

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

2012-2013 Student/Parent Handbook

ALMA MATER

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

Contacting us:

www.highlandschools.org

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

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

Dana Addis, Principal
Ray Braunscheidel, Assistant Principal
Elaine Reichart, Guidance Counselor
Craig Tasker, Guidance Counselor
Jim Addington, Guidance Counselor
Claudia Johnson, Guidance Counselor

HIGH SCHOOL CALENDAR

Check for updates at www.highlandschools.org

2012-2013

August	22	First Day Students
	28	Open House 7 - 8:30 P.M.
September	3	Labor Day - no school
	27	Parent/Teacher Conferences 4 – 7:30 P.M.
October	10	Parent/Teacher Conferences 4 - 7:30 P.M.
	12	NEOEA Day – No school
	15	Waiver Day - Staff Only
November	7	Parent/Teacher Conferences 4 - 7:30 p.m.
	21	Begin Thanksgiving Break
	27	School resumes
December	21	Conference Comp Day – no school
	24	Begin Winter Break
January	7	School resumes
	18	Professional Development – Staff only
	21	Martin Luther King, Jr. - no school
February	18	Presidents’ Day - no school
	28	Parent/Teacher Conferences 4 - 7:30 P.M.
March	11-15	Ohio Graduation Tests Administered
	29	Begin Spring Break
April	8	Conference Day Off – no school
	9	School resumes
May	27	Memorial Day - no school
June	2	Commencement 3:00 p.m.
	5	Last Day - Students

GRADING PERIODS:

1st: 8/22 - 10/19

2nd: 10/22 - 1/17

3rd: 1/22 - 3/22

4th: 3/25 - 6/5

Any scheduled days for which school is not in session due to calamity must be made up at the end of the school year.

FROM YOUR SCHOOL ADMINISTRATION

It is my privilege to welcome you back to the 2012-2013 school year. Your personal copy of the Student/Parent Handbook contains information and guidelines intended to assist you in the successful completion of academic and co-curricular requirements. Best wishes and good success throughout the school year.

Mr. Dana Addis
Principal

SCHOOL DISTRICT MISSION

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

STUDENT / PARENT HANDBOOK

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

GENERAL STUDENT RESPONSIBILITIES

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

1. Receive an education through regular school attendance. No person shall interfere with the education of others, directly or indirectly.
2. Attend school each day unless excused under provisions outlined in board policy and state law. Ohio law requires a student to attend school until the age of eighteen.
3. Be on time to every class. Students who interrupt an ongoing lesson are interfering with the rights of others to learn and to study. Punctuality is a habit that translates into success.
4. Come to class prepared. Being unprepared delays the start of instruction. Have all necessary materials including a positive attitude.

5. Complete in-class and homework assignments, and meet deadlines. Teachers are responsible to teach. Students are responsible to learn. Classroom participation and preparedness is an expectation of all.
6. Respect and follow school rules. Be courteous and respectful to faculty, staff, peers, and visitors.
7. Volunteer information and cooperate with school staff in investigations regarding school and student safety and discipline. The responsible individual provides information that helps prevent a serious problem or avert a tragedy. A safe school depends upon everyone to uphold and respect the rules we have agreed to live by. Providing truthful information when asked by school authorities is an obligation.
8. Policies and guidelines are adopted based on prevailing community expectations and in accordance with state and federal law. They reflect the sound judgment of licensed professionals in the dispensation and administration of educational strategies relative to the effective delivery of approved curriculum.

DAILY SCHEDULE / TRANSITION

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

DAILY TIME SCHEDULE BELL SCHEDULE

* 7:32 a.m. Warning Bell	5 11:12 – 11:39
* 7:35 a.m. Tardy/Home Room	6 11:42 – 12:09
1 7:40 – 8:30	7 12:12 – 12:39
2 8:33 – 9:23	8 12:42 – 1:32
3 9:26 – 10:16	9 1:35 – 2:28
4 10:19 – 11:09	

PUBLIC ADDRESS ANNOUNCEMENTS

General announcements are made once daily during an extended first period while home room attendance is taken. All announcements must be school related, concise, and submitted properly along with an activity advisor signature. Administrative discretion may be applied. Because emergency notifications may occur any time, complete quiet is required during any use of the public address system. Everyone must be able to hear

important instructions and be prepared to take appropriate action. Interfering with an emergency notification (such as fire drill, lock down, tornado drill, etc.) can obstruct a school safety plan, and such actions may result in severe discipline

ENROLLMENT AND TRANSFER

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

GUIDANCE COUNSELORS

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

SCHOOL LOCKERS

NOTICE OF LOCKER SEARCHES: All students are hereby put on notice that lockers are the property of the Board of Education, and the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

Administrators have broad authority to conduct searches, exceeding even that of police. At the request of administration, however, a random search may include sheriff's deputies using K9 drug sniffing dogs. Any item discovered during a bona fide search

authorized by school personnel, and which is reasonably believed to violate school rules, may be turned over to authorities even if the item was not specifically being sought at the onset of the search. Such items are then considered admissible as evidence leading to possible charges and prosecution. Alcohol, drugs, or weapons discovered in a school locker are presumed to be the property of the student. Students are assigned school lockers randomly by grade. In voluntarily accepting the locker use privilege, students agree that book bags, backpacks, purses, or other potential concealment devices may also be inspected as part of the contents of the locker. All school lockers, including those used for athletic purposes, must be locked at all times when in use. Students must provide and use a quality lock for athletic facility storage. Never give your combination to anyone else, or share lockers. Failure to exercise reasonable care for the safeguard of textbooks and other school owned materials assigned to the student may result in personal or monetary liability for their loss, damage, or destruction. Lockers are to be kept neat and orderly. Compromising the function or tampering with the operation of the school locker is grounds for disciplinary action, and the locker privilege will be revoked. No food, beverage, consumable, or containers whether full or empty containers are ever to be kept in a locker over night. No writing, tape, stickers, or any type of decal is permitted on the inside or outside of a locker. The Athletic Administrator will thoroughly in-service coaches in reviewing the procedures and requirements for using a locker for sports or gym. Coaches and physical education teachers will review this procedure with students and student athletes.

UNSECURED / UNAUTHORIZED PERSONAL PROPERTY

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

LIBRARY / MEDIA CENTER

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

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

COMPUTER / ONLINE SERVICES

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

TEXTBOOKS/WORKBOOKS

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

WORK PERMITS / VOTER REGISTRATION / SELECTIVE SERVICE

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

ATTENDANCE POLICY

Regular school attendance is required by law for any minor child under the age of eighteen. Schools will report chronic and habitual truancy by filing charges in juvenile court. In the investigation of such charges, the juvenile court prosecutor may bring a

complaint against parents who fail to ensure their children attend school regularly as required under the Ohio Revised Code. In severe cases, parents who fail to meet this obligation have been court mandated to attend classes in “parental education”. The failure of a parent to attend such a program constitutes “parental educational neglect” under criminal code, which is punishable as a fourth degree misdemeanor under O.R.C. 2919.222. [See TRUANCY] The law defines truancy as: Unverified or unexcused absence from school is considered TRUANCY. Ohio Revised Code Section 3321.19(E), upon failure of a parent to cause the child’s attendance at school, and such child is considered to be a chronic truant, mandates that the Board of Education file a complaint in the juvenile court jointly against the child and the parent. A child is considered as a chronic truant if absent from school for five consecutive days, or a habitual truant if absent for seven days within a period of one calendar month. A student who is truant may also be disciplined in accordance with board of education policy including suspension or expulsion.

1. **BOARD POLICY AND THE LAW:** Students are to be in class every day, on time, prepared, and with necessary materials. Medical and dental appointments should be scheduled outside of the school day except in cases of emergency or serious illness. The attending medical professional should provide a note to bring to school following the appointment. The board of education recognizes legitimate reasons for school absence or early dismissal when absolutely necessary, but board policy does not supersede state law regarding compulsory attendance. School districts have the authority to establish reasonable expectations and procedures for the required reporting of school absence. (See No. 2 below - CALL OFF PROCEDURE.) Unexcused absences may result in disciplinary action, suspension or expulsion, and referral to the juvenile court. In accordance with board policy and the (O.R.C.), school administrators may only excuse absence from school for the following reasons:

- a. **PERSONAL ILLNESS, or ILLNESS IN THE IMMEDIATE FAMILY:**
- b. **QUARANTINE:** Time is limited to the length of quarantine as determined by health officials. Verification with the county board of health is required.
- c. **DEATH IN THE IMMEDIATE FAMILY:** School absences arising from a death in the immediate family are usually limited to three days. Parents should contact the building principal to authorize any extended absence beyond three days. “Immediate Family” is defined in board policy.
- d. **PARENTS ARE OUT OF TOWN:** Absence may not extend beyond the period during which parents were out of town. NOTE: Any minor child left at home without a proper guardianship may be referred to Medina County Department of Job and Family Services, reported to the county sheriff, or both.
- e. **RELIGIOUS HOLIDAY:** Parents should contact the principal in advance, and are required to submit a written note upon return to school.
- f. **OTHER EMERGENCY CIRCUMSTANCES:** Only the superintendent or designee may determine those conditions which constitute a reasonable and sufficient cause for absence. (Certain exclusions apply - and are not regarded as excused.

Since bus transportation is provided by the board of education, an absence or late arrival due to mechanical breakdown of any other vehicle is not excused. Only those reasons reflected in board policy and statute empower the school to excuse an absence. Additional examples of unexcused absences include missing the bus, oversleeping, being overly tired, etc.) Students who miss school work due to reasons that are not excused under policy may also expect to be denied credit for the work missed, possibly resulting in a grade penalty.

2. **CALL OFF PROCEDURE:** To report a student absent, parents must: a) call the school attendance line by 8:30 a.m. (330-230-1901 ext. 5000) on the morning of each day a child is expected to be absent, stating the reason for the absence, and; b) provide a written note verifying the reason for the absence, signed by the parent. Both parts of this process are required in order to consider an absence excused. **NOTE: This requirement also applies to eighteen (18) year old students who live at home with their parents.** Notes pertaining to student absence are excused ONLY if written in accordance with board policy as authorized under the Ohio Revised Code. Students may be denied credit for work missed due to an unexcused absence. Parents should be aware that loss of credit due to an unexcused absence will impact grades, and students will receive a grade of F for those assignments. (Pre-planned absences that have been approved by administration do not require daily phone contact or written follow-up.) Written notes must be submitted in a timely fashion, and are required in the event of an attendance audit. Questions that may arise in the awarding of credit for approved make-up work require proper documentation to have been filed. Notes written long after the fact will not be accepted. Email notifications concerning school absence cannot be verified, and are unacceptable. False or fraudulent representation will result in disciplinary action leading to possible suspension.

TRUANCY will be reported to the Medina County Juvenile Court

3. **TARDY:** Any student arriving late to school will be marked absent from school electronically, and must sign into the main office immediately upon arrival. A student arriving late and failing to sign in will be assigned an office detention. All tardies are unexcused unless a note is submitted and approved by administration at sign in. Tardies to school may only be excused under existing guidelines relative to those stated as approved absences. Students will be marked tardy up until 11:00 a.m., and charged with a half-day absence after 11:00 a.m., regardless of the reason - whether excused or not. Missing the school bus is not considered an excuse. Weather related delays, mechanical breakdowns, road closures and delays, power outages, etc., are not excused. A chronic pattern of notes that “explain away” a student’s late arrival usually indicates a more serious problem. Interrupting class by frequently arriving after instruction has begun compounds the problem by the distracting others. Notes submitted several days after the fact will not be accepted.

Progressive discipline is applied for accumulated tardies as follows:

- a. **FIVE TARDIES IN A SCHOOL YEAR:** One Saturday detention.
- b. **TEN TARDIES IN A SCHOOL YEAR:** Two additional Saturday detentions.
- c. **FIFTEEN TARDIES IN A SCHOOL YEAR:** Three days ISS, driving privileges revoked for three weeks.
- d. **TWENTY TARDIES IN A SCHOOL YEAR:** Three days ISS, driving privileges revoked for nine weeks.
- e. **TWENTY-FIVE TARDIES IN A SCHOOL YEAR:** Three days ISS, possible expulsion hearing, and referral to Juvenile Court.

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

4. PLANNED EARLY DISMISSAL DURING THE SCHOOL DAY: Students leaving school before 11:00 a.m. will be charged with one-half day absence. Full day attendance requires on-time arrival, remaining through 11:00 a.m. **All notes requesting early dismissal, bus change, or verifying past absence are received in the main office only prior to the start of home room.** Stop in the main office in plenty of time to turn in a note and still be on time for home room. Being late for attendance purposes is not excused by having taken a note to the office. Notes must be dated and include a daytime telephone contact for verification. Appointments such as driver's license exam, pictures, haircut, job interviews, etc., should be made outside of the school day. Leaving early for reasons not contained in board policy are not excused. Credit is forfeited for work missed due to an unexcused absence. Requests for early dismissal must be made in writing and should contain a daytime telephone number for verification. **PLEASE NOTE THE FOLLOWING RESTRICTIONS:** Because of the difficulty in verifying a caller's identity, telephone requests for a student's early release without an accompanying written request submitted before school will be carefully evaluated on an individual basis, and are usually disallowed except under urgent conditions. In general, schools have taken the position that classroom instruction should not be interrupted to excuse a student without having submitted a written note to the office before school as requested. We understand that emergency situations do arise, however and will make every effort to verify the identity of a parent or legal guardian prior to authorizing a student to be released on a verbal request. Questions arising as to the safety of releasing a child to an unknown individual will be addressed by administration. (SEE UNPLANNED EARLY DISMISSAL FROM SCHOOL.)

5. UNPLANNED EARLY DISMISSAL FROM SCHOOL: School resources and personnel are not available to deliver student messages during the school day. Interrupting instruction under non-emergency conditions creates a distraction for everyone in the classroom, and is an unsound educational practice. Effective advance planning avoids awkward situations and possible missed communication. **Any student who leaves school without authorization from school administration, regardless of the reason, is cutting school and is subject to discipline.** Unplanned events do occur

from time to time. A student, for example, who becomes ill while at school must report to the office immediately and inform an adult on duty. Emergency medical forms, required for each student, will be used to contact parents in the event the student is unable to return to class. In this age of vast electronic connectivity, call forwarding, and virtual private networks, parents should identify a single daytime telephone contact number during the school day. Nursing services are contracted to verify immunization, vision, and hearing checks as well as advise school personnel on certain long term individual student medical needs which are authorized for care. A school nurse is NOT on duty to treat temporary illness, nor are school personnel medically trained. In the case of serious or life threatening injury or sickness, paramedics will be called FIRST. Every reasonable attempt will be made to reach parents as soon as possible. Only administration can grant permission for a student to be released early, and only after contacting one of the persons listed on a required emergency medical form. Students who are released from school early due to illness are presumed to have left for the day. Parental contact and administrative authorization are required in order to release a child to anyone other than the parent or guardian. Students involved in athletics or extracurricular activities, including cheerleaders, must be physically present in school at least one half day in order to be eligible to compete that day. Coaches and advisors are responsible to verify daily student attendance through the athletic office. (CONTACT ATHLETIC ADMINISTRATOR FOR ADDITIONAL INFORMATION)

6. EXTENDED ILLNESS: Students who have been, or anticipate being absent for FIVE CONSECUTIVE SCHOOL DAYS due to illness may request the collection of assignments by contacting the main office or guidance office. A typical time line for this process is twenty-four hours notice. Homework and assignments for less than FIVE DAYS will not be collected by the office. A faster method for obtaining assignments is to contact teachers directly via voice mail or email. Work completed and submitted may be denied credit until absences are reconciled as excused by the main office upon receipt of a written statement from parents. (See also MAKE UP WORK.) Students who anticipate being absent for twenty (20) consecutive school days or more due to medical reasons should contact the Director of Student Services to obtain information about home tutoring.

7. MAKE UP WORK: Make up work is to be completed and turned in within the same number of days as the absence. However, tests, quizzes, projects due or presentations that were announced well in advance may be expected immediately upon return to school except in cases where new instructional or related review materials were presented during the absence. It is recommended that parents contact individual classroom teachers to discuss questions about make-up work and refer to the course syllabus in order to assist your child in meeting classroom requirements. Teachers may use discretion in following this policy and consider extraordinary circumstances. Following an absence, students are responsible for obtaining assignments, notes, and make-up work.

Note: A grade of “F” is entered for school work not

completed for unexcused or unauthorized absence.

8. PRE-PLANNED ABSENCE: The Highland Board of Education does not advocate missing school for the purpose of vacation or other nonessential reasons. Each situation will be evaluated on an individual basis to determine whether such requests will be excused. Missing school during exam week or standardized testing, or immediately prior to or following scheduled school breaks are inherently problematic. Parents should be aware of the implication for increased difficulty in making up missed work during these times. Students planning to be out of school for two (2) or more days must complete a PLANNED ABSENCE FORM available in the main office. A planned absence form is not required for school field trips, athletics, other extracurricular events, or planned absences of only one day. For all pre-planned absences, students should inform classroom teachers ahead of time, and be aware of their expectations regarding makeup work. Students in doubt about such expectations should consult directly with their classroom teacher as some situations are unique.

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

10. IN-SCHOOL SUSPENSION: Students serving ISS are shown as present in school, but excluded from participation in after school or extracurricular activities during the period of suspension. All work completed during the suspension must be turned in upon return to the classroom. No student may be excused from ISS to attend a class unless pre-approved by administration in consultation with the teacher, and only if the current grade is "Failing". Any accommodations routinely provided under an IEP will remain in effect.

11. LOSS OF COURSE CREDIT DUE TO POOR CLASSROOM ATTENDANCE: Any student currently passing a semester class, but accumulating twelve or more classroom absences for any reason may be DENIED CREDIT for that class. Daily school attendance is recorded electronically at the start of each school day in home room. Daily classroom attendance is maintained by the individual teacher. Students must be present in class a minimum of thirty minutes to be counted as present a full period. Teachers will notify parents at six (6), nine (9), and twelve (12) class absences, and inform parents, guidance and administration of any intent to withhold credit. Parents may appeal the withholding of credit by contacting school administration and guidance counselors to schedule an attendance audit of existing filed documentation. Any student who does not meet minimum requirements for a course may fail that course, regardless of the reason.

Note: ALL school absences must be recorded, whether excused

or unexcused. Students who wish to maintain perfect attendance should be aware of this reporting requirement under law. Excused absences will affect perfect attendance.

SEMESTER EXAMS / FINAL EXAMS

All students will take semester and final exams by default. Year-end final exams for seniors may be waived only at the discretion of the principal with teacher recommendation, provided that the senior has not missed twelve (12) or more days of school in the second semester for any reason. For this purpose, calculation is based on daily classroom attendance as documented in teacher records. School disruptions, unauthorized class absences (skip days), pranks, abuse of courtyard privilege, vandalism, etc. will factor into any decision by the principal to waive exams. All unauthorized absences must be reconciled prior to the release of final senior report cards.

STUDY HALLS

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

SENIOR COURTYARD PRIVILEGE

The upper lobby area is designated as a "senior courtyard", accessed only during study hall periods 1-4, 8-9. Courtyard is limited to seniors in good standing: no suspensions or current letter grades below a "C". Seniors must sign out of study hall and are to remain in the courtyard area during the period. All school rules remain in effect. No food or beverages are permitted in this area. Violating school rules may result in the permanent revocation of the courtyard privilege. Respect and protect this privilege by ensuring the area is left in neat and clean condition.

STUDENT REASSIGNMENT

Students with a scheduled study hall may request to be reassigned temporarily as a classroom teacher aide, gym assistant, or office helper without expectation of academic credit. Speak with your classroom teacher who will explain the procedure. No reassignments will be made during a teacher's planning and conference period.

Completed applications must be brought to the main office. THIS IS NOT A SCHEDULE CHANGE (SEE GUIDANCE COUNSELORS)

SHADOWING STUDENTS / VISITORS

A child who is currently enrolled in public or private high school or equivalent, but has never attended Highland schools may request to “shadow” for one school day for academic purposes. Parents must contact the guidance office to make arrangements. Emergency medical contact information and positive identification is required including, but not limited to proof of custody or guardianship. All visitors must display a temporary badge valid for one day only. A student host will be assigned by a guidance counselor. All school rules apply to visiting students. Non-Highland students may not ride school buses.

MEDICAL EMERGENCY / ILLNESS AT SCHOOL

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

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

STUDENT MEDICATION

All prescription medications that must be administered at school must be kept in a locked secure location in the main office. No medication may be kept or dispensed unless accompanied by a form signed by the prescribing physician authorizing the school to do so. Students may not carry prescribed medicine except for the purposes of transporting it to the school office. The school reserves the right to require that parents come to school to administer medication to the student. Asthma inhalers or other “*approved for carry*” devices such as an epinephrine auto-injector (EpiPen) may be carried by the student provided that a notation is indicated on the printed emergency medical form. The student accepts full responsibility for the proper storage and safeguard of carried devices. Never give it to another student to hold or examine. Other medications such as over-the-counter aspirin, pain reliever, cold and allergy medicines, etc. are not the responsibility of the office to maintain or dispense. While not specifically prohibited from possession, common sense must prevail. OTC medications

held in large quantity can still be very dangerous. Parents must be aware that this is a fine line and ultimately accept responsibility for their children's actions if abused. Never carry more than a maximum single daily dose. Unique medical conditions such as severe allergic reactions, diabetes, recent surgery, and so on, should be detailed on the emergency medical form and discussed with the building principal or counselor. Unauthorized use or intentional misuse of any medication or prescription is a serious violation of school rules, and will be treated the same as possession of an illegal substance. Any student who presents physical symptoms consistent with being under the influence is assumed to be at significant risk. Paramedics and/or police will be called to treat or remove students believed to be chemically impaired. Due process is applied and possible disciplinary action may lead to expulsion. Use care and good judgment in the handling of any medication. If in doubt, speak with a counselor or administrator.

DRESS AND GROOMING

Student dress is governed by standards of cleanliness, neatness, health, safety, appropriateness, and decency in an academic environment. These guidelines are enforced in accordance with prevailing community expectations and board policy empowering building administration to make a final determination. Poor grooming habits can disrupt education. Examples having a reasonable foreseeability of disruption include but are not limited to: hair styled in a disruptive manner or of an unnatural color or hue, writing on hands or skin, or clothing worn in a manner other than intended. Wearing necklaces or chains sufficiently strong as to present a choking hazard, spiked or sharp jewelry or other items capable of causing injury by use or design are just a few examples of potentially dangerous and therefore prohibited clothing. In all matters relative to appearance, the school administration has the right to determine those situations that present an ongoing disturbance, or pose a reasonable foreseeability of disruption.

1. Clothing or items worn that have the potential to disrupt, damage, or destroy school property, or that present a safety hazard are not permitted. Examples include clothing that is unclean, tattered, or torn, chains, spikes, or jewelry with sharp or pointed edges likely to cause injury, or any other item deemed inappropriate by school administration. Pants and trousers must be anchored at the natural waist line. Undergarments should not be visible. All clothing must be worn as it was intended to be worn. Clothing which drags on the floor; scoop-top necks that are immodest, clothing constructed of transparent, translucent, mesh, or see-through material, halter tops, tank tops, tube tops, bare midriffs, pajamas or pajama-like clothing, extremely short shorts or skirts, and dresses that are not of a length equal to or longer than the student's fingertips while extended downward - are all prohibited. Dresses must have a minimum 2.5" shoulder strap. All blouses and shirts for both males and females must have sleeves.
2. Clothing bearing slogans or illustrations that infer, pertain or relate to alcohol, tobacco, drugs, weapons, sex, violence, or offensive material shall not be worn.

Hats, coats, hoods, bandanas and other “headwear” as well as gloves and scarves are not to be worn inside the school building. Clothing must be worn in the manner in which it was intended, and may not interfere with the operation of the school or individual classroom. Serious deviations from this dress code at extracurricular activities will be handled on an individual basis.

3. The dress code is in effect every day of instruction, including summer school. The principal may designate certain allowances for special occasions such as spirit days or other events that are pre-approved. This requirement also applies to sports and extracurricular teams that seek permission to wear special clothing or spirit-wear on a given day. The emphasis is on obtaining pre-approval from the principal. Violators will be asked to correct the situation immediately, and may be kept out of class until corrected. Teachers who observe dress code violations will send violators to the office immediately. School discipline will include the issuance of demerits, or denial of participation including classroom attendance, as appropriate, suspension, or any combination thereof. Students who are sent out of class for dress code violations may miss school work. In addition to discipline, the rule violation may also have the effect of denial of make-up work while being out of class. A verbal warning is usually sufficient, but chronic and repeat offenders are making an unwise decision to interrupt their own education.

CELL PHONES/ELECTRONIC DEVICES

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

Electronic devices that have been registered through the Highland Local Schools technology department, along with a signed AUP, may be utilized during the school day for educational purposes only and with staff member permission. This is in conjunction with the BYOT (Bring Your Own Technology) program.

Guidelines for using BYOT in school:

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

4. Device must be set to Silence at all times. Ear buds may be used only with teacher permission.
5. Possession and Use of the device in class is ONLY with teacher permission.
Examples of improper use during school day:
 - Surfing the internet
 - Texting
 - Sending / Receiving email
 - Using as a calculator (without teacher permission)
 - Playing video games
 - Listening to music (without teacher permission)
 - Recording voice, picture or video without teacher permission.
6. You may not connect to the internet via 3G or 4G connection.
7. Only students with a device registered by the Highland Technology Department may use their device at school.
8. Devices are brought to school and registered at the owner's risk. The school and administration assumes no responsibility for a device's functionality, or issues resulting in lost or stolen devices.

ELECTRONIC (WEB) PRESENCE

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

ACCEPTABLE USE AND INTERNET SAFETY

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

1. Privileges - The use of the Internet, school computers, and BYOT devices at school is a privilege, not a right. Inappropriate use will result in cancellation of these privileges and appropriate disciplinary measures.
2. Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to

insure that users are using the system responsibly. Users should not have the expectation of privacy on any BYOT device they bring into Highland. The school reserves the right to search any privately owned BYOT device in accordance with applicable laws and policies.

3. Saving work - Users are required to use appropriate measures to save all of their work. Highland Local Schools is not responsible for any work lost due to user error, equipment or network failure. BYOT devices will only have internet access. No server access or printer access will be given to BYOT devices. Files must be saved via other means, such as flash drives, Netstorage, FTP, Google docs, etc.
4. Storage capacity - Users are expected to remain within allotted disk space and delete material that takes up excess storage space.
5. Email - The use of email is only permissible through school accounts assigned by the network administrators for appropriate school use.
6. Illegal copying - Users should never download or install any commercial software, shareware or freeware, unless they have permission from the Network Administrator. Users should not send or receive copyrighted materials in violation of US. Copyright law. Nor should students copy other people's work, login to other's accounts and/or access other's files.
7. Inappropriate language, materials, images, music - Profane, abusive or impolite language should NOT be used to communicate, nor should materials be accessed which are not in accordance with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not make public. Should users encounter such material by accident, they should report it immediately. Highland Local Schools determine what materials may violate these standards.
8. Other Usage - Computers are not to be used for commercial activity, personal business, financial gain or for any illegal activity.
9. Reliability - Highland Local School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
10. Security - Security of any computer system is a high priority. If a user can identify a security problem on the Internet, the Technology Department should be notified immediately. Do not demonstrate the problem to other users. Highland Local Schools may deny access to any user identified as a security risk. Use of any personal hotspots (internet sharing), usb device tethering, or peer-to-peer networks is strictly prohibited
11. Vandalism - Vandalism or harassment will result in cancellation of privileges. Vandalism is any attempt to harm or destroy hardware, data of another user, the Internet or network that is connected to the Highland Local Schools. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is the purposeful annoyance of another user, or the interference of another user's work.

12. Release - In consideration for the privilege of using the Highland Local Schools computer network, every account user releases the Highland Local Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use, the Highland Local Schools Computer Network.
13. Internet Safety – Highland Local Schools provides education for students regarding online safety and appropriate use within the District’s board-approved curriculum which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. **Highland maintains an Internet filter in compliance with the Child Internet Protection Act. When using BYOT devices at school, users will only be allowed to access the Internet through Highland’s public wireless network. Use of Internet connections such as 3g/4g cellular is strictly prohibited.**
14. The responsibility to keep any personal BYOT device secure is the sole responsibility of the owner. Highland Local Schools is not responsible for any device damaged, lost or stolen. It is recommended that the device is labeled or otherwise identified before bringing to school.
15. Users and/or parents of a minor **MUST** complete all information on this form to use any computer belonging to Highland Local Schools or participate in Highland BYOT program.

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

STUDENT CODE OF CONDUCT

Students are expected be courteous and respectful, obey the rules, model good behavior, and show care and consideration for self, others, and property. Rules and procedures exist for the welfare and safeguarding of all persons attending school. Students have an expectation to receive an education in a safe place free from distraction, threat, bullying, harassment, or other factors that inhibit learning. Education is only possible when fair, reasonable, and consistent rules are in place to manage student behavior. Most school discipline is addressed through a progressive level of increasing consequences: **1) demerits, 2) detention, 3) suspension, and 4) expulsion.** The level of any disciplinary action may be modified to fit individual or unique circumstances. The Highland Local School District has held that there exist certain behaviors for which there can be absolutely zero tolerance. Those behaviors include, but are not limited to, the possession, use, conveyance, transmittal, sale, or distribution of drugs, weapons, or look-alike. The district has identified as one of its primary mission goals the importance of student behavior. This code of conduct emphasizes the establishment of a safe and

orderly environment that is conducive to student learning. High standards expressed through high expectations result in high achievement. School discipline is intended to eliminate unwanted behaviors and ensure an orderly learning environment. Students who are principled and self-disciplined learn to accept responsibility for their actions and remain in the educational mainstream, but others require external reinforcement of proper expectations and behavior. Chronic rule violators are those who do not respond to minor corrections regarding general misconduct. Progressive levels of discipline or any significant first offense may result in suspension. In School Suspension (ISS) allows students to complete assignments for credit, but outside of the mainstream classroom environment. Students who serve ISS are marked present for the day. ISS is a preferred alternative to Out-of-School Suspension (OSS) which results in a grade of "F" for all work missed during the period of suspension. Severe rule infractions or students who are disruptive in ISS may be suspended out of school. For any suspension, participation in or attendance at any school-sponsored or extra curricular event or activity after school is denied, including athletic events and other performances. Schools may discipline a student for misconduct that occurs off school property if the action is connected to activities or incidents that have occurred on school property. Schools may also discipline a student whose misconduct is directed at a district official or employee, or the property of such official or employee, even if the action occurs away from school property.

1. **EMERGENCY REMOVAL**: If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process within a classroom or elsewhere on school premises, a school administrator may remove the student from curricular or extracurricular activities without the more formal notice and hearing requirements applicable to student suspensions or expulsions. If a suspension is indicated, a hearing must be convened within seventy-two (72) hours after the removal is ordered. Where the removal is for twenty-four (24) hours or less and the student is not subject to suspension or expulsion, there is no requirement for a due process.
2. **CLASSROOM MANAGEMENT**: Often, students who are disruptive in class are also those who struggle academically. Classroom disturbances sometimes result from anxiety or feelings of frustration. Teachers strive to understand the source of behaviors, and address student needs where they are. Teachers are not counselors, however, and will contact the parents of disruptive students about inappropriate behaviors. Open communication with parents has been shown to be very effective in resolving disruptions, and teachers can offer suggestions for improvement. Disruptions interfere with instruction and others' right to learn, and for this reason, some students must be removed from the classroom. Teachers manage classroom behavior and have the authority to assign consequences for misbehavior. Those consequences include a variety of tools such as after school detention (requiring 24 hour notice), denial of participation in special projects or field trips, immediate reinforcement measures suited to the class, or other combination of behavior

adjustment techniques that are reasonable and appropriate. Failure to serve a classroom detention results in the assignment of an office detention. Teachers are authority figures in the classroom and students who do not subject themselves to the reasonable control of such authority should anticipate consequences for their actions. Demerits may also be issued as part of a progressive school-wide discipline program, but are not intended as substitute for good classroom management.

3. CLASSROOM DISMISSAL: Any student sent from class must report immediately to the office and sign in with an adult. A classroom dismissal is followed up by a written office referral and results in the assignment of an office detention, unless modified by teacher request. Teachers will conference with parents to explain the specific reasons for the removal from class. In such cases, the students' behavior has violated what is commonly referred to as the "severe clause" in a classroom management plan. Removal may also occur as an incremental consequence when behaviors have shown to be pattern. Refusing to leave the classroom when directed is a very serious violation and will result in a due process hearing, leading to possible suspension. Any student who is dismissed from a class 3 times may be excluded from that class with a grade of "F" each day until a school conference is held with the teacher, student, parent, and administrator.
4. OFFICE DETENTION: Office detentions are assigned as the result of a classroom dismissal, accumulation of five demerits, or other behaviors which are deemed by administration to warrant such action. Office detentions are typically scheduled on alternate Saturday mornings from 8:00 a.m. until 12:00 noon, with variation due to school closures, vacations, etc. Parents receive a letter indicating the date of the detention. A list of students scheduled for detention is posted. It is the responsibility of the student to inform administration of known conflicts in advance. Work is not an acceptable reason for missing a detention. A midweek alternative to Saturday detention may be arranged with administration in advance of the scheduled Saturday detention. Detentions must be served within the calendar month during which they have been assigned. Students missing a detention due to illness or other emergency circumstance must speak with administration immediately upon returning to school. Failure to reconcile a missed detention will result in the student serving 2 days ISS or OSS.
5. DEMERITS: A progressive system of demerits covers a broad range of behavior, but is not intended as a substitute for a good classroom management. Demerits may be issued in combination with other consequences as part of classroom procedures. Behaviors observed outside of the classroom such as hallways, cafeteria, study hall, media center, or other areas consisting of a more "general public", are more typically those for which demerits are issued. The school wide accumulation of demerits is tracked for an entire semester, and is progressive. A significant accumulation of demerits may result in detention, suspension, or expulsion. Demerits may be earned for the following:
 - abuse of hall pass

- bullying
- class cut: (5 demerits)
- classroom disruption
- disrespect
- disturbance - hallway, cafeteria, study hall...
- dress code violation
- failure to follow a reasonable request (FFRR)
- general misconduct
- harassment / hazing / horseplay
- illness, failure to report to office (5 demerits)
- improper use or care of locker
- inappropriate or obscene language, profanity
- insubordination
- leaving class without permission
- loitering / unsupervised on premises
- lying
- misuse / abuse of school supplies or equipment
- negligence
- no book cover
- not prepared for class
- off limits / out of assigned area
- poor citizenship
- possession or use of prohibited electronic device
- public display of affection
- tardy to class
- unauthorized possession of banned personal recording device
- unauthorized use of electronic device
- wasting school time

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

- 3 Demerits - warning letter
- 5 Demerits - Saturday detention
- 8 Demerits - warning letter
- 10 Demerits - 2 additional Saturday detentions
- 12 Demerits - warning letter
- 15 Demerits - 3 days in-school suspension
- 20 Demerits - 6 days in-school suspension
- 25 Demerits - 9 days in-school suspension, recommendation to expel

6. SUSPENSION: Suspension is a serious consequence resulting from the accumulation of demerits, repeated violations, or severe misconduct. An In School Suspension (ISS) does not deny the student access to education. Students suspended in-school

obtain and complete classroom assignments for credit, although some assignments may be modified to be completed in ISS. All work is due upon return to class. No student may be excused from ISS to attend a class, lab, or presentation unless: 1) identified by a teacher as being in danger of failing, and 2) with the prior approval of school administration in consultation with the teacher, or 3) in accordance with the provisions of an existing IEP. Where applicable, guidance counselors will conduct individual or group sessions to discuss the problem, and provide support for correcting the behavior. A student serving suspension will not attend field trips. With few exceptions, a FIRST suspension is for 3 days, SECOND suspension is for 6 days, and THIRD suspension for 9 days and possible expulsion. **Violating rules while serving suspension indicates the need for a stronger message. A student who is referred to the office for violating ISS rules may be suspended OUT OF SCHOOL for 9 days with a recommendation to expel.** Students who violate the code of conduct to a significant degree may enter the disciplinary process at a higher level even as a first offense. In the investigation of events surrounding a school disturbance, students are required to cooperate and provide information as requested to administration. Students assigned to ISS will report directly to the suspension room by 7:35 a.m. for attendance. The student is not permitted to attend or participate in any school functions during the period of suspension, including after school and extracurricular activities, contests, concerts, tryouts, or access to weight room, etc. Normal school activity may be resumed at school dismissal on the last day of ISS. Any student suspended more than once during the school year will lose driving privileges for a length of time as determined by the school administration. Most suspensions may be broadly defined under one or more of the following:

- Accumulation of 15, 20, 25 tardies to school
- Accumulation of 15, 20, 25 demerits
- Bullying
- Bus Violation
- Cut Class
- Disobedient/Disruptive Behavior
- Dress Code Violation
- Failure to serve detention
- False Alarms/Bomb Threat
- Fighting/Violence
- Firearm Look-a-Likes
- General Misconduct
- Harassment/Intimidation
- Hazing
- Insubordination
- Leaving School without permission
- Physical Aggression
- Repeated Violations

- Serious Bodily Injury
- Theft/Stealing
- Threatening a Student
- Truancy
- Unwelcome Sexual Conduct
- Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm
- Use, Possession, Sale or Distribution of a Firearm
- Use, Possession, Sale or Distribution of Alcohol
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poisonous Gas
- Use, Possession, Sale or Distribution of Drugs other than Tobacco or Alcohol
- Use, Possession, Sale or Distribution of Tobacco Products
- Vandalism/Damage to School or Personal Property
- Verbal Abuse

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

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

DISCIPLINARY DEFINITIONS

1. **TOBACCO:** Possession or use, or being in the immediate proximity of smoke, matches, lighters, tobacco, chewing tobacco, or other tobacco products and related materials constitutes a violation. Students suspected of smoking may be judged to have been smoking, and disciplined accordingly. Students remaining near another student suspected to have been smoking may be judged similarly. To clarify, "possession" includes an immediate odor of tobacco or smoke, or presence of smoke. This rule also applies to containers in vehicles that are visible from outside. Vehicle

searches for the purpose and determination of school safety may be conducted at any time. Discovery of tobacco (or other prohibited substances or objects) is considered fair finding and is subject to discipline.

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

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

Students should report acts of harassment, intimidation or bullying to school personnel. Students may make reports anonymously through the school counselor's office or through the Highland Local Schools website. Students making false reports may also be subject to disciplinary action, up to and including suspension from school.

3. **DRUGS, ALCOHOL, UNDER THE INFLUENCE:** Possession or use of alcohol or drugs threatens the safety of everyone coming into contact with the individual. It is incumbent upon administration to use every tool available to detect, isolate, and eradicate such safety threats as are associated with persons under the influence. Those tools include random drug testing for athletes, saliva swab test strips, K9 drug sweeps, or search of lockers, persons, or vehicles driven onto school property. In conducting an investigation into the possible possession or transmittal of drugs, schools may invoke significant search procedures in order to ensure the safety of all persons. This policy extends to all school sponsored sports, clubs and organizations at all home and away events. Away events include tournaments, out of league play, field trips, overnight local and out of state trips and other functions representing Highland Local Schools. Consumption off campus may be disciplined if a student enters school grounds. The misuse of prescription drugs, OTC medications, or any

other substance not consistent with its intended purpose, will constitute being under the influence. Paramedics and police may be called. This policy also applies to counterfeit or look-alike. Failing to cooperate with an investigation of alcohol or drugs may increase the severity of the discipline.

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

4. POSSESSION OF DANGEROUS OR LETHAL WEAPONS, FIREWORKS, FLAMMABLE LIQUIDS OR COMPRESSED GASSES, HOMEMADE OR OTHER DANGEROUS DEVICES: Guns, knives, blades with and without handles, laser emitting devices and pointers, electrical or photographic devices used inappropriately, or any other object used as, or purported to be a weapon, including threat of weapon, explosive, or other dangerous device, while on school premises, school grounds or at school functions home or away is considered grounds for suspension or expulsion, and most commonly, referral to police in addition. Look-alike weapons, toy guns or knives, etc. are presumed to be real. Any object used intentionally in a manner believed to cause harm, or which may cause harm, will be treated as a weapon. Failing to cooperate with an investigation into the use or possession of a dangerous or lethal weapon may increase the severity of the discipline. Do not bring items to school for classroom purposes that may be misconstrued with negative results.
5. TRUANCY: The law defines truancy as unverified or unexcused absence from school. According to the Ohio Revised Code Section 3321.19(E), upon failure of a parent to cause the child's attendance at school, and such child is considered to be a chronic truant, the Board of Education will file a complaint in the juvenile court jointly against the child and the parent. A child is considered as a chronic truant if absent from school for five consecutive days, a habitual truant if absent for seven days within a calendar month or twelve days during the school year. Under board policy, parents may be required to present substantive evidence to support absences related to illness or other approved reason.

Note: Children missing more than ten (10) days of school for any reason may require medical documentation on file.

STUDENT DRIVING

1. Driving to school is not a right, it is a privilege! Highland Local Schools assumes no liability for damage to vehicles or contents while parked on school property. Student drivers must have a valid license, insurance, and administrative permission to drive onto campus. Vehicles may be searched or inspected at any time if it is believed that items in the vehicle may be dangerous. There is no expectation of

privacy where it regards the threat of harm or disruption to the educational process or safety of others. Students driving do so entirely at their own risk. UNREGISTERED VEHICLES MAY BE TOWED AT OWNER EXPENSE.

**NOTE: PARKING IN VISITORS AREAS
= LOSS OF PARKING PRIVILEGES**

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

SCHOOL BUS RULES

1. Only Highland students may ride a Highland bus. Students are under the direct authority of the bus driver and must obey all instructions. Seats may be assigned to individuals as needed in order to maintain order. Bus drivers have the authority to take measures in order to ensure the safe operation of the bus and safety of its occupants.
2. Be on time for morning bus pickup. Missing your bus is not an acceptable excuse for missing or arriving late to school. Board the bus promptly after school without loitering. Do not walk through parked cars to get on your bus - use sidewalks and be aware of moving traffic. High school students may board buses only at the high school. Students must be seated properly at all times and facing forward. Hold onto all carried items, and keep the aisle clear. Never place head, hands, arms and or objects outside the bus window. No food, drink, or gum may be consumed on the bus.
3. When disembarking, walk on the left side of road facing oncoming traffic, and wait for the driver signal before crossing. Students may not change their designated bus stop except with permission of the Director of Operations, and school administration.
4. Riding a different bus home on a single or temporary basis requires a written request from the parent of each student, each day, by both the regular rider, and the guest rider. Submit notes to the office before school to have them stamped and signed by administration. Present the signed notes to the bus driver after school. Notes which

have not been authorized by administration will not be accepted, and unassigned students may not ride the bus that day.

5. Conversation while on the bus is to be kept to a normal speaking tone. Loud noises, yelling, or any kind of horseplay is distracting to the driver, and poses a safety concern. At all railroad crossings, students are to be completely silent. Any student referred for misconduct will be disciplined under strict board policy, resulting in possible suspension from the bus. In such a case, parents are required to transport their children to school. Rules will be reviewed by the bus driver.

CAFETERIA / HALLWAYS

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

STUDENT DELIVERIES

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

Sports related equipment should be left in the athletic office in accordance with instructions from an activity coach or the athletic administrator.

GRADING /ISSUANCE OF CREDIT / REPORT CARDS

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

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

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

SUBSTITUTE TEACHERS

Substitute teachers are guests in our building. It is expected that substitutes will be treated with the utmost courtesy and respect. Students shall be helpful, considerate, and respectful of substitutes.

Note: Misbehavior while under the supervision of a substitute may result in the doubling of any routine disciplinary action.

SUMMER SCHOOL

Students interested in attending Summer school for the purpose of makeup, advance, or additional course work should see a guidance counselor for the information.

ATHLETIC/ CO-CURRICULAR ELIGIBILITY

In an effort to improve the quality of instruction and promote academic excellence, the board of education has adopted local minimum standards for participation in co-curricular activities in addition to those prescribed by the state. All participants shall abide by the OHSAA Eligibility Standards as set forth in Section 4, Scholarship of Bylaw 4. Recent referendums have been approved by the OHSAA that significantly alter some past practices with regard to athletic eligibility. For truly accurate and up-to-date clarification, see the Athletic Administrator who will verify current rulings and interpretations.

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

OHSAA ATHLETIC ELIGIBILITY STANDARDS

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

HIGHLAND LOCAL ATHLETIC ELIGIBILITY STANDARDS

MINIMUM STANDARDS for eligibility applies to all activities that are designated as co-curricular and either sponsored or organized through the school. A list of all activities and rules used in determining eligibility shall be posted throughout the year in the athletic office. A student meeting the conditions of OHSAA Bylaw 4, but failing to maintain a G.P.A. of at least 1.5 from the previous quarter may not participate in a co-curricular event. Eligibility is reinstated at the interim progress report if the G.P.A. reaches 1.5 or above. A student who is ineligible to participate in a co-curricular is still expected to report for regularly scheduled practices. Note: During the fall quarter, all incoming ninth graders shall have waived those requirements set forth above regarding local athletic eligibility, yet remain regulated under the authority of state athletic/academic standards.

ACADEMIC PROBATION: A student who meets the OHSAA eligibility requirements above but receives two or more F's during the previous quarter will be placed on academic probation for the remainder of the current/next quarter. The responsibility to monitor weekly eligibility is shared by the coach/advisor, athletic director, guidance counselor, and student. The principal will oversee implementation of the co-curricular eligibility process. A student on academic probation will turn in a completed weekly eligibility form to the athletic director by Friday of each week. Students receiving two or more F's on the eligibility form, or who fail to turn in a form, are deemed ineligible for the following week. Academic probation will be lifted at the conclusion of the quarter provided that the student receives no more than one F. Any student currently on academic probation that receives two or more F's on the current/next quarter report card

will be deemed ineligible for the succeeding quarter without option to participate. No provision for academic probation is afforded.

ACADEMIC WATCH: Any student receiving only one F, or whose G.P.A. falls below a 2.00 during the previous quarter, will also complete and turn in a weekly eligibility form for a length of time as required, but is not considered to be on academic probation. This is a short term 'check' intended to help the student refocus. Failure to turn in the completed form by Friday of each week required will result in ineligibility for the following week. See the athletic director for assistance. Any teacher, advisor, coach, parent, or counselor may request that a student complete a weekly eligibility form if doing so is likely to produce an improvement in study habits and grades overall. Contact the guidance office for help.

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

SCHOOL DANCES / ACTIVITIES AND GUESTS

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

1. All school dances will end by 10:30 p.m., or as determined by school administration. Parents who pick up their children from an evening event may enter the building at any time, but should arrive no later than the ending time of the activity. Children left at school without a ride will not be transported by school personnel, and parents should not assume that adults will remain beyond a reasonable time following the conclusion of the event. If attempts to contact parents are unsuccessful, the sheriff may be called to take children into temporary protective custody.
2. Random alcohol breath testing may be conducted on site to detect for consumption at any time, or prior to entrance at a school event. Students submit to random testing by crossing onto school property. Drug sniffing K9 dogs may be brought into the school with administrative authorization. Reasonable suspicion of being under the influence is the only required burden. Students believed to be under the influence will be reported to law enforcement, and may be disciplined including suspension and expulsion, in addition to possible arrest for underage consumption or disorderly conduct.

3. Students leaving the premises for any reason will not be readmitted. Should an urgent need arise, permission and an adult escort are required to access a car. Chaperones are not on duty to provide a personal escort to automobiles. Guests from another high school may be approved if it is believed that adequate space exists in order that any Highland student (high school only) can obtain a ticket. Dances require advance ticket purchase. There is no "walk in" admission unless specified in advance. Emergency medical/parent contact information is required of all students, and will also be required for guests - even if over the age of eighteen. Activity advisors will provide necessary forms or information. Semiformal and proper dress is required for homecoming and winter dances, in accordance with supplemental information. Formal dress is required to attend junior/senior prom. Students out of compliance will be asked to correct the problem, leave the event, or be refused admittance.
4. Items which are left behind should be picked up immediately following the event. For on-site school dances, access to lockers is unavailable. Only those areas designated as in use for the function of a school dance may be occupied.

CLASS MEETINGS / CLUB ACTIVITIES & FEES PAY TO PARTICIPATE

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

SPORTSMANSHIP

The display of good sportsmanship is the responsibility of all parents, students, athletes and coaches. It is an opportunity to reflect pride in the positive and healthy interaction between student athletes, fans, and participants. Highland athletic programs strive to instill in all participants a high level of integrity. Individuals are instructed on the rules

of fair play, and are expected to show respect for self and others. The development of individual and team ethics is a primary goal of all Highland co-curricular activities. Positive cheering is encouraged, but must be appropriate. All persons attending an event, including athletes, coaches, and fans, shall refrain from signs of disrespect toward players, coaches, officials or other fans. Violators may be asked to leave. Any person refusing to comply will be regarded as trespassing - and police will be called. Students are to act respectfully toward visiting/opposing school athletes and fans, and behave properly during athletic contests. Poor sportsmanship on the part of students will be disciplined accordingly.

PHYSICAL EDUCATION SUPPLIES

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

SCHOOL FEES

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

The following fees have been established for the upcoming school year:

Accounting	\$26	AP Art Studio	\$25
Anatomy & Physiology	\$30	AP Biology	\$25

AP Chemistry	\$25	Global Nutrition & Well.	\$30
Art Portfolio	\$25	Graphic Communications	\$15
Biology	\$10	Healthy Living	\$15
Chinese Language Wbk	\$18	Int. Physical Science	\$10
Ceramics I	\$25	Independent Living	\$15
Ceramics II / Sculpture	\$25	Mixed Media I/II	\$20
Chemistry	\$15	Personal Finance	\$30
Choir Dry Cleaning	\$15	Photography	\$15
<i>(payable to Music Boosters)</i>		Physics	\$10
Computer Programming	\$18	Programming I/II	\$20
Current Events	\$10	Robotics	\$35
Drawing/Painting	\$25	Technology Fee (all)	\$25
Environmental Science	\$10	TV Production I	\$10
Foreign Language Wbk.	\$15	Vocabulary Wbk.	\$10
Forensics I, II	\$20		
Foundations of Art	\$25		

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

Teachers will inform students about class fees. Students will be invoiced once for all fees, except choir. Students are responsible for keeping receipts for fee payment. The cost of textbook rebinds and fines for damaged property, books, or equipment will be determined by the principal.

DRUG TESTING FOR ATHLETES

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

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY FEES

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

CLASS RANKING

1. Class ranking is determined by the student's four year cumulative grade point average. The G.P.A. will be determined by dividing the student's total number of quality points by the total credits earned. Grade point averages will be carried out to the thousandth.
2. Highland accepts grades from other accredited schools offering weighted courses in grades 9-12, but does not calculate the weighted grade into the G.P.A. unless a similar weighted course is offered locally.
3. If a student retakes a course, both grades will appear on the final transcripts.

- Students transferring to Highland with only percentage grades, but without letter grades, will be assigned letter grades based on Highland's numerical grading scale.

GRADE POINT AVERAGE CALCULATION

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

- Determine the credit value of each subject and total the credit.
- Determine the point value of each subject and total the points.
- Divide the total points by the total credits
- Calculations will be rounded up to the nearest thousandth if the 4th decimal place of the quotient is 5 or higher. Example: 3.3356 would be rounded up to 3.336

(Example for a 9 week grading period)

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

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

A nominal cost is assessed for official transcripts:

Transcript fees: Highland students - \$1.00 Graduates - \$2.00

COURSE WORK COMPLETED PRIOR TO THE NINTH GRADE

Student work completed prior to the ninth grade is applied toward graduation credit if the course is taught by a teacher holding a license valid for high school and is designated by the Board as meeting the high school curriculum requirements. The letter grade will appear on the middle school report card and the high school transcript. It will not be calculated into the high school grade point average.

HONORS, AWARDS, AND SCHOLARSHIPS

VALEDICTORIAN , SALUTATORIAN AND TOP 10% OF STUDENTS:

- Valedictorian, Salutatorian and the top 10% of the graduating class will be determined by the student's G.P.A.'s at the end of the 7th semester.
- The Valedictorian and Salutatorian will be determined by the principal as the two top-ranked students in the graduating class.
- The Valedictorian and Salutatorian must be eligible to receive the **State of Ohio Award of Merit** or the **State of Ohio Vocational Award of Merit**. Top ranked students who do not meet this requirement will maintain their class ranking position, but the award will be presented to the next highest eligible student.
- In the case of a tie for Valedictorian and/or Salutatorian honors, multiple awards will be presented.

HONOR-MERIT ROLL: Merit Roll and Honor Roll students are selected based solely on the current grade point average for the nine week grading period. A scholastic

average of 3.5 in all subjects, obtained through a point basis, is the basis for determining whether a student shall be on the Honor Roll. Scholastic average for Merit Roll requires a scholastic average of 3.0.

NATIONAL HONOR SOCIETY: National Honor Society was founded to encourage the qualities of character, scholarship, leadership and service within Highland High School. Members are chosen according to these qualities and receive one of the highest honors for high school students. Membership is more than an honor. National Honor Society members carry the responsibility to demonstrate and promote the high standards of character, scholarship, leadership, and service to improve conditions around them. Students are selected according to the following:

1. The grade portion of eligibility of 10th, 11th and 12th grade candidates is determined by calculation of cumulative scholastic averages of students in attendance one or more semesters in the school. Students will be considered only for grade point averages of 3.8 and above.
2. A listing of extracurricular activities of eligible candidates is obtained from each student. Failure to turn in the student activity information form will not make a student ineligible.
3. Staff members evaluate the performance of candidates in the areas of service, leadership, and character on a 5 point scale. In addition, candidates are rated on a 5 point scale for meeting certain scholastic requirements. See #7.
4. Statistical information on the candidates is tallied and listed on a work sheet by the advisor.
5. The selection committee decides on the numerical cutoff for selection.
6. The National Council no longer permits the use of percentage restrictions limiting the number from each grade.
7. Students will be rated on a 5 point scale by their advisor for being enrolled in currently, or having completed the following course work. One point is awarded for each requirement met.
 - a. Two and one-half credits of English
 - b. Two credits of math which must be selected from Algebra I, Geometry, and Algebra II or higher
 - c. Two credits of foreign language <or> two credits of fine arts; combinations are not permissible
 - d. Two credits of science - one of which must be Biology, Chemistry, or Physics
 - e. Two classes designated as Accelerated or Honors

HIGHLAND HONORARY SOCIETY: Academically talented students are honored by membership into the Highland Honorary Society. To be eligible, a sophomore would need a 3.8 GPA after three semesters; a junior would need a 3.7 GPA after five semesters; and a senior would need a 3.5 grade point average after seven semesters. First year members receive a chenille letter; second year members, a silver bar; and third year members, a gold bar to wear on their letters.

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

PRESIDENTIAL ACADEMIC FITNESS AWARD: This award is given to seniors who have met the following qualifications:

1. Attained a 3.5 cumulative grade point average over grades 9, 10, 11 and the first semester of the 12th grade.
2. Received a score in the eleventh or twelfth grade placing them at or above the 80th percentile on any nationally recognized standardized achievement test battery or any nationally standardized college admissions examination such as SAT or ACT.
3. Completed by graduation at least twelve units in the "New Basics". The National Commission on Excellence in Education recommended the "New Basics" to include: English, mathematics, science, social studies, foreign language, and computer science.

HONORS DIPLOMA AND AWARD OF MERIT: This recognition is sponsored by the Ohio Department of Education, the criteria for these distinctions are provided in the Program of Studies.

LOCAL SCHOLARSHIPS

The following is a partial list of scholarships available to members of the Highland High School senior class. Applications are available during the spring semester. Please check the web site for further information starting January 22, 2013. Applications must be turned into the guidance office by the established due date. Note: Some scholarships listed may not be available every year. See Guidance Dept. for more information.

GRANGER UNITED METHODIST CHURCH

MEDINA GENERAL HOSPITAL
FOUNDATION COMMUNITY SCHOLARSHIP

ELLEY ST. CLAIR MEMORIAL SCHOLARSHIP

JUDITH I. BOWMAN MEMORIAL SCHOLARSHIP

EBO GROUP, INC. SCHOLARSHIP

SHARON CORPORATE PARK
OWNERS ASSOCIATION SCHOLARSHIP

ESTHER I. & O. STANLEY ALLARD SCHOLARSHIP

MEDINA COUNTY EDUCATIONAL

SERVICE CENTER SCHOLARSHIP
RICK POETTER MEMORIAL SCHOLARSHIP
NATIONAL HONOR SOCIETY
HEA SCHOLARSHIP
KEY CLUB SCHOLARSHIP
VICTORIA JACKSON PERFORMING ARTS SCHOLARSHIP
DENNIS GAISHAUSER, DDS, SCHOLARSHIP
HINCKLEY & SHARON WOMEN'S CLUB SCHOLARSHIP
CASEY POLATSEK MEMORIAL SCHOLARSHIP
HIGHLAND SUPERINTENDENT'S SCHOLARSHIP
CARLSON FAMILY FOUNDATION SCHOLARSHIP
JOHN AND JANET SOURS SCHOLARSHIP
EHRBAR ANGELS
HIGHLAND FOUNDATION FOR EDUCATIONAL EXCELLENCE
LETHA E. HOUSE SCHOLARSHIP
WILLIAM O. WAGAR MATH AND SCIENCE SCHOLARSHIP
HIGHLAND COMMUNITY SUPPORT NETWORK
HINCKLEY WOMENS CLUB
WILLIAM AND RUTH KELLY SCHOLARSHIP
FOR OUTSTANDING SENIOR BOY AND GIRL
JENNIFER BITTO MEMORIAL SCHOLARSHIP
HIGHLAND PRIDE SCHOLARSHIP
SHARON WOMEN'S CLUB

STEVEN J. BILECKY MEMORIAL SCHOLARSHIP

VICTORIA M. JACKSON PERFORMING ARTS SCHOLARSHIP

HIGHLAND ATHLETIC BOOSTERS SCHOLARSHIP

COLLEGE ENTRANCE TESTS

Students should consult college catalogs in the Guidance Office to determine which tests are required by the college of their interest. If undecided about applying, students should plan to take both the SAT and the ACT. Highland has been approved as national testing center for the ACT. Other centers are located throughout the country with the nearest being those in Wadsworth, Medina, Parma-Padua, and the Univ. of Akron.

SCHOLASTIC APTITUDE TEST (SAT): *Commonly referred to as the College Entrance Examination Boards:*

1. A four-hour test involving English, Math, and Writing.
2. The test is administered on the morning of each testing date.
3. Cost is \$47 (cost is subject to change).
4. Many colleges require that students take achievement tests along with the SAT. The achievement tests are given in the afternoon of the test date. Taking all tests on the same day may hinder test performance. It is suggested that achievement testing be done on a separate date.
5. Registration materials are available in the Guidance Office.
6. It is strongly recommended that students take the test in the Spring of the junior year or Fall at the latest.

AMERICAN COLLEGE TESTING (ACT): *This test has the same purpose as the College Boards.*

1. The ACT is a four-hour general scholastic of English, math, science reasoning, and writing.
2. Cost is \$33, or \$48 if writing component is included (cost is subject to change).
3. Registration materials can be obtained from the Guidance Office.
4. It is recommended that you take the ACT in the Spring of your junior year or Fall at the latest.

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

2012-13 SAT Test Dates
October 6

2012-13 ACT Test Dates
September 8

November 3	October 27
December 1	December 8
January 26	February 9
March 9	April 13
May 4	June 8
June 1	

HIGH SCHOOL TEST REGISTRATION CODE: 363.355

Register for the SAT: www.collegeboard.com

Register for ACT: www.actstudent.org

ANNUAL NOTIFICATION

The school district will provide notice to parents, legal guardians, and eligible students annually, in accordance with the procedures set forth under the administrative

regulations, of the following rights held by parents and eligible students under law and this policy:

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

NOTICE OF NONDISCRIMINATION

No student shall be denied admission to the Highland Local Schools, course, or instructional program for reasons of race, color, national origin, sex, handicap or any other basis of unlawful discrimination.

COMPLIANCE INFORMATION

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

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

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

Director of Curriculum and Instruction
c/o Highland Local Schools
3880 Ridge Road
Medina OH 44256

SEXUAL HARASSMENT POLICY

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

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

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

TEST SECURITY AND WRITTEN PROCEDURES

Refer to Board of Education Policy: File: IL-E

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

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