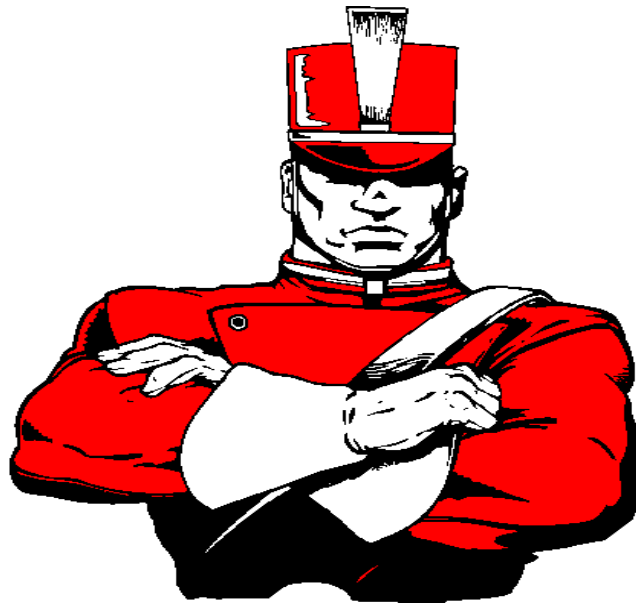


HILLTOP  
HIGH  
SCHOOL  
7 - 12

2018-  
2019



STUDENT/PARENT HANDBOOK

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## **INTRODUCTION**

The rules, regulations, and policies that appear in this handbook have been established by the administration and approved by the Millcreek-West Unity Board of Education to promote the health, safety, welfare, and education of students at the Hilltop High School.

Each student and his/her parents/guardians **shall** read this handbook carefully to be informed of what is expected of students and as a reference to give direction to a student's school life.

Approved by the Millcreek-West Unity Board of Education on June 25<sup>th</sup>, 2018  
Mr. Steven Riley, Jr. High/High School Principal  
Phone 924-2365 ext. 2141  
2018-19 School Year

## **MILLCREEK-WEST UNITY LOCAL SCHOOLS BOARD OF EDUCATION PHILOSOPHY OF EDUCATION**

The Millcreek-West Unity Board of Education's philosophy of education centers on the individual student. Each child within the (school district, community) is entitled to and should receive the best possible training for his adult life. It is the philosophy of this board of education that:

- A. Each child is an individual and must be taught as such.
- B. A program of studies in the elementary school should be constantly adjusted and evaluated so that each child will enter the high school with a background sufficient to his needs.
- C. A program of studies in the high school should be constantly adjusted and evaluated so that each child will have the opportunity to be trained or prepared for his adult life outside of the school.
- D. Each child, when he leaves school, will have the background so that he can be a useful member in the society in which he is living.
- E. Each child will have been taught to adjust to life's changing patterns to the best of his abilities.
- F. Each child should be encouraged to develop his whole being; physical as well as mental.

In the end it is the purpose and philosophy of the Board of Education that each student who attends these schools will be able to leave this school properly trained for a useful place in society.

### **Use of this agenda-planner/handbook**

In an effort to help improve academic performance, help teach organization, and accountability, and present school rules and policies, each student will be issued an agenda-planner book.

The rules for use of this book are as follows:

- 1. All Junior High students must carry the agendas to all classes.
- 2. High school students have the option to carry the agenda. A decision not to carry the handbook carries the consequence of no hall passes.
- 3. Students will use the agenda-planners as a hall pass. If students are in the hall during scheduled class time, the agendas must be with you and signed by the appropriate teachers.
- 4. Students will pay a fee to replace a lost agenda-planner \$5.00
- 5. Teachers can check agenda-planners at their discretion to see that they are being properly utilized. Agenda planners are not to be defaced or pages removed.

**Website: [www.hilltop.k12.oh.us](http://www.hilltop.k12.oh.us)**

**Board Policies may be accessed by using the "NEOLA" link on the website provided above.**

**2018-19 SCHOOL CALENDAR**

**FIRST SEMESTER**

**SECOND SEMESTER**

Aug. 20	Open House	Jan. 7	Beginning of the 2 <sup>nd</sup> Semester
Aug. 21	Students First Day 1-12	Jan. 21	Martin Luther King Jr. Day (No School)
Sept. 3	Labor Day (No School)	Jan. 30	2-Hour delay for Teacher In-Service
Sept. 10	Fair Day (No School)	Feb. 15	Prof. Dev. Wavier Day (No student day)
Sept. 11	Prof. Dev. Wavier Day (No student day)	Feb. 18	President’s Day (No School)
Oct. 3	2-Hour delay for Teacher In-Service	Mar. 6	2-Hour delay for Teacher In-Service
Oct. 19	1 <sup>st</sup> Grading Period Ends	Mar. 15	3 <sup>rd</sup> Grading Period Ends
Oct. 29	Parent/Teacher Conferences (4:00-7:30)	Mar. 18 – Mar. 22	Spring Break (No School)
Nov. 1	Parent/Teacher Conferences (4:00-7:30)	Apr. 19	Good Friday (No School)
Nov. 7	2-Hour delay for Teacher In-Service	May 27	Memorial Day (No School)
Nov 21-26	Thanksgiving Break (No School)	May 29 – 31	2 <sup>nd</sup> Semester Exams
Dec. 19 – 21	1 <sup>st</sup> Semester Exams	May 31	4 <sup>th</sup> Grading Period/2 <sup>nd</sup> Semester Ends
Dec. 21	2 <sup>nd</sup> Grading Period/1 <sup>st</sup> Semester Ends	June 2	2018 Hilltop High School Graduation
Dec. 24 – Jan. 4	Winter Break (No School)	June 3	Teacher Work Day (No School)

**ADMINISTRATION**

Superintendent’s Office 924-2365 – Ext. 2321  
High School Office 924-2365 – Ext. 2329  
Elementary Office 924-2364 – Ext. 2350  
Fax - 924-2367

Superintendent	Jim Wyse	Ext. 2322
Transportation Manager	Nathan Siegel	Ext. 2184
Food Service Manager	Ellie Shinhearl	Ext. 2144
High School Principal	Steven Riley	Ext. 2141
Elementary Principal	Laurie Worline	Ext. 2351
Student Services Director	William Boyer	Ext. 2202
Guidance Director	Amber Metzger	Ext. 2111
Athletic Director	Tony Gerig	Ext. 2331

**SCHOOL HOURS**

K-6	8:00 A.M. – 3:00 P.M.
7-12	8:00 A.M. – 3:00 P.M.

**BELL SCHEDULES**

**Regular School Schedule**

**High School**  
1<sup>st</sup> Period 8:00-8:49  
2<sup>nd</sup> Period 8:52-9:41  
3<sup>rd</sup> Period 9:44-10:33  
4<sup>th</sup> Period 10:36-11:25  
5<sup>th</sup> Period A 11:25-11:55 Activity/Int.  
5<sup>th</sup> Period B 11:55-12:25 Lunch  
6<sup>th</sup> Period 12:28-1:17  
7<sup>th</sup> Period 1:20-2:09  
8<sup>th</sup> Period 2:12-3:00

**Junior High**  
1<sup>st</sup> Period 8:00-8:49  
2<sup>nd</sup> Period 8:52-9:41  
3<sup>rd</sup> Period 9:44-10:33  
4<sup>th</sup> Period 10:36-11:25  
5<sup>th</sup> Period A 11:25-11:55 Lunch  
5<sup>th</sup> Period B 11:55-12:25 Activity/Int.  
6<sup>th</sup> Period 12:28-1:17  
7<sup>th</sup> Period 1:20-2:09  
8<sup>th</sup> Period 2:12-3:00

**Two Hour Delay**

**High School**  
1<sup>st</sup> Period 10:00 -10:35 (35)  
2<sup>nd</sup> Period 10:38 -11:13 (35)  
3<sup>rd</sup> Period 11:16 -11:52 (36)  
5<sup>th</sup> Period 11:55 -12:25 (lunch)  
4<sup>th</sup> Period 12:28 -1:03 (35)  
6<sup>th</sup> Period 1:06 -1:41 (35)  
7<sup>th</sup> Period 1:44 - 2:19 (35)  
8<sup>th</sup> Period 2:22 – 3:00 (38)

**Junior High**  
1<sup>st</sup> Period 10:00 -10:35 (35)  
2<sup>nd</sup> Period 10:38 -11:13 (35)  
3<sup>rd</sup> Period 11:16-11:52 (36)  
5<sup>th</sup> Period 11:55-12:25 (lunch)  
4<sup>th</sup> Period 12:28-1:03 (35)  
6<sup>th</sup> Period 1:06 -1:41 (35)  
7<sup>th</sup> Period 1:44 - 2:19 (35)  
8<sup>th</sup> Period 2:22 -3:00 (38)

## ATTENDANCE

Ohio Revised Code Section 3321.01 requires that every child between the ages of six and eighteen is to be in school attendance each and every scheduled school day unless excused by the approval of the school's administration. Regular attendance by all students is very important, in many cases, irregular attendance is the major reason for poor school work. Therefore, all students will be asked to shop, make dental appointments, do personal errands, and so forth, outside of school hours. The legal responsibility for student attendance lies with the parents, therefore, parents and students should be familiar with the attendance policy.

Ohio Revised Code Section 3321.19 (C)(1) defines EXCESSIVE ABSENCES as a child of compulsory school age who "is absent with or without a legitimate excuse from the public school the child is supposed to attend for 38 or more hours in one school month, or 65 or more hours in one school year." **A note from a parent may no longer be considered an "EXCUSED" absence once a student reaches the EXCESSIVE ABSENCE threshold (38 or more hours in one school month, or 65 or more hours in one school year.)** Students not attending school/class to attend school sponsored activities (i.e. field trips, athletic contests, academic contests) are considered in attendance. Students are expected to make arrangements with the teachers of the classes missed regarding missed lessons/homework when attending school sponsored activities. Hospitalization, chronic illness or other extenuating circumstances will be considered in extending the limit of allowable absences.

**Students who are absent more than 60 hours per semester (10 hours in a specific class) may be required to make up seat time missed through the use of before/after school detention and/or Saturday School.**

Each student who returns to school from an absence must immediately make arrangements with his/her teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State Law, may or may not be permitted to make up work. Each case will be considered on its merits by the principal and the respective teacher(s).

## STUDENT ABSENCES:

Absences may be considered "EXCUSED" for the following reasons, but are not limited to:

1. Personal/Family illness [A doctor's note may be required once a student reaches 65 total absent hours in a school year];
2. Death in the family;
3. Doctor/Dentist appointment;
4. Quarantine for contagious disease;
5. Religious reasons [notify office in advance];
6. Pre-approved vacations of up to 5 days (32.5 hours) per school year. [Notify the office in writing 5 school days prior to the scheduled vacation.];
7. Pre-arranged college visitation up to 2 per year (13 hours) for Seniors and Juniors. [Notify office 3 days in advance with approval from Guidance Office.];
8. Emergency or set of circumstance which in the judgment of the principal constitute a good and sufficient cause for absence from school (examples may include: pre-arranged driver's license test, court appearances)

**NOTE:** Properly follow the Absence Procedure

Any absence not satisfying the requirement set forth by the State of Ohio will be classified as "UNEXCUSED", even if the parent/guardian may approve the absence.

## ABSENCE PROCEDURE

A written or verbal explanation of each absence shall be made by the parent/guardian to the principal to approve or disapprove of absences.

1. A parent, custodial parent, legal guardian or other person having charge of a student shall report by telephone or otherwise to the appropriate school administrator that his or her child will be absent for a specified number of days or part of a day from school. Notification must occur as early as possible the same day that the student is absent from school, but **no later than 10:00 a.m.**
2. Upon returning to school following an absence, the student shall bring a written note to the appropriate school personnel that include the following: the name of the student and grade level, date of absence(s), the **precise reason** for the absence(s), and the **signature of a parent or guardian**.
3. Students who have been absent from school must report to the **high school office** upon his/her return to school to receive an absence slip before first period.
4. Students who return to school during the school day must come first to the office and obtain an admittance slip and **sign in** stating time and reason.
5. This absence slip is to be presented and signed by each student's teacher at the beginning of each class.
6. It is the student's responsibility to obtain all make-up work from their teachers. Requests for homework must be called in to the office by 11:00 a.m.

## TRUANCY

Unexcused absence from school (Truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. Ohio Rev. Code defines a student as **HABITUAL TRUANT** if the student is absent without a legitimate excuse from public school for thirty or more consecutive hours, forty-two or more hours in one month, or seventy-two or more hours in a school year. Students who meet the criteria of habitual truancy will have a complaint filed with the Judge of the Juvenile Court in compliance with State Law and Board Policy 5200.

Whenever any student of compulsory school age has been absent without legitimate excuse from the school the child is supposed to attend for more than sixty consecutive hours in a single month or for at least ninety hours in a school year, the Board authorizes the Superintendent to inform the student of his/her parents, guardian, or custodian of the record of excessive absence as well the District's intent to notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the student's excessive absence.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

The registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license.

Denial of privileges will remain in effect until the student reaches age 18 or until the denial is terminated for another reason allowed by Ohio Law. In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

## TARDY TO SCHOOL PROCEDURE

Students who are late to school but arrive before the end of 1<sup>st</sup> period are counted as tardy to school and must come to the office to secure a pass. For each semester students will receive the following: a written warning for the 1<sup>st</sup> and 2<sup>nd</sup> instance, an after school detention for the 3<sup>rd</sup> - 5<sup>th</sup> instance, and a Saturday School for each additional instance. Students who attend school on time but are late to class after 1<sup>st</sup> period are tardy to class and are subject to the discipline outlined in the teacher's syllabus. Students arriving after the start of second period fall under the Attendance policy.

### DISMISSAL OF INDIVIDUAL PUPILS DURING THE SCHOOL DAY

Permission for a pupil to leave school when school is in session will require approval by the principal or a person specifically designated by him to exercise that authority. In evaluating requests for this permission, the authority will give primary consideration to the best interest of the pupil and/or pupil welfare. Requests will not be approved without a parent's or guardian's permission.

When a request originates from a person other than the parents or guardian, the authority will contact the parent or guardian to obtain permission.

### SIGN OUT PROCEDURE

Students leaving school early or the school grounds for any reason must have the principal's approval and then must sign out in the office. Parent or guardian notes giving permission for students to leave early must state the reason and are required before approval is given. **Eighteen-year-old students must also have permission of parents or guardians.**

Students becoming ill during the school day must report to the office. A student who goes to the sick room during the school day must sign out and that time will be considered absent from school. A parent or guardian shall be contacted before the student is allowed to go home.

### SCHOOL DAY

7:45 am	Students are permitted to enter the building and report to the commons until 7:50.
8:00 am	1 <sup>st</sup> period class begins; students are to be in their seats for attendance check.
3:00 pm	School day ends once dismissed by classroom teacher.
3:05 pm	All students are to be out of the building unless on authorized school business or under the supervision of staff, the principal, or extra-curricular advisor.

### SEMESTER EXAMS / GRADES

Semester exams will be given in all academic and laboratory courses. As per teacher discretion, students receiving A's in both quarters may opt out of semester exam. Semester exams for non-academic courses may be waived if approved by the principal. The semester grade will be determined by the 2 grading period grades and semester exam grade. Each grading period grade will count 2/5 (40%) and semester exam 1/5 (20%). The semester grade is determined by the following conditions:

1. Students who receive 2 F's out of the 3 grades comprising the semester grade will automatically receive F for the semester grade.
2. Students who receive 1 F out of 3 grades comprising the semester grade will have their grades calculated as follows: double each of the 2 grading period number grades, add the exam number grade, and divided by 5. This number will be adjusted by the F grade. If the F grade was a grading period grade, multiply by .60. If the F grade was a semester exam grade, multiply by .80. The result is the semester grade.
3. Students who have 3 passing grades comprising the semester grade will have their grades calculated as follows: double each of the 2 grading period number grades, add the semester exam grade, and divide by 5. The result is the semester grade.
4. Receiving an A for both quarters—no exam—per teacher consent

### COMPUTER USE

Students are allowed use of school computers for school assignments only after the Acceptable Use Policy has been read and signed by both the student and his/her parents.

### STUDENT CHEATING

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. Each student is expected to do his or her own work on assignments, quizzes, and tests. Copying homework, plagiarizing or cheating of any kind will **NOT** be tolerated. Students who violate this policy will receive zero credit for assignments or work involved. Students who assist in such cheating by providing work or answers are also subject to discipline. Any further instances of cheating will be subject to further disciplinary action and parents will be notified. Teachers' grade books, desks, papers, and computers are to be respected as private property.

### FAIR POLICY

A student may be granted an excused absence from school for any fair if the student is a member of a club or organization and has a project at the fair. The following procedure must be followed prior to being excused from school to attend the fair.

1. The student must secure a form at the principal's office to be excused from school attendance for the fair.
2. The form must be signed by the advisor of the club or organization listing the dates and times the student is needed or required to be at the fairgrounds because of his/her project.

### HUNTING POLICY

A student may be granted an excused absence for hunting. In order to be excused for this day, the following procedure must be followed prior to being excused. "**Note:** During the past few years, we have not had school scheduled for the first day of hunting season. Please attempt to use this day for hunting so as to not miss valuable school time."

1. The student must present to the appropriate school administrator written notification from the parent/guardian detailing the day to be missed for hunting.

AND

2. The student must present a valid hunting license to the principal BEFORE BEING EXCUSED.

### CALAMITY DAYS AND CANCELLATIONS

With the beginning of each school year comes the possibility of delaying or canceling school due to inclement weather conditions such as snow, ice or fog. There are many factors to consider, but it remains a difficult decision in the course of a school year. Whatever decision is made, it is not pleasing to everyone, but the safety of the students has been and will continue to be our primary concern on inclement days.

We try to make a decision by 6:30 a.m., but on occasion we are unable to do so until the last moment. However, when we delay or cancel school, we send out a PowerSchool alert and notify the following radio stations immediately:

WBNO FM 100.9 Bryan  
WMTR FM 96.1 Archbold

WDFM FM 98.1 Defiance  
WNDH FM 103.1 Napoleon

WBCY FM 89.5 Archbold  
WZOM FM 105.7 Defiance

WLZZ FM 104.5 Bryan  
TV Channels 11, 13 and 24

Please do not call school personnel, the school building, or the media except in case of emergency. If school is in session and weather conditions deteriorate, the safety of the students may require an early dismissal. In homes where both parents work during the school day, an early dismissal can be very inconvenient. We urge those parents to be certain that their children, especially the younger ones, know where to go if we dismiss early if they are not to go home.

### GUIDANCE DEPARTMENT

The guidance services are for all students at all levels. The purpose of the program is to help each student reach his/her highest development through an understanding of themselves, their interests and limitations.

Assistance may be obtained from the Guidance Counselor who is available throughout the school day. Students are encouraged to seek help from the Guidance Counselor in solving education, personal, and social problems and in schedule planning, choice of college, and choosing a vocation. All teachers are a part of the guidance program and may assist any student in solving his/her problems. Information concerning scholarships, college entrance tests, colleges and vocation is available at the Guidance Office. The student is urged to make every possible use of these facilities in planning their future.

You are encouraged to see the Guidance Counselor whenever problems or questions arise that you cannot answer. Students should obtain a pass from the counselor to take to the study hall monitor or teacher BEFORE going to the Counselor's office. Should occasions arise when the pass is not picked up in the Counselor's office first, the student has the responsibility to see that the study hall monitor or teacher receives a note upon returning to class. If the Counselor requests a conference with you, the pass will be given to your teacher.

### GRADUATION REQUIREMENTS

Section 3313.16 of the Ohio Revised code provides that a diploma must be granted to pupils who complete graduation requirements in accordance with the provisions of the minimum standards of the Ohio Department of Education and the Millcreek-West Unity Board of Education. No pupil will be issued a high school diploma until he/she has successfully completed these requirements.

Students graduating from Hilltop High School shall earn a minimum of **21 units** and those units shall be distributed as follows:

- a. English Language Arts, 4 units
- b. Mathematics, 4 units, which must include:
  - i. 1 unit of Algebra II or its equivalent, or take an Algebra II replacement course if student is enrolled in an approved CTE pathway.
- c. Social Studies, 3 units, which must include:
  - i. American History, 1 unit
  - ii. Global Studies, 1 unit
  - iii. American Government, ½ unit
  - iv. Economics and Financial Literacy ½ unit
- d. Science, 3 units, which must include:
  - i. Physical Science, 1 unit
  - ii. Biological Science, 1 unit
  - iii. Advanced Study in Chemistry, Physics or other Physical Sci., Adv. Biology, Astronomy, Physical Geology, or other Earth/Space Science
- e. Physical Education, ½ unit (state law limits the awarding of ¼ credit in Physical Education for each semester)
- f. Health, ½ unit
- g. Electives, 6 units, which must include:
  - i. 1 whole unit or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

In addition to the credit requirements outline above, students currently must meet 1 of 3 graduation pathways:

- a. Earn at least 18 points on seven end-of course state tests. Each test score earns up to five graduation points. A minimum of four points in math, four points in English, and six points across science and social studies.
- b. Earn a minimum of 12 points by receiving a State Board of Education-approved, industry recognized credential or group of credentials in a single career field and earn the required score on *WorkKeys*, a work-readiness test.
- c. Earn a "remediation-free" score in mathematics and English language arts on either the ACT or SAT.

Four County Career Center School requirements for high school students shall include **21 units** earned in grades nine through twelve and shall be distributed as follows:

- a. English Language Arts, 4 units
- b. Health, ½ unit
- c. Physical Education, ½ unit (state law limits the awarding of ¼ credit in Physical Education for each semester)
- d. Mathematics, 4 units, which must include:
  - i. 1 unit of Algebra II or its equivalent, or take an Algebra II replacement course if student is enrolled in an approved CTE pathway.
- e. Science, 3 units, which must include:
  - i. Biological science, 1 unit
  - ii. Physical science, 1 unit
  - iii. Advanced study in Chemistry, Physics or other Physical Sci., Adv. Biology, Astronomy, Physical Geology, or other Earth/Space Science
- f. Social studies, 3 units must include:
  - i. American History, 1 unit
  - ii. Global Studies, 1 unit
  - iii. Senior Social Studies, 1 unit
- g. Electives: 6 units
  - i. 1 whole unit or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

### STUDENT COURSE LOAD

Students are required to enroll in subjects that earn a minimum of 5 credits per year each semester during the four years of high school. The administration will set up special conditions should a student be enrolled for the fifth year of high school.

### SENIOR GRADUATION - Senior Commencement Service Regulations

Any senior not meeting the requirements for graduation as determined by the Millcreek-West Unity Local Board of Education and the Ohio State Board of Education is not eligible to participate in commencement services.

Any senior who has not made up the credit deficiencies to qualify for a diploma will not be allowed to participate in the senior commencement and graduation exercises, unless under special circumstances determined by the Superintendent and Principal. All required state Tests must be taken and passed in order to participate in commencement as directed by board policy.

### CUMULATIVE GRADE POINT CALCULATIONS

All grades in all courses will be included in the cumulative grade point.

### SCHEDULE CHANGES

Students are to follow the schedule they made out during pre-registration. Students wishing to change their schedule during the first 5 days of the school year must follow these procedures: he/she must pick up a class change permission slip from the guidance office, have the class change permission slip approved by the teacher, return slip to the guidance office. Class changes after the first 5 days of school will not be considered unless extenuating circumstances are presented and special permission is granted from the guidance counselor and the principal.

### COLLEGE CREDIT PLUS PROGRAM

The College Credit Plus program permits students in grades seven thru twelve the opportunity to earn college credit provided they are appropriately qualified. Students interested in this program shall fulfill ODE and Board approved deadlines in order to participate.

### CREDIT FLEXIBILITY OPTION

The Credit Flexibility Option Program has been established to permit high school students in grades nine through twelve to earn high school credit for courses offered within the Millcreek West Unity schools through non- traditional methods. Any student wishing to earn credit through this program must submit an application to the committee through the guidance counselor by February 1 of the previous school year in which the student wishes to participate. All coursework must be completed by May 1 of the school year of participation.

### PROMOTION REQUIREMENTS

High School students are not promoted by grade, but by credits earned for courses taken. Student classification in high school is based on having the following minimum of credits on the opening day of school.

- Senior- 15 units (with the possibility to graduate.)
- Junior- 10 units
- Sophomore- 5 units
- Freshmen- Promoted or placement from the 8<sup>th</sup> grade

Students will be assigned their respective grade level class at the beginning of the school year and then attend all class meetings and course requirements for that grade level.

### ELIGIBILITY REQUIREMENTS FOR ATTENDING FOUR COUNTY CAREER CENTER SCHOOL

A student, who is beginning their junior year of school or is a qualified OWA student, will be considered eligible to enroll at Four County CC if he/she meets the following conditions or has permission from the high school principal:

1. Must have earned a minimum of 8 credits (5 being Core Credits).
2. Must not be deficient in more than 1 credit required for graduation.
3. Must enroll and remove all or part of deficient credits required for eligibility during summer school prior to entering Four County CC.

Students wanting to enroll in CBI or other special cases will be considered on an individual basis.

### STUDENTS RETURNING FROM FOUR COUNTY

Four County Career Center offers a curriculum that differs greatly from the curriculum of Hilltop High School. Due to the vocational nature of the Four County program, credit for graduation and credit for state-required courses is handled differently than at Hilltop High School; therefore, once a student enrolls at Four County, it is difficult for the student to return to Hilltop without the danger of falling short of Hilltop High School graduation requirements.

It is very important that students make a thought-out, responsible decision of what school to attend. To ensure that students consider the long-range implications of their choice, the following policy will apply to the return of students to Hilltop High School from Four County JVS:

1. The student may choose to return at the end of the first ten days of their junior year at Four County after discussing the matter with both the Four-County and Hilltop guidance departments. If this choice is made, it is to be done within two days of withdrawal from Four County.
2. The student may choose to return to Hilltop at the end of the first or second semester of their junior year at Four County but must face the risk of not graduating on time due to credit deficiencies.

Any student returning to Hilltop from Four County will find it necessary to take a full schedule of classes in order to fulfill graduation requirements. A parent conference shall be required for the student to be re-enrolled at Hilltop High School. The principal will give final approval.

### ACADEMIC AWARDS PROGRAM

Hilltop High School holds an academic awards program every May to honor students who have done well academically throughout the school year. Students invited to the program are determined by criteria set forth by the Administration. Students may also receive an Academic Letter by achieving the following distinction: Freshmen- 3.95 cumulative grade point average, Sophomores- 3.85 cumulative grade point average, Juniors- 3.75 cumulative grade point average, Seniors- 3.65 cumulative grade point average.

### NATIONAL HONOR SOCIETY:

To become eligible for the National Honor Society, a student must be a Junior or Senior and have completed at least one year at Hilltop High School.

Students who have a 3.25 accumulative grade point average are asked to fill out an application. On the application, students are asked about their involvement in school and community activities in terms of leadership and service. Also the students are rated by the teaching staff on character and leadership.

A faculty council consisting of five members who have been appointed by the high school principal, then vote on the applicants with a simple majority needed for acceptance. The faculty council considers the criteria of scholarship, leadership, character, and service during the voting. Those students selected are then inducted in a special ceremony in the fall of the year.



### HONORS DIPLOMA

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high level coursework and real-world experiences. Ohio students have the opportunity to pursue one of six honors diplomas, which include: Academic Honors Diploma, International Baccalaureate Honors Diploma, Career Tech Honors Diploma, STEM Honors Diploma, Arts Honors Diploma, and Social Science and Civic Engagement Honors Diploma. The criteria for each type of honors diploma can be found by searching Honors Diploma at the Ohio Department of Education website (<http://education.ohio.gov>) or in the guidance office.

### GRADUATION HONOR STUDENTS

Students who have an accumulated grade point average of 3.30 after seven semesters and who are in good standings with the school, in attendance and in conduct shall be designated on the class roll that is included with their diplomas and shall be recognized during commencement.

### MEDIA CENTER

Students entering the library must present a pass signed by one of their classroom teachers or the study hall teacher. Passes will be given by your classroom teacher only if you have an assignment which requires the use of library materials. Your study hall teacher may give you a pass to select a book. These passes will have a 10-minute limit after which you must return to the study hall. Please maintain quiet and order in the library at all times.

All materials taken from the library must be properly checked out. Books may be checked out for a two-week period. Reference materials and magazines should be used in the library unless you have special permission from the librarian. Be sure to return all materials promptly.

Do not clip articles from current magazines or deface them in any way. Students writing or drawing in books and magazines may lose library privileges and will have to pay for items defaced. There are old magazines and newspapers which you may take clippings from with the librarian's permission.

### LUNCH RULES

Food for lunch may be stored in lockers and taken to the commons to be eaten. Food is to be eaten in the commons and should not be eaten in a classroom unless under the direct supervision of a staff member. Lunch periods are closed for grades 7-12, meaning students are not to leave the commons/picnic area during lunch time unless in conjunction with an approved absence. Once students are dismissed to lunch they are to report to the commons and adhere to the following serving procedure:

1. Serving line procedure: A single file is expected in the serving line. When in the serving line, raise your hand for items you do not want.
  - a. right serving line Seniors before Freshman
  - b. left serving line Juniors before Sophomores
  - c. left serving line 7th grade
  - d. right serving line 8th grade

Students are responsible for returning their trays to the dishwashing room counter and placing silverware in the proper area for cleaning. **DO NOT THROW AWAY SILVERWARE.** Students are responsible for disposing of all trash, cleaning up after themselves and are not to throw objects in the commons. **Students are to treat all cafeteria staff with respect and to follow their instructions.**

### ELECTRONIC / WIRELESS COMMUNICATION DEVICES

Students may be permitted to possess "wireless communication devices" (WCDs) in school, on school property, and at school-related functions. WCDs are defined as cellular and wireless telephones, pagers, beepers, MP3/iPods/iPads, personal digital assistants, blackberries, Smartphones, WiFi-enabled or broadband access devices, two-way radios, or video broadcast devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video, or still images, text, or other information.

These devices shall be powered off and out of sight at in all locations during the school day, except in the commons during lunch time. The devices shall also be powered off and out of sight in locker rooms and restrooms during school and outside of school hours. No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. still images/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using WCDs to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students are also prohibited from using WCDs on school property or at school-sponsored activities to access and/or view internet web content that is otherwise blocked by the school's internet web filter.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. The building principal may contact local law enforcement personnel if the use of WCDs involves an illegal activity (i.e. electronic harassment, child pornography, etc.).

Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the board of on a school bus or board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or coach/advisor/sponsor. Distracting behavior that creates an unsafe environment will not be tolerated.

Hilltop High School is not responsible for loss or damage to WCDs brought to school by students. Possession of a WCD by a student is a privilege that may be forfeited by the student who fails to abide by this policy.

Use of the device outside of the specified time and location shall result in the following discipline:

- 1<sup>st</sup> violation – device confiscated until the end of the day and written warning issued.
- 2<sup>nd</sup> - 3<sup>rd</sup> violation – device confiscated and returned to a parent and an after-school detention issued.
- 4<sup>th</sup> violation – denial of device at school and a Saturday-School issued.
- Subsequent violations – denial of device at school and up to 3 days Out-of School Suspension issued.

**\*\*NOTE:** Students who violate other provisions of the Student Code of Conduct through the use of WCDs may be susceptible to additional disciplinary measures beyond those states above.

### OBLIGATION LIST

Grades and credits of students will be withheld for the following reasons:

1. Non-payment of fees for materials used in a course of instruction-except for necessary textbooks.
2. A schedule of fees or charges which may be imposed upon pupils for the following:
  - a. Loss, damage or destruction of school apparatus,
  - b. Loss, damage or destruction of school equipment,
  - c. Loss, damage or destruction of musical instruments,
  - d. Loss, damage or destruction of library material,
  - e. Loss, damage or destruction of textbooks that were furnished without charge.
  - f. Damage to school buildings.

### STUDENT SOCIAL EVENTS

All student functions held in the name of the school must be approved by the principal and supervised by one or more faculty members or board approved advisors. All school functions such as parties, dances, etc., will be held in the school building; unless otherwise approved by the principal and/or superintendent.

A student, who has been absent all or part of a school day on the date of a school function, including athletic games, will not be allowed to attend the function unless he/she had previous permission from the principal to attend the function.

Student guests will only be permitted if the guest permission slip is appropriately completed and approved by the office prior to the social event. Pupils present, along with chaperones, will be held liable for proper care of facilities used.

Any student who leaves a school function without permission of a school official will not be allowed to re-enter the function and parent or guardian will be notified. All school rules and regulations are in effect at all school activities and events regardless of their location.

### DRIVING AND PARKING PRIVILEGES

Students that have a need to drive shall secure a permit from the High School office before driving to school and shall follow and observe the following rules: (Failure to secure a permit will result in loss of driving privileges for a designated period of time.)

1. Park properly in your designated spot in the north lot.
2. Students will use reasonable and safe driving habits in driving to and from school as well as courtesy and concern for others. Reckless driving will terminate the student's privilege to drive to school.
3. STUDENTS ARE FORBIDDEN TO BE IN, RIDE IN, OR DRIVE MOTOR VEHICLES DURING THE SCHOOL DAY. STUDENTS ARE SUBJECT TO THREE DAY SUSPENSION FOR SUCH VIOLATIONS.
4. Extra caution shall be observed when driving in the school drive because of the many children present.
5. The privilege to drive to school may be revoked if any of the regulations are not observed.

### WITHDRAWALS AND TRANSFERS

Any student quitting school or moving to another school district must report to the office as soon as such withdrawal or transfer is known. He/she should also report to each teacher and return all school property, pay all school debts, and secure a withdrawal permit from the office. All textbooks are to be turned in to the teacher upon signature on withdrawal papers.

### STUDENT WITHDRAWAL FROM SCHOOL - LOSS OF DRIVING PRIVILEGES

When the Superintendent of the Millcreek-West Unity School District receives information that a student of compulsory school age has withdrawn from school, the Superintendent must within two weeks after the withdrawal, notify the registrar of motor vehicles and the juvenile judge of the county in which the school district is located. Such notification is not necessary if a student has withdrawn because of a change of residence or the student is enrolled in and attending, in accordance with school policy, an approved program to obtain a diploma or its equivalent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations.

After receiving such information from the Superintendent the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student; the registrar is prohibited from issuing a temporary permit or license. Any denial of driving privileges would remain in effect until the student reaches 18 or until the denial of driving privileges is terminated for another reason allowable under the Ohio Law.

In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in whose jurisdiction he resides.

### SOCIAL PROBATION

A student's failure to comply with the requirements for student conduct outlined in the student handbooks may result in the student being placed under discipline. Placing a student under discipline will be defined as special probation, and the student may lose all rights to participate in school social events or extracurricular activities for a period of time determined by the principal.

### VISITORS

Student visitors to school WILL be allowed only if prior approval has been made by the principal and has the school visitor badge visible for staff and student awareness. The state law reads -- All visitors must report to the school office. Amendment 3132.

### STUDENT RIGHTS AND RESPONSIBILITIES

Students, like all citizens, have rights guaranteed by the Constitution of the United States. Most often, the first Amendment -- which guarantees due process and equal protection -- apply in school situations.

The rights of an individual are preserved only by the protection and preservation of the rights of others. A student is responsible for the way he exercises his rights, and he must accept the consequences of his actions and recognize the boundaries of his rights. Each exercise of an individual's rights must demonstrate respect for the rights of others.

These statements set forth the rights of students in the public schools of the district and the responsibilities that are inseparable from these rights:

1. Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.

2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension and expulsion.
4. The right to free inquiry and expressions; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

As part of the educational process, students should be made aware of their legal rights and of the legal authority of the Board to make, and delegate authority to its staff to make, rules regarding orderly operation of the schools. A copy of the school discipline code will be posted in each of the schools and given to each student. This code describes in detail the offenses such as truancy, tardiness, property damage, etc., for which disciplinary action may be taken. Copies of the code are available for any parent in the school district.

### STUDENT CODE OF CONDUCT

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students will respect constituted authority: *Including all adults in charge (teachers, coaches, bus drivers, lunch staff, etc.).*

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations, conform with school regulations, and accept directions from authorized school personnel.

Violation by a student of any one or more of the following rules on school grounds or at school activities and events off school grounds may result in the following types of disciplinary action: verbal warnings, written warnings, denial of privileges, after school detention, Saturday school, in-school studies, out-of-school suspension, emergency removal from class or school, and/or expulsion. A violation of the Student Conduct Code is recorded for the school career of a student. No violation will be removed from a student's records at the end of a school year. These rules are not meant to be all-inclusive; a building administrator may use other options if they are deemed more appropriate.

1. Disruption of the Educational Environment: A student shall not disrupt the normal school atmosphere, including all curricular, extracurricular, assemblies, through the use of disruptive behavior/actions, violence, force, coercion, threat, harassment, insubordination, threatening dress or appearance, inappropriate gestures, pranks, and strikes or walk-outs. Students shall not place signs or slogans on school property without the permission of the proper authorities. Students shall not produce, distribute, or maintain printed materials or petitions on school grounds that are disruptive to the school or slanderous to anyone. NOTE: Student publications (newspapers, yearbooks, etc.) are a part of the school curriculum and editorial control remains with school authorities.
2. Destruction of School or Private Property: A student shall not damage or attempt to damage school (including vehicles owned by the Board) or private property both on and off premises during a school activity.
3. Fighting, Assault, and/or Threat Thereof: A student shall not physically harm or threaten to harm any person on or off school premises or while in the custody or control of the school or in the course of school-related activities.
4. Dangerous Weapons, Instruments, and Objects: A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument capable of harming another person.

\*The Board is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons in the school.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Sections 921-924.), which includes but is not limited to any explosive, incendiary, or poisonous gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State Law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The Board may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gases, poisons, drugs or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

LEGAL REFERENCE: ORC 3313.66, 3313.661 20 USC 2701 et seq - Title IX 9001-9005 18 USC 921

5. Drugs/Alcohol/Tobacco: A student shall not possess, use, transmit, conceal, or have evidence of use of alcohol, tobacco or alternative nicotine products (cigarettes, e-cigarettes, cigars, pipes, cloves, chewing tobacco, snuff, etc.), anabolic steroids, or "drugs" defined by Board policy 5530, including look-alike or counterfeit drugs, in any manner or form on school property, including all home or away school functions. No student shall possess, transfer, sell, attempt to sell or deliver any alcohol, tobacco or alternative nicotine products, anabolic steroids, or drugs, including look-alike counterfeit drugs or related paraphernalia (instruments, objects, papers, pipes, containers, pictures, drawings, matches, lighters, etc.) while on school grounds or while attending any home or away school function. As provided in ORC 3313.751, it shall be a violation of this rule to use or possess drugs, tobacco, or alcohol in any form at any time anywhere on school premises and/or at any school activity regardless of its location. SEE NARCOTICS, ALCOHOLIC BEVERAGEGS, AND DRUG GUIDELINES PAGE 14-15.

\*Whenever a student is suspended or expelled from school in accordance with O.R.C. 3313.66 for the possession of alcohol or drugs, the Superintendent may notify the registrar of motor vehicles and the juvenile judge of the county of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the Superintendent notifies the registrar that the student has satisfied any conditions established by the Superintendent.

Notification to the registrar of motor vehicles and the county judge must comply with O.R.C. 3319.321 and with the U.S. Family Educational Rights and Privacy Act of 1974 (FERPA) and accompanying regulations. In accordance with Ohio Law, a student whose driving privileges have been denied can file a petition with the juvenile court in which he resides.

6. Profanity and/or Obscenity: Students shall not use profanity and/or any obscenity by written, verbal, electronic, gestured or other means, to annoy or humiliate others, and/or disrupt the educational process.
7. Truancy and Tardiness: Students shall comply with the compulsory school attendance laws. When a student is absent from school without a legal excuse, it constitutes truancy or tardiness. This includes unexcused absences from study hall, class, or any other properly assigned activity. Repeated tardiness is also considered a serious offense.
8. Insubordination: Students shall not fail to comply with a reasonable request or discipline prescribed by a staff member or administrator during any period of time when the student is properly under the authority of the school. Repeated violations of any minor rules, directives, or discipline procedures shall also constitute insubordination.
9. Inappropriate Dress: A student will not dress or appear in a fashion that:
  - a. interferes with the student's health or welfare or that of others, or
  - b. cause disruption or directly interferes with the educational process.
  - c. SEE DRESS CODE PAGES 15
10. Theft: A student will not obtain, attempt to obtain or exert control over property of another, including property of the school.
11. Extortion: A student will not obtain or attempt to obtain another person's property, either by implied or expressed threat.
12. Misrepresentation/False I.D.: A student shall not falsify information or use false identification to mislead school personnel. A student shall not falsify, in writing, the name of another person, times, dates, grades, addresses, or other data on school forms, or correspondence directed to or from school personnel.
13. Trespassing or Loitering: A student will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of any activity, function, or the educational process. Students shall not attempt to enter school or private property either on school grounds or at any school activity, function, or event off school grounds.
14. Harassment: Students shall not be involved in any act of racial, religious, gender, sexual or other forms of harassment, discrimination or hazing, be it verbal, non-verbal, written, electronic or physical.
15. Public Display of Affection: Students shall not be involved in the act of displaying public affection.
16. Lewd Behavior: Students shall not make lewd comments, threats of inappropriate touching, engage in inappropriate touching, indecent exposure or be involved in a sexual act while under the guidance of the school.
17. Arson, Bomb Threats, False Alarms, False Reports: Students shall not disrupt the normal school atmosphere by starting a fire, setting off alarms, making false reports, using stink bombs, or issuing bomb threats. Students issuing bomb threats, starting a fire, setting off alarms, or making threats to cause significant harm to fellow human beings will be reported immediately to local law enforcement personnel.
18. Computer/Chromebook Usage: Students shall not violate the Acceptable Use and Internet Safety Policy for the computer network or the Chromebook User Agreement. Violations may result in enforcement of disciplinary measures as well as denial of computer/online privileges.
19. Failure to abide by other rules that may be established from time to time by the Board, superintendent, or principal, or included in Ohio Revised Code 3313.66, such as, but not limited to:
  - a. Not reporting to assigned location or leaving school during school hours without authorized permission.
  - b. Disrespect to a teacher or other school authority.
  - c. Refusal to take detention or other properly administered discipline.
  - d. Cheating or plagiarizing.
  - e. Gambling.
  - f. Publication, possession or electronically searches for obscene, pornographic or libelous material.
  - g. Disobedience of driving regulations while on school premises. SEE DRIVING PRIVILEGES PAGE 10
  - h. Willfully aiding another person to violate school regulations.
  - i. Commission of any act on school premises or at a school activity in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
  - j. Any other activity which a pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity either on the school premises or on premises where a school related activity is taking place.

#### EXPECTATIONS FOR STUDENT BEHAVIOR

The goal for Millcreek-West Unit Locals Schools is to create a learning environment where all students have an opportunity to learn. Teachers establish classroom rules and procedures in order to limit the loss of instructional time and the opportunity to learn. Teachers will provide in their class syllabus the rules and procedures for students to follow and identify the consequences for not adhering to them. The basis of these rules and procedures are as follows:

1. Students are to show respect for themselves, other students, teachers, and property.
2. Students are to be engaged in the educational process.
3. Students are to be on time and prepared for class.
4. Students are to follow directions of staff members.
5. Students are to keep hands, feet, and objects to themselves.
6. Students are to behave responsibly.

Any student who by his/her actions, deprive others or themselves of an education may be disciplined in these forms:

1. Verbal or written reprimand by the teacher, and/or different seating arrangements.
2. Problem reported to the parents by the teacher (phone and/or letter).
3. Lunch detention, after-school detention, removal from class, Saturday School, or In-School Studies.
4. Written referral to the principal by the teacher.
5. Teacher-parent conference under the supervision of the principal.
6. Students may be suspended from school up to ten days. Successive suspension or problems could result in expulsion from school for the remaining part of the semester.

#### AFTER-SCHOOL DETENTION

Students in grades 7-12 assigned to an after school detention will be required to bring school related study materials to the assigned detention location by 3:05 pm. Detentions will generally run from 3:05 pm to 3:45 pm and parents are expected to arrange for student transportation home from after school detention.

#### SATURDAY SCHOOL

Students in grades 7-12 assigned Saturday school will be expected to bring paper, pencil/pens, assignment or whatever is necessary to use their time constructively and educationally. Parents/guardians are expected to transport students to and from Saturday school and it will run from 8:00 am to 11:00 am. Students who do not arrive for Saturday school by 8:00 am or do not attend will be subject to additional disciplinary measures. Students who do not follow the Saturday school rules will have a parent/guardian called to pick them up and will be subject to additional disciplinary measures. Students who cannot attend an assigned Saturday School must obtain prior approval from the Principal to have the Saturday School rescheduled. If prior approval for missing an assigned Saturday school cannot be obtained, then the Absence Procedures portion of this Student Handbook must be followed. Reasons for having a missed Saturday school excused and rescheduled are listed under the Student Absences and Excuses portion of this Student Handbook.

#### IN-SCHOOL STUDIES

Students in grades 7-12 assigned in-school studies will be expected to bring paper, pencil/pens, assignments or whatever is necessary to use their time constructively and educationally. Students disciplined with in-school studies will be allowed to receive credit for work they are assigned during that time frame. Students assigned in-school studies will have minimal contact with other students during the school day and will not be allowed to participate in any extracurricular activity or schedule field trip on that day. Failure to follow the rules of in-school studies shall result in additional disciplinary measures.

#### SUSPENSION

The superintendent or the principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension will be for more than 10 school days not beyond the current semester. The guidelines listed below will be followed for all suspensions.

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be given an opportunity to appear at an informal hearing before the principal, superintendent, or their designee, and will be given a chance to challenge to reasons for the intended suspension or explain his or her actions. This hearing may take place immediately.
3. If a suspension is enacted, the parent or guardian will be notified in writing within 24 hours of the suspension. The reason(s) for the suspension and the appeal procedures will be included on the notice.
4. Notice of this suspension will be sent to the:
  - a. Superintendent
  - b. Board treasurer
  - c. Student's school record (not for inclusion in the permanent record, however).
5. To be suspended means that the student will not attend school and not be allowed to participate in any school activities during the suspension.

#### EXPULSION

At times the behavior of a student can be considered so serious as to justify total removal from the education program for a prolonged period of time. Expulsion should generally be viewed as a last resort. However, at times, the student's action may be so serious as to merit expulsion as its immediate consequence. Actions meriting expulsion are outlined in the student code of conduct.

Only the superintendent may expel a student. Expulsion is a removal of a student for more than 10 days duration but not more than 80 consecutive school days, except in situation involving a firearm or knife as defined by Board policy 5610.

The superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion. The student, parent and/or representative have the opportunity to appear on request before the superintendent or designee to challenge the action or to otherwise explain the student's actions. This notice will state the time and place to appear which must not be less than three days or later than five days after the notice is given.

Within 24 hours of the expulsion the superintendent will notify the parents, guardians or custodians of the student and treasurer of the Board. The notice will include the reasons for the expulsion, and the right of the student, parent, guardian, or custodian to appeal to the Board of Education or its designee; the right to be represented at the appeal, and the right to request the hearing be held in executive session.

#### Appeal to the Board

A student who is eighteen or older or a student's parent(s) or guardian(s) may appeal the expulsion by the superintendent to the Board of Education or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.

The procedure to pursue such appeal will be in accordance with the Ohio Revised Code 33133.66. Notice must be filed within ten days of the superintendent's decision to expel to the Board directly or through the superintendent's office. Notice of intent to appeal must be made within ten days of the superintendent's decision to expel.

#### Appeal to the Court

Under state law the decision of the Board may be further appealed to the Court of Common Pleas.

### REMOVAL OF STUDENTS

If a student's presence poses a continuous danger to persons or property, or an ongoing threat of disrupting the academic process, then the superintendent or principal may remove the student from the premises. A teacher may remove the student from curricular or extracurricular activities under his supervision, but not from the premises. If a teacher makes an emergency removal, reasons will be submitted to the principal in writing as soon after the removal as practicable. In all cases of normal disciplinary procedures where a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, the due process requirements do not apply.

If the emergency removal exceeds 24 hours, then a due process hearing will be held within 72 hours after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action will be given to the student as soon as practicable prior to the hearing. The student will have the opportunity to appear at an informal hearing before the principal, superintendent, or designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions. The person who ordered or requested the removal will be present at the hearing, and within 24 hours of the decision to suspend, written notification will be given to the parent, guardian, or custodian of the student and treasurer of the Board. This notice will include the reasons for the suspension and the right of the student or parent to appeal to the superintendent or his designee.

If the superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request and will be given written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension, or expulsion.

### ANTI-HARASSMENT / BULLYING NOTICE

The Board of Education recognizes that a student has the right to learn in an environment untainted by racial, religious, gender, sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the education process and impedes the legitimate pedagogical concerns of the District.

If any person believes that the Millcreek-West Unity Local School District or any of the District's staff has inadequately applied the principles and/or regulations of:

- ❖ Title II, Title VI, Title VII of the Civil Rights Act of 1964
- ❖ Title IX of the Education Amendment Act of 1972
- ❖ Section 504 of the Rehabilitation Act of 1973
- ❖ The Age Act; and/or
- ❖ The Americans with Disabilities Act,

He/She may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator; Guidance Counselor, 1401 West Jackson Street, West Unity, Ohio 43570-0505 Reference Policy 5517; Guidelines 5517, 2260B; Form 5517 F1.

Bullying, harassment and/or intimidation is an intentional written (including electronic), verbal or physical act that an individual has exhibited towards another particular individual more than once. The behavior causes either mental or physical harm to the receiving individual and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the individual.

Bullying-aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Board Of Ed. Policy 5517.01. All students and staff will participate in Anti-Bullying programs.

### NARCOTICS, ALCOHOLIC BEVERAGES, AND DRUG ABUSE GUIDELINES

"Substance Abuse: Narcotics, Drugs, and Alcoholic Beverages" A student shall not use, transmit, conceal, or have evidence of use of any "drug" as defined by Board policy 5530 while on school property, at any school-related activity, or under the supervision and jurisdiction of the school. (Board policy 5530 defines "drug" as all dangerous controlled substances as so designated and prohibited by Ohio statute, all chemicals which release toxic vapors, all alcoholic beverages, any prescription or patent drug, anabolic steroids, any substance that is a "look-alike" to the previously stated.) Students with a medical reason to take prescription medications during the school day must do so in accordance with Board Policy 5530. Violation of this regulation will be enforced on a cumulative basis during a student's entire high school career and will result in the following:

If a student is in violation of the Student Conduct Code on the rule for Narcotics, Alcoholic Beverages, and Drugs the following guidelines will be followed.

#### POSSESSION OR USE

##### FIRST VIOLATION

1. 10-day Out of School Suspension.
2. Parental conference to discuss the possible alternative of attending a school approved drug and alcohol assessment and/or professional counseling program.
3. Notify juvenile probation department and local police for possible charges to be filed.
4. Recommend drug and alcohol assessment and/or professional counseling program. (If assessment and/or counseling take place, suspension could be reduced to 5 days. However, if agreed upon assessment/counseling does not take place, remaining 5 days of suspension is reinstated).
5. Possible recommendation for expulsion.

##### SECOND VIOLATION

1. 10-day Out of School Suspension and recommendation for Expulsion.
2. Parental conference to discuss possible alternatives.
3. Notify juvenile probation department and local police for possible charges to be filed.
4. Recommend professional counseling program and/or chemical abuse treatment program. (If counseling and/or chemical abuse treatment program takes place, expulsion is reduced to a 10 day out of school suspension. However, if this school approved alternative is not followed, the expulsion is re-instated).

##### THIRD & ALL SUBSEQUENT VIOLATIONS

1. Expulsion from school.
2. Notify juvenile probation department and local police for possible charges to be filed.
3. Reinstatement to school would only be possible after attending a school and/or court approved chemical abuse treatment program.

## SELLING OR DEALING

### FIRST & ALL SUBSEQUENT VIOLATION

1. Expulsion from school
2. Court referral in order to file charges.
3. Superintendent will determine length of expulsion based upon age, school record, and cooperation.

### BEHAVIOR IN THE HALLS

Good conduct in the hall is the same as good conduct in public places. Running, scuffling, loud talk and crowding entrances and exits are not good hall conduct. When you arrive in the morning go to your locker and then report to your classroom. When traveling in the hall and stairways, please stay to the right to permit traffic to move in both directions. These rules will be applied during the school day.

1. NO boisterous talking or laughing.
2. NO running, pushing or shoving -- but keep moving.
3. NO groups shall "huddle" in the middle of the hall or stairs.
4. PUBLIC DISPLAY of AFFECTION WILL NOT be permitted. Holding hands, kissing or bodily contact is absolutely prohibited.

### DRESS CODE

All students are expected to come to school looking clean, neat, and dressed in a manner which is accepted as being in good taste. Students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt the educational process or presents a safety risk.

1. Shoes or sandals must be worn at all time.
2. Minimum length for short, dresses and skirts is mid-thigh, approximately 4 inches from top of knee. There will be no short shorts, spandex shorts, distractible shorts or short skirts permitted. [Your garment must extend beyond your fingertips with your arms extended downwards at your sides.]
3. Pants are to be worn at the waistline and should not expose undergarments. Tight fitting clothing, such as leggings or tights are not to be worn unless under appropriately length skirt or shorts.
4. Shirts, blouses or dresses with low necklines, sheer, strapless, backless, or bare-midriff designs, are not permitted. Tops must have each shoulder covered by 3 inches of material. (Approximately the width of 4 fingers.)
5. Any garment alluding to drugs, alcohol, sex, discriminatory messages, or any topics of poor taste in written or illustrated form is not acceptable.
6. Hats or head covering are not to be worn except for religious or preapproved occurrences.
7. Pants with holes above the knee are to be patched or have a backing that does not expose the skin.
8. Bandanas shall not be worn around wrists, arms, legs, head, etc. The wearing of chains is not allowed.
9. Any extreme or unusual type of dress style, hair color, etc. will not be permitted. Unusual or extreme styles shall be defined as any type of dress or that is not normally worn to school by the student body on a daily basis.
10. Exposed piercings are not to be distracting to other students or interfere in the learning process.
11. Students shall wear appropriate under garments which shall not be visible.

The final decision on acceptable dress and grooming will be the responsibility of the Principal and appropriate disciplinary action will be taken after a conference and parent notification has failed to insure proper dress and grooming.

### TEXTBOOK

The textbooks you use in your subjects are furnished by the Board of Education. They should be handled carefully and returned in good shape and without marks on the pages. When the teacher assigns you a book, place your name in ink on the blank provided and note the number of your book for identification in case of loss. Students are expected to pay for textbook damage. Books depreciate in value each year at the rate of 1/5 the cost of the new book.

If the books is lost, permanently marred, or otherwise unnecessarily damaged, you are held financially responsible. Take good care of all your books; whether they are school property, library property, or personal property. A book with missing pages is a book of little value. Full payment will be required for such damage.

### LOCKER POLICIES

Students will be assigned to a locker at the beginning of each school year. Students may request a change of locker assignments with the principal's office after the school year starts. Students shall follow these locker rules:

1. Padlocks may be placed on lockers if a key or combination is given to the principal's office.
2. Money or valuable articles should never be left in lockers. (If it is necessary to bring money to school, we suggest you check it in the office until needed).
3. Students should always use their own locker.
4. Backpacks are expected to remain in lockers and should not be brought to classrooms.
5. Students shall keep their assigned locker clean and shall close their locker door.
6. Students shall avoid slamming their locker door.

### SEARCH AND SEIZURE

Following is a policy of search and seizure in the Hilltop Schools as established by the Millcreek-West Unity Board of Education.

1. A school teacher or principal stands "In loco Parentis" and has the same right a parent would have to search a student in order to remove suspicion.
2. In discharging the duty of supervision over students, school authorities have a right to inspect, which becomes a duty to inspect, school lockers when suspicion arises that something of an illegal nature may be secreted there.
3. A student may have control of his/her locker as against fellow students, but his/her possession is not exclusive as against the school and its officials. A school does not supply its students with lockers for illicit use in harboring stolen property or harmful substances.
4. Students are advised that when a locker is assigned to them that the school and its officials reserve the right to inspect lockers or desks for any purpose it deems advisable.
5. Locker searches may be made by the school principal or by any other proper school official designated by the principal or the superintendent of the school.

### SCHOOL PROPERTY

The school property is here for your convenience and benefit. Considerable effort has been made by the citizens of the school district to provide you with good furniture and equipment. Do not detach, destroy or lessen its use of utility by your actions.

Students will replace or repair property or furniture which has been needlessly marked or destroyed and any such act shall result in stern disciplinary action.

### STUDENT CONDUCT CODE ON SCHOOL BUSES

Although the school district furnishes transportation in accordance with State Law, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus -- and only at that time -- does he become the responsibility of the school district. Such responsibility will end when the child is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

Policies should be designed to ensure the safety and welfare of all school bus passengers and shall include:

- A. The school bus driver's authority and/or responsibility to maintain control of the pupils (Section 3319.41 of the Revised Code).
- B. The pupil's right to "due process" as provided for by the local board of education policy and procedure.
- C. Pupil management regulations, which shall include the following:
  1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
  2. Pupils must wait in a location clear of traffic and away from the bus stops.
  3. Behavior at school bus stop must not threaten life, limb, or property of any individual.
  4. Pupils must go directly to an available or assigned seat.
  5. Pupils must remain seated keeping aisles and exits clear.
  6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
  7. Pupils must not use profane language.
  8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
  9. Pupils must not use tobacco on the bus.
  10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
  11. Pupils must not throw or pass objects on, from, or into the bus.
  12. Pupils may carry on the bus only objects that can be held in their laps (See Paragraph I of Rule 3301-83-20 of the Administrative Code).
  13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
  14. Pupils must not put head or arms out of the bus windows.
  15. Guidelines will be formulated for the use and storage of equipment and other means of assistance required by handicapped pupils.
  16. Proper steps will be taken to collect, store, and use medical information related to pupils known to have medical problems which may require driver attention.
- D. Suspension, expulsion, or immediate removal from bus.
  1. The provisions of Section 3313.66 of the Revised Code shall apply to suspension, expulsion, and immediate removal of a pupil from school bus riding privileges.
  2. The superintendent, superintendent designees, principals, or assistant principals are authorized to suspend or remove pupils from school bus ride privileges.
  3. Immediate removal of pupil from transportation is authorized. A pupil removed immediately from transportation must be given notice as soon as practical of a hearing, which must be held within 72 hours of the removal. The notice shall also include the reason for removal. Immediate removal is authorized when the pupil's presence poses a danger to persons or property or a threat to the safe operation of the school bus. Length of time removed ridership shall be in accordance with school district policy but not more than ten days.
  4. Suspension of riding for rule violation or conduct not considered a danger to persons or property or a threat to the safe operation of the school bus may not exceed the ten days. Suspension of riding privileges by the superintendent, superintendent designee, principal, or assistant principal shall be in accordance with Section 3313.66 of the Revised Code and school district policy related to due process.
  5. Expulsion of a pupil from riding privileges shall be in the superintendent and in compliance with Divisions B, D, and E of Section 3313.66 of the Revised Code.
  6. School bus drivers shall report in writing to the appropriate administrator all rule violations or conduct that justifies immediate removal, suspension, or expulsion.
  7. Suspension or immediate removal of handicapped pupils may require a modification of the above procedures and shall be accomplished in accordance with law.

### SEVERE STORM PROCEDURES

#### TORNADO WATCH

- The school is alerted by WBNO storm sentry system. Students will not be alerted or alarmed. School will be dismissed at the regular hour during a TORNADO WATCH.

#### TORNADO WARNING

- Students and teachers will be alerted. Students will then be directed into the nearest hallway and be asked to sit on the floor and against the wall when possible. All students in gymnasium area should go to the boy's dressing room. Teachers who do not have an assigned class at the time should report directly to the office.
- Students will not be permitted to leave the building unless accompanied by their parent or guardian. Buses will not operate during a warning. Normal dismissal of school will be delayed if a warning is in effect at the time of dismissal.
- Complete silence will be maintained during a "warning" period.
- When an ALL CLEAR is sounded by the U.S. Weather Bureau, students will receive verbal instructions from the principal concerning return to the classrooms. Periodic drills will be conducted to acquaint students with those procedures.



## FIRE DRILL REGULATIONS

1. When the fire alarm sounds, students are to proceed quickly and quietly to the assigned exit. **Do not run!!**
2. All teachers should assign students in each class to close all windows and to turn off lights.
3. The teacher is to follow students out and close all classroom doors.
4. Proceed to a safe distance from the building until you are notified to return to your class.
5. Attendance must be taken outside and a report given to the principal before students may be permitted to re-enter the building.
6. There will be no rowdy conduct permitted at any time during the fire drill, including the time waiting to return to classes.
7. CAUTION: BE READY FOR EVERY EMERGENCY. HAVE AN ALTERNATE ROUTE IN MIND IF ONE EXIT SHOULD BE BLOCKED.

## ATHLETICS / EXTRACURRICULAR ACTIVITIES

In order to be eligible for athletics and other extracurricular activities (i.e. musical, school play, quiz bowl team, club teams), students in grades 7 – 12 shall be currently enrolled and shall have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in subjects that earn a minimum of five credits per year. In addition, students shall maintain a 1.25 GPA and cannot fail more than one subject the preceding grading period. Students enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement.

Athletic and extracurricular eligibility for each grading period is determined by grades received the preceding grading period. Semester averages have no effect on eligibility. Summer school shall not be used to gain athletic and extracurricular eligibility per OHSAA regulation.

The eligibility or ineligibility of a student continues until the 5<sup>th</sup> school day of the next grading period at which time the immediately preceding grading period grades become applicable. EXCEPTION: At the start of the fall sports season, the first grading period is considered to have started insofar as this bylaw is concerned.

## SCHOOL CONDUCT AND DISCIPLINE

Any athlete that has been assigned in-school studies, out-of-school suspended or expelled from school will be ineligible to practice or participate in any athletic event for that period of time. Athletes are representatives of our school, and the school itself will be judged by their conduct for more than their play, they should conduct themselves as ladies and gentlemen at all times.

## SCHOOL ATTENDANCE

Athletes must be in school the entire day of the athletic event or practice unless previously excused by the principal before 8:00 a.m. that day in order to participate.

## DUAL SPORTS

Please see the athletic handbook for information and application procedures regarding dual sport participation during one athletic season.

## TRAINING RULES FOR ALL SPORTS:

Participation in athletics is a privilege granted to students who (1) gain admission to the athletic program through tryouts and/or demonstrated skills and (2) who exercise self-discipline needed for athletic competition. Because athletic competition is a privilege (not a right) athletes are subject to a stricter code of conduct. We believe there is no place in high school or junior high school athletics for alcohol; drugs, tobacco, or gross misconduct and therefore state the following policies.

## DEFINITIONS

**Athlete:** An athlete, including auxiliary personnel such as a cheerleader, trainer, manager, statistician, etc., is a student who is participating in the athletic program or has received an athletic award after entering the seventh grade.

**Athletic Career:** Athletic career begins when the athlete earns his/her first athletic award beginning from the seventh grade until high school graduation.

**Athletic Program:** The athletic program is comprised of the sports which Hilltop enrolls with the Ohio High School Athletic Association.

**Suspension:** A suspension is the temporary removal of an athlete from the athletic program until such time as the athlete complies with conditions for reinstatement in to the athletic program.

**Expulsion:** An expulsion is the permanent removal of an athlete from the athletic program and no conditions will be given to allow for reinstatement during an athletic career.

**Sports Season:** A sport season of the athletic program is one of three seasons i.e., fall, winter, or spring.

**Violation:** A violation will be infractions of training rules or behavior. A violation is recorded for the athletic career of a student which extends from the seventh grade until graduation. No violation is removed at the end of a sports season or school year.

**Training Rules:** Training rules are in effect for the athlete throughout the year, including summer months when school is not in session. Any violation of the training rules will result in disciplinary measures being taken. If the athlete is out of season or between seasons, the suspension will carry to the next athletic event he/she participates in.

**Gross Misconduct:** Gross misconduct is defined as any violation of the Student Conduct Code, Student Handbook rules, or a coach's rules which become official when written and entered into the student's records.

**Awards:** Athletes must attend the awards programs to receive their awards unless prior arrangements have been made with their coach. Any athlete serving a suspension, while participating in a sport, shall not receive any special award.

## ALCOHOL OR DRUGS

A student will not possess, use, transmit, conceal, or have evidence of use of any alcoholic beverage, dangerous drug, narcotic, or any substance that causes physical or mental change. This includes look-alike or placebos.

**First Violation:** The athlete will be given an immediate suspension from the athletic program. The athlete may be reinstated to the athletic program on the following conditions.

1. He/she has enrolled and successfully continues a school approved drug and alcohol program.
2. The athlete shall be suspended for 20% of the scheduled contests. If the contest is canceled, then it cannot count as one of the suspended contests. Each tournament event will count as one suspended contest. If the violation occurs and there is not 20% of the season left, then the remaining suspension will be administered during the next participating sports season.
3. Once the conditions of suspension have been established and approved by the principal, the athlete shall practice.
4. With the violation comes a requirement that the student SHALL BE selected for screening at some point during next year's drug testing.

**Second Violation:** The athlete will be given an immediate suspension from the athletic program. The athlete may be reinstated to the athletic program on the following conditions:

1. He/she successfully completes a school approved drug and alcohol assessment program. If the assessment recommends treatment and/or professional counseling, the athlete must successfully complete the treatment and counseling.
2. The athlete's suspension will be for 50% of the scheduled contests. If the contest is canceled, then it cannot count as one of the suspended contests. Each tournament event will count as one scheduled contest. If the violation occurs and there is not 50% of the season left, then the remaining suspension will be administered during the next participating sports season.
3. Once the conditions of the suspension have been established and approved by the principal, the athlete shall practice.
4. With the violation comes the requirement that the student SHALL BE selected for screening at some point during next year's drug testing.

**Third Violation:** The athlete will be given immediate suspension from the athletic program. The athlete may be reinstated to the athletic program on the following conditions.

1. He/she successfully completes a school approved drug and alcohol assessment program. If the assessment recommends treatment and/or professional counseling, the athlete must successfully complete the treatment and counseling.
2. The athlete's suspension will be for one calendar year starting on the date of the violation.
3. With the violation comes the requirement that the student SHALL BE selected for screening at some point during next year's drug testing.

**Four Violation:** The athlete will be given an immediate expulsion for the remainder of his/her athletic career.

### **TOBACCO**

A student will not possess, use, transmit, or conceal smoking or smokeless tobacco.

**First Violation:** The athlete will be given an immediate suspension from the athletic program for 20% of the scheduled contests. If the contest is canceled, then it cannot count as one of the suspended contests. Each tournament event will count as one suspended contest. If the violation occurs and there is not 20% of the season left, then the remaining suspension will be administered during the next participating sports season. The athlete shall practice. 1. With the violation comes the requirement that the student SHALL BE selected for screening at some point during next year's drug testing.

**Second Violation:** The athlete will be given an immediate suspension from the athletic program for 50% of the scheduled contests. If the contest is canceled, then it cannot count as one of the suspended contests. Each tournament event will count as one scheduled contest. If the violation occurs and there is not 50% of the season left, then the remaining suspension will be administered during the next participating sports season. The athlete shall practice. With the violation comes the requirement that the student SHALL BE selected for screening at some point during next year's drug testing.

**Third Violation:** The athlete suspension will be for one calendar year starting on the date of the violation. With the violation comes the requirement that the student SHALL BE selected for screening at some point during next year's drug testing.

**Fourth Violations:** The athlete will be given an immediate expulsion for the remainder of his/her athletic career. With the violation comes the requirement that the student SHALL BE selected for screening at some point during next year's drug testing.

### **DRUG AND ALCOHOL TESTING POLICY FOR STUDENT ATHLETES**

The Board recognizes the interscholastic athletic program is an integral part of the entire educational program. Through participation in interscholastic athletics, students are provided an opportunity for educational and character-building experience.

The athlete assumes responsibility for regulating his personal life in ways that will make him an efficient member of a team and a worthy representative of this school. Drug and Alcohol use/abuse by student athletes is a major detriment to attaining these goals. The Board believes by implementing a drug testing program, it will encourage students who want to participate in interscholastic athletics to remain drug/alcohol free.

A program of deterrence will be instituted as a pro-active approach to a truly drug-free school. Likewise, through participation in athletics, students using illegal drugs/alcohol pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is to:

1. Provide for the health and safety of all student athletes
2. Undermine the effects of peer pressure by providing a legitimate reason for athletes to refuse to use illegal drugs/alcohol; and
3. To encourage athletes who use drugs to participate in drug treatment programs.

#### 1. Definitions:

1.1 "Student Athlete" or "Athlete" – any student participating in a high school program and/or contest under the control and jurisdiction of District and the Ohio High School Athletic Association (OSHA).

1.2 "Random Selection" – a mechanism for selecting athletes for drug/alcohol testing in which each athlete shall have an equal chance of being selected for testing each time selections are made.

1.3 "Reasonable Suspicion" -- means a suspicion based on specific contemporaneous, articulable personal observations including, but not limited to, appearance, speech, body odors, behavior or other physical or observable traits of a student athlete.

1.4 "illegal drugs" or "Drugs" – any substance which an individual may not sell, offer to sell, exchange, give, possess, use, distribute, or purchase under State or Federal law. This definition also includes all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in the accordance with the directions for use provided in the prescription or by the manufacturer. This definition included nicotine.

1.5 "Alcohol" – means intoxicating liquor, liquor, alcohol, wine, beer, mixed beverages, malt liquor, and malt beverages as defined in Ohio Revised Code Section 4301.01. The term alcoholic beverages also means any liquid or substance, such as "near beer" intended for use as a beverage or capable of being used as a beverage, which contains alcohol in any proportion or percentage.

1.6 The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs so long as the substance is:

- ❖ Authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student's name and directions for use, or
- ❖ An over-the-counter medicine, kept in the original container, which container shall state directions for use.

1.7 "Positive" – the presence of alcohol, nicotine, or an illegal drug.

1.8 "Medical Review Officer" – a doctor, not necessarily a licensed medical review officer, who serves in the capacity on behalf of the district.

#### 2. Procedures

2.1 Each athlete shall be provided with a copy of the Millcreek-West Unity School Drug and Alcohol Testing Policy for Student Athletes and "Student Consent to perform Urinalysis for Drug/Alcohol Testing" which shall be read signed and dated before the athlete is eligible for athletic participation. The parents and/or guardian are also required to sign the "Parent/Guardian Consent to perform Urinalysis for Drug/Alcohol Testing" before the athlete is eligible for athletic participation. Random drug testing will remain in effect.

2.2 The consent shall be to provide a urine sample for drug/alcohol testing:

- ❖ Prior to the beginning of each athletic season (at student's expense)

- ❖ As chosen by the random selection basis (at District's expense)
- ❖ As chosen because of reasonable suspicion (at District's expense)

2.3 Random selection, by the testing lab, of up to 20% of the in-season athletes may be obtained 6 times during the school year. The athletes selected will be notified as determined by the athletic director and will be tested within the time parameters established by the athletic director and testing lab.

2.4 Prior to the testing procedure, the athlete will be given a form on which the athlete may list any prescription or medications he or she has taken during the preceding 72 hours. The information will be provided to the testing laboratory to protect the athlete's privacy and will not be provided to District personnel.

2.5 The sample will be taken under guidelines established by the collection agency. For all testing, the athlete shall report to the site designated by the District for specimen collection.

2.6 The samples will be labeled and sealed and maintained under strict security by the collection agency so as to maintain proper chain of custody and safeguard the rights of the athlete.

2.7 The sample testing may include any or all of the following substance:

Amphetamines, Cannabinoids, Phencyclidine, Barbituates, Cocaine & metabolite, Propoxyphene, Benzodiazepines Opiates, Alcohol methadone.

2.8 The laboratory administrator will communicate written test results only to the designated medical review officer.

2.9 The Vendor, testing laboratory, or medical review officer may not release any statistics on the rate of positive drug tests to any person, organization, entity news publication or media without the express written consent of the Millcreek-West Unity Local School Board of Education.

### 3. Positive Results and Violation

3.1 If the athlete's test indicates positive results, the laboratory selected by the District for testing will retest another sample from the same specimen vial used for the first test. If the second test is also positive, the results will be reported to the district contact person. If the second test is negative, no further action will be taken. If the result is reported to the District as positive, consequences as spelled out in the Athletic Handbook will be enforced.

- ❖ Random Testing or Reasonable Suspicion Offenses – If the random or reasonable suspicion drug/alcohol test sample is positive, the athletic director will contact the parents.
- ❖ Consequences for Random Testing or Reasonable Suspicion Offenses Consequences for a positive random or reasonable suspicion test will be applied if the drug/alcohol test was reported by the District's lab as positive. Again, refer to the Millcreek-West Unity Athletic Handbook for consequences.

### 4. Refusal to Submit to Drug/Alcohol Testing

4.1 An athlete, who misses an appointment for the random collection without good cause, as determined by the athletic director, is ineligible to participate in the athletic program for that sport for the remainder of the season.

4.2 If a participating student athlete refuse to submit to a drug/alcohol use test authorized under this Policy, such student shall not be eligible to participate in the athletic program for that sport for the rest of the season.

4.3 The student will remain at the testing site until an adequate specimen is given.

### 5. Other

5.1 Test results will be maintained by the School District until the athlete is no longer enrolled in the District. Results will be destroyed within one year from that time unless destruction of such records is prohibited by law or the maintenance of a record or records is necessary for the District.

5.2 Disclosure of positive test results will generally be limited to the athlete, parents, medical review officer, athletic director, head coach, and school administrators and will be on an "as need to know" basis.

### 6. Consequences

6.1 The consequences of a positive reading resulting from a random or reasonable suspicion testing shall be as follows:

*See Student Athlete Procedure in the Millcreek-West Unity Code of Conduct for Athletes.*

### GROSS MISCONDUCT

Violations for gross misconduct are the same as stated under TOBACCO.

### DRESS

The standards of dress, appearance, and curfew hours are to be set by each coach during his/her sport. Additional rules and regulations may be found in the Athletic Policy Handbook.

**Family Educational Rights and Privacy Act (FERPA)  
Model Notice for Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Millcreek-West Unity Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Millcreek-West Unity Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Millcreek-West Unity Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. <sup>1</sup>

If you do not want Millcreek-West Unity Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 30 days of the 1<sup>st</sup> day of school each year. Millcreek-West Unity Local School District has designated the following information as directory information:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>-Student's name</li><li>-Address</li><li>-Telephone listing</li><li>-Electronic mail address</li><li>-Photograph</li><li>-Date and place of birth</li><li>-Major field of study</li><li>-Dates of attendance</li><li>-Grade level</li></ul> | <ul style="list-style-type: none"><li>-Participation in officially recognized activities and sports</li><li>-Weight and height of members of athletic teams</li><li>-Degrees, honors, and awards received</li><li>-The most recent educational agency or institution attended</li><li>-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)</li></ul> |
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**Notification of Rights under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Millcreek-West Unity Local School District receives a request for access.  
Parents or eligible students should submit to the Superintendent a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.  
Parents or eligible students who wish to ask the Millcreek-West Unity Local School District to amend a record should write the school Superintendent clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.  
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.  
[Optional] Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:  
Family Policy Compliance Office

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

## PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, it must be submitted in writing and signed. Anonymous complaints will be disregarded.

Whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it will be referred to the school administration for study and possible solution.

The Superintendent will develop, for approval by the Board, procedures that assure prompt and fair attention to complaints against school personnel. The procedure will require that an employee who is the object of a complaint be informed promptly and be afforded the opportunity to present the facts as he/she sees them.

If it appears necessary, the administration, the person who made the complaint or the employee involved may request an executive session of the board for a formal hearing and decision. Statutory restrictions on executive sessions will be observed.

The following procedures are to ensure that a citizen's complaint is given respectful attention and that the integrity of the educational program is upheld. "Complaint" in this regulation will be restricted in meaning to the criticism of a particular school employee by a citizen of the school district which includes or implies a demand for action by school authorities. Other comments and suggestions will be referred informally to affected personnel.

1. If a complaint comes first to the person against whom it is directed, he/she will listen and may try to resolve the difficulty by explaining the background and educational purpose involved. If the complaint remains unsatisfied, the employee will refer the complainant to the building principal or other immediate supervisor to have his/her views considered further. Whether the complaint terminates with the individual staff member involved or seems likely to go further, the staff member will immediately inform his/her supervisor of the complaint.
2. If a complaint comes first to the principal or other supervisor of the person criticized, the principal or supervisor should make no commitments, admissions of guilt or threats. If the complaint involves a particular employee, the supervisor should suggest a conference between the complainant and the person criticized and should inform that person immediately of the complaint. If the complainant has already met with the person criticized and remains unsatisfied, the supervisor should invite the complainant to file the complaint in writing and offer to send the appropriate form regarding a school employee's behavior, character or qualifications.
3. If a complaint comes first to any other school employee, that employee will refer the complainant to the person criticized or his/her immediate supervisor and immediately inform both.
4. No further action on the complaint should be taken unless the complainant submits the complaint in writing.
5. When a written complaint form is received, the principal or other supervisor will schedule a conference with himself, the complainant, the person criticized and, if advisable, the department chairman or other personnel that either the supervisor or the person criticized feels could contribute to resolution of the problem.
6. If the complainant is not satisfied with the results of the conference above, he/she should then be referred to the Superintendent, who may handle the complaint personally or refer it to other personnel, as he/she may see fit.
7. Should dissatisfaction remain after the above steps have been taken, the matter will be placed on the agenda for the next regularly scheduled board meeting. The decision of the board will be communicated in writing to all interested persons.

**PUBLIC COMPLAINT OF AN EMPLOYEE OF THE  
MILLCREEK-WEST UNITY SCHOOLS**

Complaint initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Complainant represents:    \_\_\_ Self                            \_\_\_ Organization                            \_\_\_ Other

Have you discussed your complaint with the employee? \_\_\_\_\_

If yes, when? \_\_\_\_\_

What is your complaint about the employee's behavior, character, or qualification? (be as specific as possible)

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What changes are you requesting of the employee?

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BULLYING/HARASSMENT COMPLAINT FORM

Complaint initiated by: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_

Indicate the appropriate response to the following with a check mark(s):

You are a:  Student  Parent  Employee  Volunteer

The complainant believes bullying and/or harassment has occurred because of this reason:

\_\_\_\_\_  
\_\_\_\_\_

Date(s) of alleged bullying or harassment(s): \_\_\_\_\_

Person (s) alleged to have committed the bullying or harassment:

\_\_\_\_\_  
\_\_\_\_\_

Summarize the incident(s) or occurrence(s) as accurately as possible. Attach additional sheets or use back side of the form, if necessary. Attach any evidence of harassment or bullying (i.e. letters, photos, provide cell phone texts, etc.):

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\_\_\_\_\_

Location of incident:

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Names of Witnesses:

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Have you reported this to anyone else?  Yes  No. If so, who:

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Signature of Complainant \_\_\_\_\_

Date Received by Principal or other designee \_\_\_\_\_

Police Dept. notified:  Yes  No

Result of investigation/action taken:

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Signature of Principal or other designee \_\_\_\_\_

Note: Completion of this form will initiate an investigation of the alleged incident of bullying or harassment outlined on this form. Completion of this form or its impending investigation shall not be construed to preclude a victim (or his or her parents if the victim is a minor) from seeking administrative or legal remedies under any applicable provision of law. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignment. Results of the investigation will determine the disciplinary action taken. A complainant that falsely accuses someone will also be subject to disciplinary action.

## STUDENT/PARENT HANBOOK REVIEW ASSURANCE

I/we, parent(s)/guardian(s) of \_\_\_\_\_, have read and discussed with our child this STUDENT/PARENT HANDBOOK, and we are fully aware of the contents, requirements, and discipline dispensations contained within this document.

The signatures below validate our awareness and understanding.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Detach and return this page to your activity period teacher by: September 8<sup>th</sup>, 2017**

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