

Highland Middle School

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Mission

Personalizing Learning for Each Student

Vision

The students of Highland Local Schools will be well-prepared, self-aware and independent learners.

2019-2020 Student Handbook

Welcome to Highland Middle School! In this student handbook, you will find our policies, rules, and regulations. Please take the time to read this handbook so you will become familiar with our expectations that are of utmost importance to all students and parents. If you have any questions or need additional information please visit our website at **www.highland.k12.oh.us** or contact us by telephone at **(419) 768-2781**.

OFFICE LEADERSHIP TEAM

Principal: Matt Bradley

Dean of Students: Lynn Thompson

School Counselor: Brianne Jaynes

Secretary: Deb Higgins

DISTRICT LEADERSHIP TEAM

Superintendent: Dan Freund

Treasurer: Jon Mason

Director of Academics: Amber Clay-Mowry

Testing coordinator: Rob Terrill

Assistant treasurer: Diana Keyes

EMIS coordinator: Jessie Clark

Transportation director: Vicky Nelson

Secretary: Judy Deluliis

CORE BELIEFS

At HMS, we operate under four core beliefs that drive everything we do and impact every decision we make.

What We Believe	How We Behave	Outcome We Achieve
<i>Students learn and grow at their own pace</i>	Help individual students achieve mastery by creating learning opportunities that may or may not use the same pace or pathway. Make instructional decisions based on individual student performance information to support academic and personal growth.	Students grow as learners and become self-motivated owners of their learning. Students work at levels that are appropriately challenging.
<i>Every student should be known</i>	Intentionally build positive relationships with each student. Treat every student with respect.	Each student feels significant and connected to at least one adult
<i>Students should grow in every area of learning (Whole Child)</i>	Provide appropriate extended services to develop each student mentally, physically, socially, and emotionally. Prepare students to demonstrate developmentally appropriate life skills such as goal setting, decision-making, communication, and collaboration.	Students have the necessary knowledge and skills to effectively manage and enjoy their lives
<i>Students deserve a safe and caring learning environment</i>	Provide structure and expectations for positive adult and student behavior. Model and communicate safety procedures and expectations within the classroom and building settings.	Students genuinely enjoy coming to school. They know it is a safe place to truly be themselves.

DAILY SCHEDULES

Each student at Highland Middle School is assigned an adult mentor. Students will spend first period each school day (7:30-8:00) with their mentor and mentor group.

Regular schedule

Period	Time
1	7:30-8:00
2	8:01-8:43
3	8:44-9:26
4	9:27-10:09
5/6	10:10-10:52
7/8	10:53-11:35
9/10	11:36-12:18
11	12:19-1:00
12	1:01-1:42
13	1:43-2:25

Lunch periods are split into two periods: a 12-minute homeroom period, followed by 30-minute lunch. The homeroom and lunch periods are:

6th grade: 10:10-10:22 (homeroom); 10:22-10:52 (lunch)

8th grade: 10:53-11:05 (homeroom); 11:05-11:35 (lunch)

7th grade: 11:36-11:48 (homeroom); 11:48-12:18 (lunch)

Two-hour delay schedule

Period	Time
1	9:30-9:46
2	9:47-10:17
3	10:18-10:48
5/6	10:49-11:19
7/8	11:20-11:50
9/10	11:51-12:21
4	12:22-12:52
11	12:53-1:23
12	1:24-1:54
13	1:55-2:25

There will be no homeroom periods on a two-hour delay schedule. The lunch periods are:

6th grade: 10:49-11:19

8th grade: 11:20-11:50

7th grade: 11:51-12:21

ATTENDANCE

Regular attendance by students is critically important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside school hours.

All educable children, ages of six through eighteen, are compelled to attend school unless properly excused. Ohio law requires compulsory school attendance for all persons 6-18 years of age or until completion of a high school diploma. Marriage, pregnancy, or parental consent *are not* legal means of school withdrawal in Ohio. Persons 17 can be legally withdrawn, upon receipt by the school of a full time work permit (working at least 35 hours per week). If a person loses or quits the job, he/she has seven working days to have a new job and new work permit or he/she must return to school. In accordance with this and other applicable Ohio law and Ohio Board of Education standards (cited below), the following guidelines prescribe the reasons any child may be excused for past absence from the Highland Local Schools.

Habitually Truant: Define by Ohio Revised Code Section 2151.011 (B) (18)

A child of compulsory age who is absent for:

- 30 or more consecutive hours without a legitimate excuse
- 42 or more hours in one month without a legitimate excuse
- 72 or more hours in one year without a legitimate excuse

Excessive Absences: Defined by Ohio Revised Code Section 3321.191(C)(1)

A child of compulsory age who is absent **WITH OR WITHOUT A LEGITIMATE EXCUSE**

- 38 or more hours in one school month
- 65 or more hours in one school year
- *** Including any hours missed due to school suspensions

DOCUMENTED EXCUSED

The Ohio Revised Code (Section 3321.00) has listed guidelines that prescribe the reasons why any child may be excused for absence at Highland Local Schools. The following list defines "excused absences" as determined by the Ohio Revised Code and the Highland Board of Education. Documented Absence (*must have actual documentation*) include:

- Medical Doctor
- Dentist
- Urgent Care
- Court
- Attorney Appointments
- Funerals
- Observance of religious holiday
- School Related Business (pre-approved by the principal)

ABSENCE DOCUMENTED

Students are only allowed to miss 65 hours for the entire school year that are not "professionally" excused. Absences that count towards their 65 hours include, but not limited to, are: Illness, Non-Professional Appointments, and Vacations.

UNEXCUSED ABSENCES

An absence with no documentation or a parent phone call is an unexcused absence. **Unexcused absences count towards a student's 65 hours.** Chronic unexcused absences could result in referral to the Juvenile Court System.

MEDICAL STATUS

Students who accumulate 65 absent hours that are not documented excused in a school year may be placed on medical status. At this point, only a doctor's excuse, hospital record, court excuse, death in the immediate family, or principal's approval may be accepted as an excused reason for the absence. In addition, documentation must be presented to the school within twenty four hours of the student's return to school. Parents of students with chronic medical conditions should contact the Principal. **Once students are on medical status, any day they miss without documentation will result in a Friday Night School assignment.**

Absence Intervention Team

State law requires districts with a chronic absenteeism rate above 5% to establish an Absence Intervention Team for students who are habitually truant. The school based absence intervention team will establish a student-centered absence intervention plan by identifying specific barriers, solutions, and possible consequences to attendance problems. **STUDENTS WHO FAIL TO SHOW PROGRESS ON THEIR ABSENCE INTERVENTION PLAN ARE SUBJECT, BUT NOT LIMITED TO: LOSS OF CREDIT, DENIAL OF PROMOTION, REFER TO MORROW COUNTY COURTS FOR TRUANCY, LOSS OF EXTRACURRICULAR ACTIVITY PRIVILEGES, OR OTHER CONSEQUENCES DEEMED NECESSARY FOR THE INDIVIDUAL STUDENT.**

Membership of each team should vary based on the needs of each individual student, but each team is required to include: 1. a representative of the school or district. 2. Another representative from the school or district who has a relationship with the child. 3. The child's parent/guardian. The Absence Intervention Team may also include: 1. school psychologist, counselor or social worker. 2. Representatives from a public or non-profit agency. 3. A case worker from Children Services if there is an open case or if the child is in foster care.

For students determined to be habitually truant:

1. Written notice will be provided to the parent/guardian
2. Student will be assigned to an absence intervention team
3. If the child fails to make progress after 61 days on the personalized absence intervention plan, the district will file a complaint in juvenile court
4. Counseling may be provided
5. The student's parent or guardian may be asked to attend parental involvement programs or truancy prevention mediation programs
6. As applicable, the registrar of motor vehicles may be notified
7. Children Services may be notified as deemed necessary

For students determined to be excessively absent:

1. Written notice will be provided to the parent/guardian
2. The student will follow the district's plan for absence intervention
3. The student and family may be referred to community resources

VACATIONS

Students may be permitted to go on vacation during the school year. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. However, please note that vacation days fall under absences that are not medically excused.

Whenever a proposed absence for vacation is requested, parents may discuss it with Principal, and the school may be notified in writing at least five days in advance. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. It is up to the student to make up their work missed and to notify their teachers of their absence.

EARLY DISMISSAL

Sometimes it becomes necessary to be excused from school during the course of a day. Acceptable reasons, such as a doctor's appointment, emergencies, or special circumstances arise. **Students who are ill and wish to call parents to come and get them from school need to do so from the office. Students are not to text or call from cell phones for parents to come and get them.** Parents, or those authorized to take a student from the school, are to enter the building through the front doors and report to the office.

ATHLETIC ATTENDANCE

A student must be present in school on the day of an after school event to attend an after school event. An exception to this would be an excused absence for a funeral or doctor/dentist excuse. If a student is home due to illness for a part of the school day, the student must attend for at least half a school day.

AFTER SCHOOL PICK-UP

No student is permitted to walk to the high school or elementary school without special permission. High School student traffic and parent pick-up lines are a cause for concern for school age pedestrians. Students are only allowed to be picked up by parents/siblings. All others need office approved notes.

Students wishing to stay after school for extra help must communicate with their teachers a day ahead of time.

Students wishing to stay after school for athletic or other extra-curricular events must provide a signed note from parents giving the student permission (e.g., walking to Highland Pizza after school).

GRADING

Highland Middle School uses a Standards Based Grading (SBG) system. Your child's progress is reported as; E = Exceeds what is asked by the standard, M=Meets the standard, D= Developing toward the standard and U=Unsatisfactory progress toward the standard.

Students and families have access to PowerSchool and Summit Learning Platform that show a comprehensive and up-to-date view of the students' academic progress. Both can be accessed from both school and home. We believe that learning is not confined to the school day – learning can take place anywhere at any time!

HOMEWORK

Students at Highland Middle School *always* have work that can be completed or studied. Teachers are available to give extra help before and after school, and during study hall. Students must make arrangements with the teacher ahead of time.

The purpose of working at home is that of practice. Students are not penalized for learning and missing some of the questions/problems the first time through the material. Students are not penalized on assessments when they are learning something new. As the students make progress, the initial grades are not held against them. Grades are not final until the last day of school. Students that require additional practice to meet the standard are provided opportunities to do so by retaking assessments.

ABSENCE/REQUEST FOR HOMEWORK

Students who are absent, for any reason, may be required to make up work missed in each class. It is the *student's* responsibility to obtain assignments from teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not doing work missed. At the teachers discretion work may be given ahead of time.

LUNCH CHARGE POLICY

Students may charge up to \$10.00 on his/her account, then the student would receive an alternative meal after the \$10.00 charges have accrued. Alternative meal would consist of peanut butter/bread sandwich (or a cheese/bread sandwich if the student is allergic to peanut butter), fruit, and milk. Alternate meals allowed at a \$1.00 charge or until the charges are paid. Student that reaches the charge limit will have parents contacted prior to first alternative meal.

STUDENT DRESS & PERSONAL APPEARANCE:

It is the policy of the Highland Local Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that right does not interfere with the orderly process of education. It is further our intent to create a positive learning environment in which students and adults can develop a feeling of pride and unity; therefore, we present the following clothing items that may not be permitted:

1. Thin ("spaghetti strap") tank tops as outer garments
2. Tank tops or cut-off shirts that expose any portion of the chest area
3. Dresses, shorts, and skirts of a length with buttocks or groin visible
4. Clothing that shows underwear as visible
5. Torn or extremely frayed clothing with holes above what would be covered with appropriate-length shorts
6. Bare midriff-type outfits
7. Hats, headwear that is distracting, or sunglasses
8. Clothing with alcohol or tobacco advertising, references to drugs, alcohol or sexually suggestive pictures or obscene slogans.
9. Bandanas or other items of color to draw attention to the student

These are minimum standards. With approval of the administration, advisors of extra-curricular activities and teachers of lab classes are authorized to establish any specific, reasonable dress, or grooming requirements that they deem suitable for participation.

BEHAVIOR CODE OF CONDUCT

Each student has rights guaranteed to him or her by the laws of our land. Rights, however, can only be protected and understood in light of the responsibilities that fall upon members of a free society. The school has the obligation to create the kind of atmosphere where discipline and order allow the achievement of the educational goals our students deserve. In meeting that obligation certain consequences may be instituted. Furthermore permanent exclusion; and/or removal may result for any student or accomplice, who, while on property owned or controlled by the school district, or at curricular or extracurricular school activities regardless of location, or misconduct connected to activities or incidents that have occurred on school property, or at activities of the school district regardless of where the activities or the misconduct occurs, as well as misconduct by a student regardless of where it occurs, if it is directed at a district official, or employee or the property of an official, or employee, violates any one or more of the following rules:

1. Students may not use profanity and/or obscenity. A student may not, by written, verbal, gestural, or other means, annoy or humiliate others or disrupt the educational process by using profanity or obscenity.
2. Students may not use, possess, transmit, sell, offer for sale or show evidence of consumption of any narcotic drug, hallucinogenic drug, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind that causes physical or mental change.
 - a. Students may not use, possess, transmit, sell, offer for sale any counterfeit or phony alcoholic beverage or phony controlled substance.
 - b. Students may be liable for civil and criminal penalties in accordance with Ohio law for violations of this section of the behavior code.
3. A student may not indecently expose his or her body or participate in indecent acts with other persons.
4. Students may not assault, fight or threaten a school employee, student or other person on the school premises, while in the custody and control of the school, or in the course of a school-related activity.
 - a. Students may not film assaults, fights, or threats with personal electronic devices.
5. Students may not cause disruption or interference with curricular or extracurricular activities by cutting or skipping class or school, tardiness, loud boisterous or careless behavior or similar action, ignite fireworks, smoke bombs, or use disruptive chemicals or objects.
6. Students may not make bomb threats, set fires, set false alarms, tamper with plumbing, heating, or electrical equipment.
7. Students may not steal or attempt to steal school or private property.
8. No student may cause or attempt to cause damage to school or private property by cutting or marking furniture, walls, books, vehicles, buildings, plugging toilets, sinks, washing basins, or drinking fountains, spinning tires on walks, drives, parking areas or grass.
9. Students may not disregard or defy the valid authority of supervisors, chaperones, substitute teachers, teachers, bus drivers, administrators, and other school personnel.
10. Students may not be insubordinate or disrespectful to school personnel by using nicknames, disrespectful language or gestures, or refuse to follow directions and instructions.
11. Students may not use or copy the academic work of another and present it as his or her own work with proper attribution, or cheat, or attempt to cheat.
12. No student may repeatedly fail to comply with directions or instructions of teachers, substitute teachers, aides, bus drivers, administrators or other school personnel, during any period of time when the student is properly under the authority of school personnel.
13. Cooperation with substitute teachers;

- a. All students must cooperate fully with substitute teachers.
 - b. In many instances, the substitute teacher may not be familiar with students' names, classroom or study hall procedures, and school routines. In these instances, a special effort is expected of all concerned to ensure a smoother running atmosphere and a more positive educational experience.
14. No student may smoke, use tobacco, or possess tobacco in school buildings or on school premises.
 15. No student may vape or use e-cigarettes, or possess vaping or e-cigarette materials.
 16. No student may use or possess a toothpick.
 17. Students may not obtain or attempt to obtain another person's property, either by implied or expressed threat.
 18. Students may not falsify in writing the name of another person, times, dates, grades, addresses or other data on school forms, or correspondence directed to the school.
 19. Students may not be present in a school building or on school grounds at unauthorized times when his or her presence may cause disruption of an activity, function or the educational process.
 20. A student may not use or attempt to use false identification to mislead school personnel.
 21. A student may not break or enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds.
 22. Students may not possess, transmit, handle, conceal, sell, offer for sale or use any firearm, knife, explosive, or other dangerous weapon or objects, fireworks, smoke bombs or dangerous or disruptive chemicals or objects.
 23. Students may not leave school during regular school hours without permission from the office.
 24. Students shall not depict violence in classwork, notes, writings, drawings, etc. This includes, but is not limited to guns, bombs, robbery, violence, etc.
 25. Students may not miss a scheduled class or other assignment (ex: detention) without permission from the office.
 26. No student may engage in an activity or behavior, which would violate any criminal law, whether or not criminal charges are brought.
 27. No students may violate any portion of the Highland Local District Technology Acceptable Use Policy
 28. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in

prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

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

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

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff

witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

General Behavior Guidelines – The examples of specific misconduct cited in the above behavior code are not inclusive of all acts of misbehavior that may result in disciplinary action, but serve as examples of misconduct, and similar types of misconduct, that may result in disciplinary action under this code.

General Principle: The penalty imposed for any specific violation up to ten days' suspension from school may be within the discretion of the building principal or designated school official based upon the severity of the misconduct, the harm or disruption caused, and the discipline record of the student. The Superintendent may expel a student for serious or repeated violations of any of the rules in this policy up to the maximum time provided by law (District policy 5610).

DISCIPLINE

Highland Middle School students are expected to maintain good citizenship and show respect for adults and fellow students.

Our #1 expectation is: **TREAT OTHERS THE WAY YOU WISH TO BE TREATED!**

The violation of the behavior code of conduct may result in disciplinary action including: lunch detention, after school detention, Friday night school, alternate placement, out-of-school suspension, or expulsion.

Lunch detention is served during the student's respective lunch period. Student should bring school work to complete during the lunch period.

After school detention lasts from 2:30-3:15 PM. Parents may pick up their child at 3:15, or they can opt to have him or her ride the elementary bus route home. Parents will be notified at least 24 hours in advance of an after school detention to determine transportation options.

Friday Night School lasts from 2:30-6:00 PM. Students are expected to have materials to keep them busy. Removal from Friday Night School for behavior problems may result in out of school suspension. Parents will be notified at least 24 hours in advance and are expected to provide transportation home at 6:00.

Alternate Placement – Some infractions may result in a student being alternately placed within the school. Students will be monitored and may remain in the same room all day. Teachers

may send assignments down and students may receive full credit for their work. Removal from alternate placement for behavior problems may result in out of school suspension.

Out-of-School Suspension - Serious infractions may result in suspension. If a suspension is being considered, the incident provoking consideration of suspension may be discussed at an informal hearing with the student. If a suspension is imposed, the parent/legal guardian will receive written notification of the date of the incident and the reason for the suspension. During the suspension, the student is expected to remain at home and is not permitted on any property owned by Highland Local Schools. If infraction is deemed serious enough, a recommendation to expel will be given to the superintendent. Students may make up any work/assignments and can contact staff members via email through the duration of suspension.

STUDENT SEXUAL HARASSMENT POLICY

The Highland Local School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and may not be tolerated within the district. This policy is implemented to inform all of Highland School District's students as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

DEFINITION OF SEXUAL HARASSMENT

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment or other benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
5. Verbal/cyber conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person or one's own body.
6. Verbal/cyber abuse of sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
7. Physical conduct: touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

WHAT TO DO IF YOU ARE SEXUALLY HARASSED

When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for students should be sought through your school Counselor, Principal or Superintendent.

If you are subjected to behavior which you consider to be sexual harassment, students are to promptly notify either their school Counselor, Principal or Superintendent. You may be asked to

put your complaint in writing and an investigation may be made into the matter and appropriate discipline may be imposed against any employee or student who is found to have engaged in sexual harassment while on or about district property, or in relation to any district activity. The investigation may include interviewing the alleged victim, alleged harasser, eyewitnesses, and corroborative witnesses. (Legal Ref: 29CFR1604.11)

FERPA

The school district follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office.

INTERROGATIONS AND SEARCHES

The District has custody of the students during the school day and hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of interrogations.

Students' lockers are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary. This policy may be posted in every building. Legal References: ORC: 2151.411, 3313.6

SURVEILLANCE CAMERAS

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

MEDICATIONS

Students are encouraged to take all medications at home, before or after school. However, in the event a medication must be taken during school hours, the administration and staff may strictly enforce the various federal, state and local regulations governing the use of medication and/or drugs. For the health and safety of everyone concerned, school personnel may not issue any prescription medication unless requested to do so in writing by the attending physician. Parental permission may be given for over the counter (OTC) medications such as Tylenol, aspirin, cough drops, etc. ALL PRESCRIPTION AND OTC MEDICATION MUST BE IN THE ORIGINAL CONTAINER AND PROVIDED BY THE PARENT. Students should not have ANY medication on them during the school day. Forms must be completed by parents and on file in the office before any medication can be dispensed. This includes the use of inhalers.

STUDENT LOCKERS

Students are assigned lockers for their own convenience, but the lockers remain the property of and under the control of the Highland School District. Students are expected to maintain the lockers in a clean, workable, and sanitary condition. The lockers should not be jammed with clothing items or papers making them difficult to open or close and possibly damaging the locker. No one may use his/her locker to store anything unlawful or which may create a health

hazard. Students are to use only the locker's assigned to them by the office. No personal locks are permitted.

Lockers may be inspected from time to time, and if deemed necessary by the principal or a representative, the locker and its contents may be searched. Locker security is only as good as the students that maintain it. In order to minimize problems students are encouraged to keep their combinations private. Students may be provided locks for their gym lockers. Highland Middle School and the District may not be responsible for student articles lost or stolen from lockers, classrooms, parking lots, or any other school area.

PERSONAL ELECTRONIC DEVICES

Students may bring personal electronic devices to school; however, the devices must remain in lockers unless given permission by an individual teacher. Students should not use devices in the hallways or cafeteria. Devices should only be used for educational purposes. If a teacher determines that devices are not to be used in his or her classroom, the following consequences apply:

- Offense #1: confiscation of device, returned to student at end of day
- Offense #2: confiscation of device, parent must pick up device from school
- Offense #3: after school detention, confiscation of device, parent must pick up device from school, possible loss of device privileges

Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

LOST AND FOUND

The office does maintain a lost and found. Several times a year we display the items. After displaying them for a week, we then donate the remaining items. Please call if you know your child is missing clothing.

TECHNOLOGY

The Highland Local Board of Education recognizes that technology can greatly enhance instructional programs, as well as the efficiency of District and school site administration. The Board of Education also realizes that careful planning is essential to insure the successful, equitable and cost-effective implementation of technology based materials, equipment, systems and networks. Computers and the use of the District's network or on-line services network are to support learning and to enhance instruction, as well as assist in the administration of the District.

Computers are to be used in a responsible, efficient, legal and ethical manner. Failure to adhere to this policy and the guidelines below may result in the revocation of the user's access privilege and possible disciplinary action. Unacceptable uses of the computer or computer network include but are not limited to:

1. Violating the conditions of the Ohio Revised Code dealing with students' and employees' rights to privacy;
2. Using profanity, obscenity or other language which may be offensive to another user;
3. Re-posting (forwarding) personal communication without the author's prior consent;
4. Copying commercial software in violation of copyright laws;
5. Using the network for financial gain, for commercial activity or for any illegal activity;
6. Accessing inappropriate materials

7. Downloading of freeware or shareware programs.

The Board of Education recognizes that it is impossible for the school district or its employees to completely control the content of the information available to student's on-line services. Some information available is controversial and possibly offensive. The District does not condone the use of such materials.

School employees, students and parents of students must be aware that the privilege to access on-line services may be withdrawn from users who do not respect the rights of others or who do not follow the rules and regulations established by the school and the District. A user's agreement must be signed by school employees, parents of students under the age of 18 years and all others, indicating that they understand this policy and related rules and regulations before access may be granted to the online computer service.

VANDALISM

Students, employees and citizens of the district are urged by the Highland Board of Education to report any incidents of vandalism to property belonging to the District, together with the name(s) of the person(s) believed to be responsible. The Board may offer a reward for information leading to the arrest and conviction of any person who steals or damages Board property.

The Superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property. The Superintendent is further authorized to delegate, as he sees fit, authority to sign such complaints and to press charges.

Any student found guilty of any form of vandalism or defacement of school property may be subject to suspension or expulsion. A parent conference may precede the final resolution.

Parents and students may be made aware of the legal implications involved. Parents are liable, up to the amount provided by law, for the mayful destruction of property by a minor in their custody or control. If parents are found liable for monetary damages and are unable to make restitution's, the Board may allow the parents to perform community service for the school instead of repayment of the damages (ORC: 2909.05, 3109.09, 3313.173, 3737.99)

SCHOOL CLOSING INFORMATION

During the course of the school year it is sometimes necessary to cancel school due to extreme weather conditions or for some other type of emergency situation. This is done to ensure the safety of all students in the district. The decision to cancel school is made at approximately 5:30 AM. Please listen to your local radio stations or local TV stations for information.

SCHOOL MESSENGER SYSTEM

Highland Local Schools utilizes the School Messenger System which is an alert system that may make phone calls/texts to your designated phone to alert you to upcoming events, calamity days, or other vital information that you need to know. This is an automated system. If you have changes in phone numbers please contact the office for instructions on how to alter your alert status.

CARE OF BOOKS AND PROPERTY

Each student is expected to take proper care of the textbooks and workbooks given to them to use during the year. School desks and other property and equipment are also to be handled with great care.

SCHEDULE FOR DAMAGED AND LOST BOOKS

Writing in Books	\$4.00
Malicious Writing	\$5.00- \$10.00
Torn Pages	\$1.00 - \$7.00
Broken Binding	\$6.00 - \$8.00

Lost Books:

New Book	Cost of Book
2 nd Year	\$35.00
3 rd Year	\$20.00
4 th Year or Older	\$10.00

SCHOOL FEES

School fees for the 2019-2020 school year: **\$20**

If you qualify for a school fee waiver, please request one from the office and submit a completed form with verification. School fees are accumulated from year to year and if they are unpaid the accumulated amount follows the student through high school. The student's last grade card of each year may be held. Your child's diploma may be held their senior year until all fines/fees from previous years are paid.

Have a great school year!