Schedules will be sent home and must be returned back signed by student and parents by the designated date. Schedule change request will be considered until the end of the school year. **After that time, no schedule changes will be made for the upcoming school year.**

Senior Class Trip
Each year the Senior Class will be able to choose form two options for a Senior Class trip.

1) One trip traveled to by charter bus
    - Dates for Overnight Trip would be during the week prior to the start of the spring sport seasons.
    - If advisors recommend flying, must be approved by administration.
2) Three one Day trips traveled to by charter bus. (Unless permission to extend given by administration.)
    - Dates for day trips TBD

Once the class votes on the type of trip they will then choose a destination.
All students must meet the following requirements to be eligible to attend the Senior Trip or they may lose their eligibility

1) All 20 hours of community service completed by end of Semester 1
2) No In School Detentions or Out of School Suspensions during the first three quarters of senior year.
3) In good standing for graduation through the end of Semester 1 of Senior Year.

8th Grade Washington Trip

All Students must meet the following requirements to be eligible to attend the Washington Trip.

1. Meet the requirements of the behavior contract given by the DC Trip Advisor. Any suspensions prior to the DC meeting will carry over and make the student ineligible for the trip.
2. Must be in good academic standing through the first semester.

Participation in Extra-Curricular Activities

Extra-curricular activities are defined as a pupil activity program that Hopewell-Loudon sponsors or participates in which is not included in Hopewell-Loudon's graded course of study.
Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the district to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.
In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.
Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.
In order to be academically eligible to participate in any extra-curricular activity students in grades 7-12 must meet the following requirements:

Athletic Eligibility Grades 7-12

1. The Ohio High School Athletic Association eligibility guidelines requires that each student receive a passing grade in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period to be eligible to participate in extra-curricular athletics. If a student does not pass a minimum of five (5) one credit courses he/she is ineligible for the entire nine (9) week grading period. However, a student enrolling in the seventh grade for the first time will eligible for the first grading period regardless of academic achievement.

In addition to OHSAA guidelines, the Hopewell-Loudon Athletic Department, as approved by the local Board of Education has included the following guidelines to determine athletic eligibility:

Each student must earn a combined GPA of a minimum of 1.5 on a 4.0 scale.

Lockers

Lockers will be assigned at the beginning of each school year. Lockers remain the property of the school,

and as such the school administration reserves the right to check the contents of student lockers at any time with or without notice. Students are not permitted to share a locker without the written permission of the administration. The sharing of a locker does not excuse either student from being responsible for the contents within the locker at all times. No items prohibited by the school such as tobacco, drugs, weapons, pornographic materials, etc will be allowed in these lockers. If damage is done to a locker during the school year, a fine may be assessed to and/or disciplinary action may be taken against the student to which the locker was assigned. All students are provided with locks for their lockers.

Basic locker rules

1. Use your own locker. Do not "set" the locker so that it will not lock properly.
2. Do **Not** share your combination with anyone.
3. Keep your locker clean inside and out.
4. Locker doors must always be clean.
5. Locker decorations are not permitted, unless promoting an approved school sponsored activity. Any decorations must be approved by the administration.

Damage committed by a student to his/her locker will require payment and is a violation of the school discipline code.

Although lockers are provided to students, items of value such as jewelry, clothing, electronic equipment etc. placed in the locker or in the school environment are not the responsibility of the school and therefore do not place any liability upon the school for any loss or damage to personal valuables.

Nondiscrimination

The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in the district.

Search and Seizure

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Security Cameras

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to law enforcement agencies.

Title IX

Hopewell-Loudon subscribes to Title IX which states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activities operated by recipients of Federal financial assistance"
This policy applies to all students, staff, faculty, extension students, program participants and third parties associated with Hopewell-Loudon regardless of sexual identity or gender orientation.
Anyone who experiences harassment in the classroom or on the job should seek the assistance of the Title IX Coordinator,.
Hopewell-Loudon strives to provide students with resources and information in regard to Title IX. If you have any questions or concerns in regard to Title IX or Sexual Misconduct, or would like further information in regard to the training that has been done by the Title IX team please contact the Title IX Coordinator, or check out our website for more information on Title IX and the trainings. All contact information can be found on the website at www.hlschool.org under the Staff tab entitled: "Title IX Training 2020." Title IX Coordinator – Brian Rothrock. brothrock@hlschool.net 419-937-2804

Anti-Harassment

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment.
This commitment applies to all school district operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.
The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the school district community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated the Board will take immediate steps to end the harassment. Individuals who are found to

have engaged in unlawful harassment will be subject to appropriate disciplinary action.
For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.
For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).
Other Violations of the Anti-Harassment Policy
The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
B. Filing a malicious or knowingly false report or complaint of harassment.
C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions
Sexual Harassment: Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity;
B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual;
C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.
Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
B. Physical assault.
C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually

degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.
NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epitaphs, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance of creating an intimidating, hostile, or offensive working and/or learning environment; or with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other school district official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.
Members of the school district community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.
The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the school district community or third party alleging the harassment pursues the complaint.

Hazing
Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property.
No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.
Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.
Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing.
If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Bullying and Other Forms of Aggressive Behavior
The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.
Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.
This policy applies to all activities in the District, including activities on school property or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.
This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.
Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type

of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means electronically transmitted acts, or Cyber Bullying, (i.e., internet, e-mail, cellular telephone, personal digital assistants (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes 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(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal, Dean of Students, or the Superintendent. The student may also report concerns to teachers, school counselors, and other school staff who will be responsible for notifying the appropriate administrator. Incidents may also be reported anonymously through the school district website quick links “Bullying Alert” or “Crisis Alert”.

Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every staff member is required to report and student(s) should report any situation they believe to be aggressive behavior. Reports may be made to those previously mentioned.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion.

Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person, who reports or is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Section 504/ADA notice

The district complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with

Disabilities Act (ADA). The district does not discriminate against individuals with disabilities in programs, services, or activities. Students with disabilities may be eligible for accommodations or services to ensure equal access to education. Parents who believe their child may qualify for services under Section 504 should contact:
Student Services Coordinator Bridget Piotter
Hopewell-Loudon Local School 181 N. County Road 7, Bascom, Ohio 44809
419-937-2804

Zero Tolerance
Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Hopewell-Loudon students must conform to all rules and regulations as outlined in the parent/teacher handbook and conform to all directions from authorized school personnel.
The school, as directed by the Board of Education, has "zero tolerance" of violent, disruptive, or inappropriate behavior of its students, but the Board of Education empowers the superintendent and its administrators to utilize their discretion as to whether the student's behavior under the facts as known should result in the implementation of "zero tolerance."

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations

Students and parents will receive the first week of school or as they enroll during the year written information on the rules and regulations, to which they are subject to while at Hopewell-Loudon School or participating in any school-sponsored activity or event. The information includes the types of conduct that are unacceptable. The Board of Education directs its teachers and administration to make all students aware of student rules and regulations.

If a student violates the policy or the set of rules and regulations as written in the parent/student handbook, the Superintendent or designee may have the student removed from school. In such an event, the policy to remove students would adhere to the procedures set forth in the parent/student handbook. These rules and regulations are made to students upon request and are also posted in a central location in the building.

Work Permits
Students, ages 16 or 17, obtain a work permit when working during the school year. Students, ages 14 or 15, are required to obtain a work permit for all employment, year round. Applications may be obtained from the high school office. Applicants must have a physical which will be given by the student's physician (athletic physicals on file with the school may be used) and a copy of their birth certificate. When there is a change in employers, a new work permit must be completed.

Eighteen-Year Olds
All 18 year olds must abide by the rules and regulations contained in this handbook, including attendance policies. This includes all paperwork requesting parent/guardian signatures.

Busing
No student may ride a bus other than the one assigned or be dropped off at a different location unless he/she has approval from the administration. No student shall ride a different bus for social purposes only. If a student is not riding the bus, the parent must send a note to school or the student will be put on the appropriate bus. In case of emergencies a phone call will suffice. Students needing to ride a different bus for a prolonged period of time must obtain a Bus Pass form from the office to be completed and signed by the parent and principal.

Designated Open-Enrollment Stops: Students whose parents/guardians are not waiting for them at the site will return to school on the bus.

Bus drivers are expected to provide safe and pleasant trips to and from school each day. In order to do

this, the cooperation of each student is necessary. To assist with monitoring student safety the busses are equipped with video cameras which record audio and visual information

Bus rides are an extension of the school day and students are expected to follow the bus rules:

1. The bus driver may assign seats and students are to remain in their assigned seat.
2. Students shall be courteous to the bus driver and other students.
3. No profanity will be permitted.
4. No eating or drinking on the bus.
5. Students shall keep the bus clean.
6. Any form of violence is prohibited.
7. Keep the aisle clear of all items and feet.
8. Tobacco products and smoking paraphernalia (lighters, matches, etc.) are not permitted.
9. Students shall keep their hands and heads in the bus.
10. Students shall not destroy school property or the property of other students.
11. Students shall not distract the bus driver through misbehavior or loud noises.
12. Electronic devices such as phones, games, or other digital devices must not be used in a manner that compromises the safety or privacy of others. (Ex. No photos or arguing over games) Electronic items may be confiscated by the driver if they feel a student has violated this rule. A parent or guardian can pick up the item in question at the principal's office. Further disciplinary action may follow.
13. Students attending Sentinel are required to ride the bus both to and from Sentinel unless permission to drive has been granted by an administrator and the appropriate driving permission form as been submitted to the office.

Parents or guardians will be informed of disciplinary issues and the resulting consequence in a timely manner via phone. If parents are unable to be reached, a discipline referral will be sent home outlining the bus concern and the resulting action. In these instances the parent must sign and return the referral or call the office to confirm their awareness of the situation. If the parent does not respond to the referral, then the student is subject to further disciplinary action at the discretion of the principal.

Emergency Drills

Conforming to State Law, the school holds fire and tornado drills during irregular intervals. Students always should regard the ringing of the fire alarm and the tornado signal as denoting danger.

Crisis Intervention Plan

Hopewell-Loudon has developed a Crisis Intervention Plan to help ensure the safety and well-being of our students. During any time of crisis situation, which may impact Hopewell-Loudon students, the Crisis Team will meet to assess and act on students' needs.

The team will make available services appropriate to student needs during and after the initial incident. Support assistance may include, but is not limited to, bringing in additional counselors, health care providers, mental health services, public safety, clergy, and Red Cross personnel.

In the event that the student's needs exceed the resources available in the school, the student will be referred to appropriate professional services. School day operations will be as normal as possible while working to ensure student safety.

Classroom Discipline

Teachers are expected to keep a disciplined classroom and to keep accurate records concerning the behavior of students. They are expected to discipline students who break classroom rules or who are otherwise creating a classroom problem. Included in this initial discipline is making contact with parents concerning the student's conduct. If the behavior continues or the student refuses to abide by the teachers discipline plan, then they will be sent to the Building Administration for more severe discipline. Teacher discipline may consist of detention, loss of privilege or other discipline deemed appropriate for the situation. Every student is under the jurisdiction of all teachers, including substitutes, regardless of whether or not the teacher has the student in class.

Hall Passes

Students are responsible for the following procedure:
1. Any student who is excused from any class or study hall must have a signed pass by the teacher desiring the student be excused. This should be an electronic pass unless changed by administration.
3. Hall passes are to be issued to one student at a time.
4. In no case is it permissible for one teacher to give a pass to a student to be out of another teacher's class without proper permission given beforehand.

Study Hall

Study halls should be periods conducive to study. To provide uniform study hall policy, the following regulations are to be enforced:

1. Tardy rules apply to study halls just like normal classes. Be on time.
2. Attendance will be taken each day.
3. No talking
4. The study hall is for study, appropriate reading or doing homework. Chromebooks may be used, Cell Phones will not be allowed.
5. Each student shall be held responsible for maintaining correct alignment of desks or tables.
6. Students who have passes excusing them from study hall must report to the teacher excusing them, before the tardy bell rings.
7. Chairs, tables and all furnishings are to be respected.

Student Fees & Fines

All students will receive a fee statement at the beginning of the school year. Please pay fees by the fourth week of school; a receipt will be issued. Checks should be made payable to "Hopewell-Loudon Schools."
Fees may be paid in the office prior to the start of the school day. Items that should be paid to the activity advisor rather than the office may include student pictures, accident insurance, and activity money.

Fines may be levied against a student for a variety of reasons. The loss of or damage to a book, the failure to return a library book, damage to a locker, and vandalism may result in fines being levied. Failure to pay fines and fees will result in the:

- Holding of grade cards until payment is made
- Holding of diploma for seniors until payment is made.
- Inability to participate in Graduation practice or Graduation

Waiver of Fees

Fees may be waived for those who are unable to afford them. Parents or Guardians may write a letter to the building principal requesting a waiver of fees. The letter must include the name of the student(s), name of parent/guardian(s), address of parent/guardian(s), phone number of parent/guardian(s), which school the student(s) attends, and the reason for the request to waive fees.

Discipline Code

It is considered a fundamental understanding that discipline in the school setting provides each student with the most favorable atmosphere for learning and that any teacher or school staff member not only has the right, but the duty, to insist on good behavior. Below is listed the Behavior Matrix and Expectations as approved by the PBIS Committee:

PBIS
Hopewell-Loudon Behavior Matrix (2016-2017)

WE ARE	HALLWAY	CLASS ROOMS	BUSES	AUDIT-ERIA	RESTROOM/ LOCKER ROOM	PLAY-GROUND	PARKING LOT	TECHNOLOGY
POSITIVE	Use appropriate language	Positive words and actions Encourage yourself and others	Follow all adult directions and safety rules	Be a positive role model	Stay Quiet	Be a good sport	Park appropriately	Use for educational purposes.
RESPECTFUL	Respect each others' space Be aware of those around you	Follow all adult directions Use kind words Honor Privacy Dress appropriately	Respect other's property and personal space	Use appropriate volume Follow all adult directions and rules	Respect the privacy of others	Follow all adult directions and safety rules	Be courteous Wait for others to cross Go slowly	Respect the privacy of others (ie. pictures, passwords, and recordings)
INVOLVED	Greet people quietly Shut locker	Go directly to destination Actively engaged Greet people quietly	Use appropriate volume	Go directly to destination Sit in appropriate areas	Wash Hands	Share	Park in assigned student parking	Report inappropriate use to school staff. Report technology problems to school staff
DEPENDABLE	Leave space for people to get through	Be prepared Come to class Be on Time Seek solutions Do your own work	Be on time	Be helpful to others Sit with someone who is alone	Return directly to class	Seek Solutions	Be on time	Properly charge, shutdown and store devices
EXCELLENT	Walk on the correct side of the hall and on the stairs Leave no trace (paper, trash, etc)	Leave no trace Be of service to others Exceed expectations Return books on time	Leave no trace	Be courteous Leave no trace	Leave no trace	Seek Solutions	Be safe and courteous	Use as a tool to extend learning

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

To the Parents of Hopewell-Loudon Students
Grades 7 – 12

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Hopewell- Loudon Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's

education records. However, Hopewell-Loudon Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hopewell-Loudon Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- **A playbill, showing your student's role in a drama production;**
- **The annual yearbook;**
- **Honor roll or other recognition lists;**

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- **Companies that publish yearbooks and military recruiters**

If you do not **want Hopewell-Loudon Local School District to disclose** directory information (student name, address, telephone listing) **from your child's education records to outside organizations without your prior written consent (including military recruiters), you must sign off in Final Forms.**

Civil Rights Compliance Statement

The District provides equal education opportunity for all students and does not discriminate on the basis of race, color, national origin, sex, disability, religious, military status, ancestry, or genetic information in its programs and activities. Any person who believe they have been subjected to discrimination may file a complaint with the District Administration. Brian Rothrock, brothrock@hlschool.net 419-937-2804.

Anti-Retaliation

The District prohibits retaliation against any student, parent, or staff member who reports discrimination, harassment, bullying or other misconduct, or who participate in an investigation. Retaliation includes: intimidation, threats, coercion, or adverse action taken because an individual made a report or cooperated in an investigation. Any concerns of retaliation should be reported immediately to a building administrator or the appropriate compliance officer.