

Hopewell-Loudon High School/Junior High School
290 North County Road 7
Bascom, OH 44809



An Excellent School Striving to Become Better!

Core Beliefs

In Striving to Become Better we will:

Focus on Students First

Seek Academic Excellence

Promote Open Communication

Promote the Development and Maintenance of Positive Relationships

Operate in a Fiscally Responsible Manner

Act with Integrity

<http://www.hopewell-loudon.k12.oh.us/>

***All Pages of the Agenda Book must be attached
For the Hallway Passes to be Valid***

This Agenda Belongs To:

Name: _____

HR Teacher: _____

TABLE OF CONTENTS

After School Policy	Page 13
Anti-Harassment	Page 20
Announcements	Page 10
Attendance	Page 11
Biological/Chemical Threats	Page 14
Bullying	Page 23
Busing	Page 28
Cafeteria Use	Page 13
Calendar	Page 3
Cancellation/Delay of School	Page 3
Cellular Phone/Telephone Use	Page 29
Computer/Technology Use	Page 14
Crisis Intervention Plan	Page 29
Dangerous Weapons	Page 14
Disciplinary Rules & Regulations	Page 26-27
Disorder & Demonstration	Page 15
Dress Code	Page 15
Driving To School	Page 16
Eighteen-Year-Old Students	Page 26
Emancipated Students	Page 17
Emergency Drills	Page 29
Emergency Medical Information	Page 4
Exams	Page 7
Excessive Absences	Page 12
Extra-Curricular Activities	Page 17
Grade Card/Mid-term Reports	Page 6
Grade Scale	Page 6
Graduation Requirements	Page 6
Guidance Department	Page 10
Hall Pass	Page 29
Hazing	Page 23
Homeroom	Page 29
Honor Roll	Page 7
Honors Diploma Requirements	Page 7-9
Leaving School Grounds	Page 13
Lockers	Page 18
National Honor Society	Page 9
Non-Discrimination	Page 18
Promotion & Retention	Page 7
Schedule Changes	Page 10
Search & Seizure	Page 19
Student Fees/Fines	Page 30
Study Hall	Page 29
Student/Parent Forms	Page 31-37
Tardiness	Page 13
Transfer of Records	Page 9
Truancy	Page 12
Waiver of Fees	Page 30
Withdrawing From School	Page 9
Work Permits	Page 26
Zero Tolerance	Page 25

GENERAL INFORMATION

Calendar

Teacher Workday/In-service	August 17, 2009*
Teacher Workday/In-service	August 18, 2009*
First Day for Students	August 19, 2009
Labor Day-No School	September 7, 2009*
In Service Day--No School	October 12, 2009*
End of 1st Quarter	October 16, 2008
Regular School Day	
Evening P/T Conferences	November 16, 18, 24, 2009
No School for Students	
A.M. P/T Conferences	November 25, 2009
Thanksgiving Vacation	November 26-27 2009*
End of 2nd Qtr/1st Semester	December 22, 2009
Winter Break	Dec. 23-Dec 31, 2009*
Martin Luther King, Jr. Day	January 18, 2010*
No School	
President's Day--No School	February 15, 2010*
End of 3rd Quarter	March 5, 2010
Spring Break--No School	March 29-April 2, 2010*
End of 4th Qtr/2nd Semester	May 21, 2010
LAST DAY FOR STUDENTS	
Graduation	May 23, 2010
Teacher Workday	May 26, 2009*

*No school for students

WEATHER/CALAMITY DAYS:

If necessary make-up days will begin with Jan. 18, Feb.15, then to be assigned at the end of the calendar year.

Cancellation or Delay of School

In the event of hazardous conditions, the superintendent may find it necessary to cancel or delay school. If so, he/she will notify the following radio stations of the closing or the delay in order to inform the public: WFOB in Fostoria, WTTF and WCKY in Tiffin, WFIN and WKXA in Findlay. The following television stations will be notified: WTOL (Ch 11), WTVG (Ch 13), and WNWO (Ch 12/24). Please listen to the radio or television station of your choice to learn of a closing or delay.

In the event of school cancellation the decision to proceed with scheduled extra-curricular activities (including, but not limited to, practices, contests, and concerts) will be at the discretion of the administration.

All students who participate in sports/practices on school delay days must be in school four (4) of nine (9) periods in order to be able to participate.

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

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

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

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

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

Use of Medications/Emergency Medical Authorization

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or if the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a licensed health professional authorized to prescribe drugs and any non prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent (see [Form 5330 F1](#)). Before any non prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication (see Form 5330 F1a and [Form 5330 F1b](#)). These documents shall be kept in the office of the principal, and made available to the persons designated by this policy as authorized to

administer medication or treatment. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy [5530](#) - Drug Prevention and of the Student Code of Conduct/Discipline Code.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. The Superintendent shall determine a location in each building where the medications to be administered under this policy shall be stored, which shall be a locked storage place, unless the medications require refrigeration in which case they shall be stored in a refrigerator not commonly used by students. Parents, or students authorized in writing by a licensed health professional authorized to prescribe drugs and parents, may administer medication or treatment.

However, students shall be permitted to carry and use, as necessary, an asthma inhaler/other emergency medication(s), provided the student has prior written permission from his/her parent and physician and has submitted [Form 5330 F3](#), Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medication(s), to the principal and any school nurse assigned to the building.

The following staff is designated as being authorized to administer medication and treatment to students:

- A. principal
- B. teacher
- C. school nurse
- D. building secretary
- E. aide

Additionally the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

Students who may require administration of an emergency medication may have such medication in their possession upon written authorization of their parent(s) and physician or, such medication, upon being identified as afore noted, stored in the principals office and administered in accord with this policy.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease and which are conducted in accordance with the rules and regulations of the Ohio Department of Health are exempt from all requirements of this policy.

All students and their parents must complete an Emergency Medical Authorization (EMA) form (ORC Section 3313.712). This form will be handed out the first day of school and must be completed and turned into the school office within one week of the start of school. Students who fail to turn in the Emergency Medical Authorization form one week from the beginning of school may receive disciplinary action. A parent may opt not to give his/her consent by making this clear on the Emergency Medical form.

ACADEMIC INFORMATION

Grading

Unified Grading Scale

100-93.0	A	76.0-73.0	C
92.0-90.0	A-	72.0-70.0	C-
89.0-87.0	B+	69.0-67.0	D+
86.0-83.0	B	66.0-63.0	D
82.0-80.0	B-	62.0-60.0	D-
79.0-77.0	C+		

In order to receive credit for a course taken a student must receive a passing grade for two (2) of the three (3) grades of the semester (the three grades for a semester are each nine weeks and the semester exam) AND have an average percentage of the two nine weeks grades and the semester exam grade that is sixty percent (60%) or above.

Graduation Requirements

	<u>Class 2010</u>	<u>Class 2011</u>	<u>Class 2012</u>	<u>Class 2013</u>
English	4	4	4	4
Science	3	3	3	3
Math	3	3	3	3
Social Studies	3	3	3	3
Health/Phys. Ed.	½, ½	½, ½	½, ½	½, ½
Fam. Liv. /Pers. Fin.	1	1	1	1
Electives	7	7	7	7
Total Credits	22	22	22	22

In addition to local requirements, the Ohio Department of Education requires that all students pass all sections of the Ohio Graduation Test (OGT) to receive a high school diploma.

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

Midterm Reports

Every student receives a midterm report containing the average grade for each class at or near the mid-point of a grading period. Reports will be sent home within five (5) school days of a scheduled midterm date.

Grade Cards

Grade cards will be issued to each student for each nine-weeks grading period. Grade cards are withheld for failure to pay fines and/or fees or for failing to return athletic uniforms or equipment.

Grade cards shall be released immediately when fines and/or fees are paid and equipment is returned. When parents have questions about a specific grade they should contact the teacher so a conference may be arranged.

Exams

Semester exams are required in all courses for all students. The first and second semester exam accounts for 1/5 or 20% of a student's semester grade in a course. Students failing to take a scheduled exam will receive an incomplete for the semester and could lose all credit for the course. All students are expected to take exams on the days and the period scheduled.

NOTE: Seniors are exempted from 2nd semester exams if they receive a minimum of a (B-80% or better during both the 3rd and 4th quarter marks). All seniors must take 1st semester exams.

Honor Roll

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

Promotion & Retention

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

Honors Diploma Requirements

College Preparatory Curriculum

Students in the class of 2008-2010 who complete the *college preparatory curriculum* in high school must meet any *eight* of the following *nine* criteria to be eligible for a Diploma with Honors:

1. four units of English
2. three units of mathematics that shall include algebra I, algebra II, and geometry or complete a three-year sequence of courses that contains equivalent content
3. three units of science that develop concepts for physical, life, and earth and space sciences
4. three units of social studies
5. either three units of one foreign language or two units each of two foreign languages
6. one unit of fine arts
7. either one unit of business/technology and two additional in (1) through (6) above or earn three additional units, in (1) through (6) above
8. maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
9. obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Test (SAT)

Beginning with the class of 2011, students who complete the *college preparatory curriculum* in high school must meet any seven of the following eight criteria to be eligible for a Diploma with Honors:

1. four units of English
2. four units of mathematics, including Algebra I, Geometry, Algebra II or equivalent and another higher-level course or a four-year sequence of courses that contain equivalent content.
3. four units including physics and chemistry.
4. four units of social studies.
5. three units of one language or two units of two foreign languages.
6. one unit of fine arts
7. maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
8. obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Test (SAT)

Career Technical Education Curriculum

Students in the class of 2008-2010 who complete the career and technical *curriculum* in high school must meet any nine of the following ten criteria to be eligible for a Diploma with Honors:

1. four units of English which may include one unit of applied communication
2. three units of mathematics which will include algebra and geometry or a sequence of courses that contain equivalent content
3. three units of science which develop the concepts for physical, life, and earth/space sciences.
4. three units of social studies
5. two units of a foreign language; or two units of business/technology; or one unit of each
6. three units in the student's vocational or technical education curriculum
7. two additional units in (1) through (6) above, or in fine arts
8. maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale up to the last grading period of the senior year
9. complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment of the equivalent
10. obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment Test (SAT)

Beginning with the class of 2011, students who complete an intensive *career-technical education curriculum* in high school must meet any seven of the following eight criteria to be eligible for a Diploma with Honors: *Note: fine arts do not count toward requirements.*

1. four units of English
2. four units of mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher-level course or a four-year sequence of courses that contain equivalent content.
3. four units of science that develop concepts for physical, life, and earth and space sciences
4. four units of social studies
5. foreign language does not count toward requirements.
6. Four units of career-technical education curriculum electives are the minimum. Program must lead to an industry-recognized credential, apprenticeship, or be a part of a career pathway which can lead to college credit.
7. Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year

8. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score of 1210 on the Scholastic Assessment National Honor Society

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

Scholarship

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

Leadership

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

Service

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

Character

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

Transfer of Student Records

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

Withdraw/Transfer to Another School

A student who is withdrawing from school should notify the guidance office before his/her last day of school. Each of the student's teachers is expected to sign a form indicating a withdraw grade and whether all books and materials have been returned. In addition, the librarian must indicate that all materials have been returned and all library fees paid.

Withdrawing from School

No student attending Hopewell-Loudon shall be permitted to permanently withdraw from school unless the student is eighteen (18) years of age. The county Superintendent and a Juvenile Court Judge can only grant exceptions.

Guidance Department

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

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

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

Schedule Changes

Schedule changes shall originate in the counselor's office. All schedule changes must take place within the first three (3) days of school each semester. Parental permission must also be granted before any change of schedule will be considered.

If a student withdraws from a course after the third day of a semester, a mark of "F" will be recorded for the semester and will be calculated in the grade point average. The "F" is intended to indicate a lack of commitment, not necessarily a lack of achievement.

A student who is withdrawn from a course administratively for violation of course/behavioral contracts will receive a semester grade of "F" in that particular course and no academic credit. The "F" will be calculated in the grade point average.

Students, who request a schedule change, which includes withdrawing from a full year course at the conclusion of the first semester, or at any other part of the school year, must receive administrative permission prior to withdraw.

Students are not permitted to be scheduled for more than two study halls. Final approval of any schedule change lies with the principal and counselor.

POLICIES

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

Announcements

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

Attendance

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

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

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

Return to School Procedure Upon returning to school, the student will present a written note from the parent/guardian to the office. The note will include the dates missed, absence reason and parent/guardian signature. This note MUST be turned into the office UPON ARRIVAL or no later than ONE DAY of attendance after the absence. Students who have not brought in a note that is for an acceptable reason, by the required time or for whom no parent contact has been made, will be considered UNEXCUSED. Any student returning to school following an absence must report to the office in order to receive either an ADMIT EXCUSED or an ADMIT UNEXCUSED pass. This pass must be presented to each of the students teachers.

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

A student must be in attendance four (4) of the nine (9) periods in a school day in order to be eligible to participate in practices, contests, or extra-curricular functions held that day. The absence must be EXCUSED prior to a student being eligible to participate. A Pre-approved College visit does NOT count toward the ten (10) day limit and would allow a student to participate in extra-curricular activities held that day.

Sentinel students must be in attendance at Sentinel from either 8:25-11:10 (seniors), 11:45-2:35 (juniors), or in attendance four (4) of the nine (9) periods at Hopewell-Loudon. The absence from either Sentinel or Hopewell-Loudon must be EXCUSED prior to participation.

In order for a student to achieve PERFECT ATTENDANCE, he/she must be present in school and not be tardy to school more than two (2) day that school is in session.

Excused absences are as follows:

1. Personal illness and/or medical appointments
2. Death in the family
3. Religious holiday *
4. Family vacation *
5. College visitation* – Each student in grade 11 and in grade 12 is permitted two (2) PRE-PLANNED excused absences for the purpose of visiting a college or university. All college visits must be completed prior to April 1. The Pre-Planned Absence Form must be submitted to the office TWO DAYS prior to the planned absence. These absences DO NOT count toward the 10-day limit per semester.

6. Farming*– Each student is permitted one (1) PRE-PLANNED excused absence for the purpose of farming. The Pre-Planned Absence Form must be submitted to the office ONE DAY prior to the planned absence. This absence DOES count toward the 10-day limit per semester.
7. Hunting* – Each student is permitted one (1) PRE-PLANNED excused absence for the purpose of hunting. Any student wishing to be excused for the purpose of hunting must present his/her hunting license to the office along with the Pre-Planned Absence Form. The Pre-Planned Absence Form and license must be submitted to the office ONE WEEK prior to the planned absence. This absence DOES count toward the 10-day limit per semester.
8. Other permissible absences as determined by the administration.*

*These absences must be approved prior to the date of absence. Students must acquire a “Pre-Planned Absence Form” from the office and then submit the form to the office for approval.

**In the case of family vacations, approval will not be granted during the final week of the semester. Only in extreme circumstances will a vacation be approved during the final week of the semester. A meeting with the building principal must be scheduled to discuss the circumstances for the approval to be granted.

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

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

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

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

Excessive absence is defined as missing more than ten (10) days from a class per semester. A student will be considered absent from a class if he/she is not in attendance for at least one-half of the time a class is in session. Excessive absences of more than ten (10) days from a class may constitute the loss of credit. A student who exceeds the ten (10) absences requires an Administrative Review before the student can return to class. Parents will be invited to the review.

An administrative review will be conducted upon the request of the building principal and/or counselor. The administrative review panel will consist of the guidance counselor, one teacher, and the building principal. The building principal will be responsible for the final decision.

Truancy

Students who are truant will either be required to make up the lost time, be suspended, and/or face juvenile court action. In any event, the parents/guardians of the student will be notified before the student is readmitted to school.

Parents/guardians who fail to cause their children to attend school may be found with the responsibility of a fine, a bond posted to insure attendance, or even imprisonment.

A student will be considered a chronic truant if any child of school age is absent without a legitimate excuse for seven(7) or more consecutive school days, ten(10) or more school days in one school month or fifteen(15) or more school days in a school year.

A habitual truant is any student who is absent without legitimate excuse for five(5) or more school days in a nine-week period, seven(7) or more school days in one month or twelve(12) or more school days in a school year. If a student is habitually truant and the student's parents have failed to cause the student's attendance, the Board authorizes the superintendent to file a complaint with the Judge of the Juvenile Court and/or take appropriate intervention action as set forth under state law.

Tardiness

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

Leaving School Grounds

No student may leave the school building without the permission of the high school Principal and then only in case of an emergency or illness. The student must then sign-out in the main office before leaving the building. A written excuse from the student's parent/guardian must be presented to the Principal in order that he/she may be excused for part of the day. This absence DOES count toward the 10-day per semester limit. If these procedures are not followed, then the student will be considered UNEXCUSED, truant, and discipline may be administered.

After School Policy:

All students are expected to leave the school premises after school (3:15 P.M.) unless they are 1) in teacher detention or Wednesday Detention, 2) involved in a sport or academic activity, 3) involved in any other school approved function.

Cafeteria

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

1. All students must eat lunch in the school cafeteria; a teacher can grant exceptions to this, providing the teacher supervises the lunch.
2. Students must remain in the cafeteria during their entire lunch period, unless given permission to leave.
3. Students are responsible for keeping the cafeteria clean.
 - Pick up all food and other materials that are dropped on the floor
 - Throwing an item is prohibited
 - Return all trays to the designated area
4. Excessive noise will not be tolerated.
5. Students are not permitted to "crowd" or "cut" in the lunch line under any circumstance.

6. Students are not permitted to enter the cafeteria late or leave the cafeteria early without a pass from a teacher or the office.
7. The telephone is not to be used unless permission has been obtained from the Principal or the Assistant Principal prior to its use.
8. All students are to follow the direction of the lunchroom supervisor.
9. Lunch is a closed lunch. Students may not order in food to be delivered or consumed in the cafeteria.
10. Visitors are permitted only if the visitor is a parent or guardian.

Computer/Technology Usage

Students will ONLY use school computers and technology for school/learning related purposes as specifically directed by teachers and staff. All students must complete and sign (with parent/guardian signature) an acceptable use policy (AUP) form. Mis usage could be subject to severe discipline, including but not limiting usage for the year, or other disciplinary action.

Biological/Chemical Threats

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

Dangerous Weapons in School

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

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

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

Students shall report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the principal. Failure to report such information may subject the student to disciplinary action.

The Superintendent is authorized to establish instructional programs on the weapons and the requirement that students immediately report knowledge of weapons and threats of violence

by students and/or staff to the building principal. Failure to report such knowledge may subject the student to discipline.

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

Disorder and Demonstration

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

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

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

Dress Code

The following dress code provisions are intended to allow students to express themselves while dressing appropriately for a given situation. All students are expected to dress in a manner, which will not bring undue attention to him/her or disrupt the school's education process. The administration reserves the right for final judgment as to whether student attire is appropriate.

1. Hair must be neat, clean and meet safety standards for designated classes, and not be such as to draw undue attention to oneself, i.e. coloring.
2. Clothing, accessories, or tattoos that depict tobacco, weapons, alcohol, illegal drugs, diabolic life styles, profanity, vulgarity and obscenity are unacceptable attire. There will be no cross-dressing.
3. Mini skirts are considered inappropriate attire. Generally, length of shorts and skirts must be at most meet the fingertips when a student stands at rest. Mid-thigh. (Mid-thigh is determined as the mid-point of the in-seam and the kneecap)
4. All attire is to cover the shoulders and back. Shirts, blouses should cover from the base of the neck continuing to the edge of the shoulder. Halter-tops, tank tops, crop tops, open back, and see-through shirts/blouses/dresses are not proper attire.
5. Bare midriffs are not permitted. All clothing must cover the waist area either standing or sitting.
6. All clothing designed to be underclothes are not to be visible (i.e. A-tanks, sports bras, boxer shorts).
7. Shorts may be worn during the school year. They are to be of moderate length, (see #3) loose fitting and otherwise appropriate for school. Biker shorts and cutoffs will not be permitted. While "baggy" is permissible, "droopy drawers" are not.
8. Sandals are permitted as long as feet are clean and the sandals remain on the student's feet.
9. Clothing that is ripped, torn, or has holes is not acceptable.
10. Jackets or coats are not to be worn in school classrooms unless the Assistant Principal, Principal, or teacher, grants permission.

11. Hats, sweatbands, bandannas, head scarves and other types of head apparel are not to be worn in the school building except during spirit week.
12. Sunglasses are not to be worn in the school building.
13. Any clothing or items that could be considered gang related will not be permitted.
14. Boys are not permitted to wear earrings that dangle. Stud type earrings are permitted.
15. Chains (i.e. wallet and pocket chains) are not to be worn as a part of a student's attire.
16. Any clothing styles that become offensive or disruptive to school may be reviewed and found by teachers and administration to be in violation of the dress code.
17. Students who wear inappropriate clothes will be asked to secure appropriate clothing before participating in school activities. During this time students are unexcused from classes.

School dress standards will be in effect for all school events and Field trips unless approval for exemptions is granted, i.e. prom, homecoming and other dances. The responsibility of enforcing the dress code belongs to all students, parents, staff and administration of Hopewell-Loudon Local School.

First time offenders may be given a warning and must correct the problem immediately. If the offense continues, the student may be charged with insubordination, which could result in suspension or recommendation for expulsion.

Driving to School

All students who find it necessary to drive to and from school must file with the Principal of the High School written permission of his/her parent/guardian to do so. The "Student/Parent Request to Drive to School" form may be found in this handbook. After filing permission with the office a parking permit will be issued. Student vehicles without a permit will be notified and required to obtain one immediately. Repeated offenses may result in disciplinary action which may include the vehicle being towed at the owner's expense.

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

The following rules also apply:

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

8. Students may lose driving privileges for reckless operation, speeding, spinning tires and/or other driving actions deemed unsafe while on Hopewell-Loudon School property and/or to and from Hopewell or Sentinel or any school-sponsored property.

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

Emancipated and Married Students

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

Participation in Extra-Curricular Activities

Extra-curricular activities is defined as a pupil activity program that Hopewell-Loudon sponsors or participates in which is not included in Hopewell-Loudon's graded course of study.

Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights.

In order to be academically eligible to participate in any extra-curricular activity students in grades 7-12 must meet the following requirements:

- A. STUDENTS ENROLLED IN GRADES 9-12
 1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation. If a student does not pass a minimum of five (5) one credit courses he/she is ineligible for the entire nine (9) week grading period regardless of the GPA.
 2. All grades must, when combined, be a total grade point average of at least 1.5 on a four-point (4.0) scale.
 3. Students are deemed eligible or ineligible for extra-curricular activities according to grades achieved at the midterm and at the end of each quarter. If a student passes 5 credits but does not have a 1.5 GPA; he/she can regain eligibility at either midterm or end of a quarter by maintaining the 5 credits and raising the GPA to at least 1.5. A student can also lose eligibility at midterm or end of a quarter if he or she does not pass five (5) credits or maintain a 1.5 G.P.A.

4. A student enrolled in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled; and those grades must, when combined, be a total grade point average of at least 1.5 on a four-point (4.0) scale.

B. STUDENTS ENROLLED IN GRADES 7-8

1. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must have received passing grades in 75% of those subjects carried during the preceding nine (9) week grading period in which the student was enrolled; and
2. Those grades must, when combined, be a total grade point average of at least 1.5 on a four-point (4.0) scale.
3. Students are deemed eligible or ineligible for extra-curricular activities according to grades achieved at the midterm and at the end of each quarter. If a student passes 75% of the classes taken, but does not have a 1.5 GPA; he/she can regain eligibility at either midterm or end of a quarter by maintaining a passing grade in 75% of the courses taken and raising the GPA to at least 1.5. A student can also lose eligibility at midterm or end of a quarter if he or she does not pass 75% of the courses taken or maintain a 1.5 GPA.

Lockers

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

Basic locker rules

1. Use your own locker. Do not "set" the locker so that it will not lock properly.
2. Do **Not** share your combination with anyone.
3. Keep your locker clean inside and out.
4. Locker doors should always be clean.
5. Do not mark or decorate your locker in any way that is permanent.

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

Nondiscrimination

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

Search and Seizure

The Board of Education recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, may be the subject of random search. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its contents at any time, providing proper notice has been posted in the locker areas of each building.

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

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

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

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

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the

search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Anti-Harassment

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful harassment, including sexual harassment.

This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

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

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Consensual sexual relationships where such relationship leads to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charge.

Race/Color Harassment

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

Religious (Creed) Harassment

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

National Origin Harassment

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

Disability Harassment

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

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's informal and/or formal investigation and complaint processes. Initiating a complaint, whether formally or informally, will not adversely affect the com-

plaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file an informal or a formal complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint.

Hazing

Hazing activities of any type are inconsistent with and disruptive to the educational process and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to activities or incidents that have occurred on school property. No administrator, faculty member, or other Board of Education employee shall encourage, permit, authorize, condone, or tolerate any hazing activities. No student shall plan, encourage, or engage in any hazing.

Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the Board shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

Bullying and Other Forms of Aggressive Behavior

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while in route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

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

Every staff member is required to report and student(s) should report any situation they believe to be aggressive behavior. Reports may be made to those identified above.

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

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

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

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

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

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

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

Zero Tolerance

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

A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee will develop regulations, which establish strategies ranging from prevention to intervention to address student misbehavior.

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

If a student violates the policy or the set of rules and regulations as written in the parent/student handbook, the Superintendent or designee may have the student removed from school. In such an event, the policy to remove students would adhere to the procedures set forth in the parent/student handbook.

These rules and regulations are made to students upon request and are also posted in a central location in the building.

Work Permits

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

Eighteen-Year Olds

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

Classroom Discipline

Teachers are expected to keep a disciplined classroom and to keep accurate records concerning the behavior of students. They are expected to discipline students who break classroom rules or who are otherwise creating a classroom problem. Included in this initial discipline is making contact with parents concerning the student's conduct. If the behavior continues or the student refuses to abide by the teachers discipline plan then they will be sent to the Building Administration for more severe discipline. Teacher discipline may consist of detention, cleaning of the room, loss of privilege or other discipline deemed appropriate for the situation.

Discipline Code

It is considered a fundamental understanding that discipline in the school setting provides each student with the most favorable atmosphere for learning and that any teacher or school staff member not only has the right, but the duty, to insist on good behavior.

Disciplinary Rules and Regulations

The violation of the following rules may result in disciplinary action including but not limited to: verbal warnings, detentions, counseling, Wednesday Detention, Saturday School, In-School Suspension, Emergency Removal, Out-of-School Suspension, or Expulsion. Discipline supersedes all other activities.

- Rule 1 Truancy
- Rule 2 Excessive tardiness to school and/or class.
- Rule 3 Disruption of school process
- Rule 5 Fighting and/or assault of another student or of any school employee
- Rule 6 Use of obscene, profane, and or vulgar language or gestures
- Rule 7 Insubordination, failure to follow reasonable directions given by a staff member, disrespect, and use of profanity and/or lewd language/actions towards school employees, students or visitors
- Rule 8 Threatening school personnel, including the drawings, labels, pictures, and/or spoken words which threaten the school, students or any school employee:
Threats need not be physical in nature to be considered a threat.
- Rule 9 Public Displays of Affection. Contact that is of a sexual nature or inappropriate in the school environment.
- Rule 10 Failure to comply with safety procedures, including not using crosswalks:

- Rule 11 Leaving school grounds, or failure to serve assigned discipline without permission from the administration:
- Rule 12 Destruction and/or defacement of school property or personal property of any school employee, student or school visitor, or any such behavior at a school related function on or off school grounds. In addition to discipline, a student may be required to pay for repairs or make other appropriate compensation.
- Rule 13 Theft of school property or personal property of school employees, students or visitors
- Rule 14 Use or possession of any object that can be considered a weapon
- Rule 15 Use or possession of fireworks and/or explosive devices
- Rule 16 Attempt to possess, buy, sell, be under the influence of, participate in, or transmit tobacco, alcohol, drugs, look-alike drugs, or any other controlled substances on school property or at any school sponsored event. Use or possession of any type of smoking paraphernalia (lighters, matches, etc.)
- Rule 17 Possession, distribution, transporting, or concealing Pornographic Material on school grounds or at school related events.
- Rule 18 Deliberately initiating false fire alarms, bomb threats, or biological and/or chemical threats.
- Rule 19 Hazing, harassment, bullying, or other forms of aggressive behavior directed toward a student, staff, faculty, visitor, or person associated with the school district
- Rule 20 Extortion - the use, or the express or implicit threat of the use, of violence or other criminal means to cause harm to person, reputation, or property as a means to obtain property from someone else with his consent.
- Rule 21 Plagiarizing, cheating
- Rule 22 Violation of the dress code policy:
- Rule 23 Possession of any electronic device that is not used in the classroom. This includes, but is not limited to, radios, CD players, tape players, pagers; cellular phones, camera phones, and electronic games.
- Rule 24 Book bags are to be locked in lockers.
- Rule 25 Agendas are to be intact. Students are not to tear or deface agenda/planners. Definition of defacing planners includes tearing pages out.
- Rule 26 Gambling, games of chance, and card playing is not permitted during the school day.
- Rule 27 Misconduct in non-instructional areas
- Rule 28 Students will be permitted to carry and consume water during the school day. Other food and drink is permitted only in the cafeteria. Students may not eat or drink outside the cafeteria without receiving prior approval from the building principal.
- Rule 29 Improper use of motorized vehicle on school grounds
- Rule 30 Trespass-entering school grounds or premises after hours without the express permission of a staff member.
- Rule 31 Acceptable Use Policy (AUP) violations (violations are dealt with according to AUP)

Any other serious infractions not included in the above list which reaches the gravity of persistent disobedience, continual discipline problems, or gross misconduct may also serve as grounds for any form of disciplinary action. Students who have been suspended or expelled from school shall not be eligible to participate in any school functions during the duration of such disciplinary action.

Students enrolled in Sentinel Career Center will be subject to both the Hopewell-Loudon Student Code of Conduct and the Sentinel Career Center Student Code of Conduct. Infractions to the Sentinel Career Center Student Code of Conduct that lead to disciplinary action may also be enforced by the administration of Hopewell-Loudon.

School Discipline

Overall student discipline is the responsibility of the building administration. When a student allegedly breaks a school rule and is referred to the building administration, he/she shall:

1. Discuss the situation with all parties involved.
2. Apply the appropriate school-administered penalty.
3. If deemed appropriate, contact the parents/guardians to inform them of the situation.
4. The right to discipline extends to all areas of the school program

CERTAIN ACTIVITIES THAT MAY BE A VIOLATION OF THE STUDENT CODE OF CONDUCT MAY ALSO BE A VIOLATION OF THE CRIMINAL LAWS OF THE STATE OF OHIO. NOTHING HEREIN SHALL PRECLUDE THE ADMINISTRATION FROM REFERRING SUSPECTED OR KNOWN CRIMINAL VIOLATIONS TO THE PROPER LAW ENFORCEMENT AGENCY.

Busing

The buses of Hopewell-Loudon are an extension of the school day. Student behavior on the bus is an extension of their behavior at school.

Students attending Sentinel are required to ride the bus both to and from Sentinel unless permission to drive has been granted by an administrator.

Bus rules:

1. The bus driver may assign seats.
2. Students shall be courteous to the bus driver and other students.
3. No profanity will be permitted.
4. Do not eat or drink on the bus.
5. Students shall help keep the bus clean.
6. Any form of violence is prohibited.
7. Keep the aisle clear of all items and feet.
8. No smoking.
9. Students shall keep their hands and heads in the bus.
10. Students shall not destroy school property or the property of other students.
11. Students shall not distract the bus driver through misbehavior or loud noise.
12. No spitting, on the bus or out the window.

Bus Drivers will send the parent a Parent/Bus Driver Communication Form should a student break one of the above rules. Students should return the form to the bus driver the next day, signed by their parents. A record of a student's misbehavior will be kept. Excessive misbehavior on the bus will be treated as an infraction of the school discipline code. Discipline may include detention, cleaning of the bus, changing of seats or removal from the bus.

Removal from the bus may be for all or part of the school year, in serious cases, removal from the bus may be permanent and may include expulsion from school. No bus passes will be permitted except in case of emergency.

Emergency Drills

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

Crisis Intervention Plan

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

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

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

Cellular Phone/Telephone Usage

Students will not be called out of a class or study hall to the telephone. Messages will be delivered to the student only in an emergency and upon request of the student's parent/guardian.

Student use of the office telephone during school hours will be permitted in extreme circumstances. After school, students will be permitted to use the phone with permission from office personnel. A student should never be allowed to leave a class to make a phone call. Students are also prohibited from using classroom phones.

While it is discouraged, students who find it necessary to possess a cellular phone on school property must use the following guidelines:

1. The cellular phone must be turned off and remain in the student's assigned locker or private vehicle.
2. At no time during the regular school day is a student permitted to carry, use or allow another student to carry or use their cellular phone.
3. The Hopewell-Loudon Local School District is not responsible for the loss or damage to a student's cellular phone.

Homeroom

Like any other class period during the school day, attendance in homeroom is required. Teachers are to take attendance and keep track of tardiness.

Hall Passes

Students are responsible for the following procedure:

1. Any student who is excused from any class or study hall must have a signed agenda planner by the teacher desiring the student be excused.
2. You may not use any other planner but your own.
3. Hall passes are to be issued to one student at a time.

4. In no case is it permissible for one teacher to give a pass to a student to be out of another teacher's class without proper permission given before hand.

Study Hall

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

1. Tardy rules apply to study halls just like normal classes. Be on time.
2. Attendance will be taken each day.
3. No talking
4. The study hall is for study, appropriate reading or doing homework.
5. Each student shall be held responsible for maintaining correct alignment of desks or tables.
6. Students who have passes excusing them from study hall must report to the teacher excusing them, before the tardy bell rings.
7. Students wishing to go to the library instead of study hall may visit the library three times each week. Students must first report to study hall and then be dismissed to the library.
8. Chairs, tables and all furnishings are to be respected.

Student Fees & Fines

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

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

Failure to pay fines and fees will result in the:

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

Waiver of Fees

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

Acknowledgment of Receipt of Student/Parent Handbook

We, the undersigned, acknowledge that a copy of the Student/Parent Handbook for Hopewell-Loudon Schools has been received. This document has been reviewed by both the parent and the student and we understand that any questions about the contents of the handbook any be directed toward the administration of the school. We also understand the consequences for breaking any of the rules or regulations and we realize that we have a right to appeal through the proper chain of command.

Student Signature

Date

Grade

Parent/Guardian Signature

Date

NOTE: A copy of this acknowledgment will be kept on file in the School Office.

Notes:

**RETURN TO THE HIGH SCHOOL OFFICE NO LATER THAN ONE (1) WEEK
AFTER THE FIRST DAY OF SCHOOL**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for basketball, 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 (for just Juniors and Seniors), and non-profit organizations, upon request, with three directory information categories – 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** parents.

If you DO NOT want Hopewell-Loudon Local School District to disclose **directory information (student name, address, telephone listing)** from your child's education records to the armed services or outside organizations without your prior written consent, you must notify the District by completing the form below. If you do not object to the release of your information, it is not necessary to return this form.

.....

Please return this form to the high school office (1) one week from the start of school

I object to Hopewell-Loudon Local School releasing the directory information of

Name of Student	Date	Grade

to outside organizations and/or military recruiters.

Signature of Parent/Guardian	Date

RETURN TO THE HIGH SCHOOL OFFICE NO LATER THAN ONE (1) WEEK AFTER THE FIRST DAY OF SCHOOL

Student/Parent Request for Driving to School

School Year

My son/daughter _____ has my permission to drive to and from Hopewell-Loudon school each day and will abide by the regulations concerning parking and the use of the vehicle as established in the student handbook. The student parks the vehicle at their own risk. Hopewell-Loudon is not liable for any damage to vehicles. I understand if deemed necessary, my vehicle may be searched.

Signature of Student

Date

Grade

Signature of Parent/Guardian

Date

Vehicle #1 (For office use – sticker# _____)

Make _____ Model _____

Color _____ License Plate # _____

Vehicle #2 (For office use – sticker# _____)

Make _____ Model _____

Color _____ License Plate # _____

Vehicle #3 (For office use – sticker# _____)

Make _____ Model _____

Color _____ License Plate # _____

For additional vehicles, additional forms may be picked up in the High School Office.

Notes:

**RETURN TO THE HIGH SCHOOL OFFICE NO LATER THAN ONE (1) WEEK
AFTER THE FIRST DAY OF SCHOOL**

ATHLETIC CODE OF CONDUCT

Effective August 5, 2005 the following revision was implemented to the athletic code of conduct. Please review the policy change and sign in the designated areas and return it to the high school office.

All training rules apply to all Hopewell-Loudon athletes regardless of the season the athlete is participating in, beginning on the first official day of the Fall Sports' practice and continuing through the state championship of the last Spring Sport of the school year. Training rules are cumulative.

Student Name _____ Grade _____

Date _____

Student Signature _____

Parental Signature _____

**RETURN TO THE HIGH SCHOOL OFFICE NO LATER THAN ONE (1) WEEK
AFTER THE FIRST DAY OF SCHOOL**

**PARENT REQUEST AND AUTHORIZATION TO ADMINISTER A PRESCRIBED
MEDICATION/DRUG OR TREATMENT**

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE PRE-
SCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE
COMPLETED.

Name of Student Address

School Grade

A. I am requesting permission for my child named above to: (Check all that apply)

_____ use or receive prescribed medication

_____ receive prescribed treatment

_____ self-administer prescribed medication(s) in my presence or that of an authorized
staff member in accordance with the authorized prescription.

B. I will assume responsibility for safe delivery of the medication/drug to school. (The
medication/drug must be received by the District (i.e., the person authorized to administer the
drug to the student) in the container in which it was dispensed by the prescriber or a licensed
pharmacist.)

C. I will notify the school immediately if there is any change in the use of the medication/drug or the
prescribed treatment. (You must submit to the District a revised licensed prescriber's statement,
signed by the prescriber, if any of the information contained in the statement changes.)

D. I release and agree to hold the Board of Education, its officials, and its employees harmless from
any and all liability foreseeable or unforeseeable for damages or injury resulting directly or
indirectly from this authorization.

Signature of Parent* Date

Home Telephone Work Telephone

*Parent, guardian, or other person having care or charge of the student.

**RETURN TO THE HIGH SCHOOL OFFICE NO LATER THAN ONE (1) WEEK
AFTER THE FIRST DAY OF SCHOOL**

LICENSED PRESCRIBER'S STATEMENT

To the Prescriber:

The School District requires that all of the following information be provided before it will administer medication or treatment to the student.

Name of Student

Address

School Class/Grade

I am a licensed health professional authorized to prescribe drugs, and I have prescribed the following medication to the above named student (specify the name of the drug) _____

Date the administration of the drug is to begin _____

Date the administration of the drug is to cease _____

Specify the dosage of the drug to be administered, and the times or intervals at which each dosage of the drug is to be administered _____

Specify any special instructions for administration of the drug, including sterile conditions and storage

Report the following side effects (i.e., severe adverse reactions) to my office immediately _____

Prescriber's Signature _____ Telephone _____

Printed/Typed Name _____ Date _____

**RETURN TO THE HIGH SCHOOL OFFICE NO LATER THAN ONE (1) WEEK
AFTER THE FIRST DAY OF SCHOOL**

