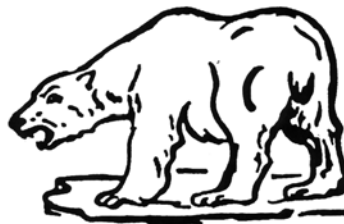


HARDIN NORTHERN
POLAR BEARS



11589 St. Rt. 81
Dola, OH 45835
419-759-3515

Our Mission:

Together, we will create successful citizens through Better Education, positive Attitudes, Respect, and a strong work ethic resulting in life-long Success.

Board of Education

Mrs. Lisa Walden- President

Mr. Todd Kindle- Vice President

Mr. Mike Purdy

Mrs. Michelle Obenour

Mr. Bo Walter

Treasurer- Mr. Wes Potter

Superintendent of Schools- Larry Claypool

Visit us online: hn.k12.oh.us or through your son or daughter's Progress Book account.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____

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PRINCIPAL'S MESSAGE

On behalf of our faculty and staff, I would like to welcome you to Hardin Northern Schools. We hope that this planner will be useful to you throughout the school year and will help you with organizational skills. Please share this with your parents, particularly the student handbook section. This will be a reference which can be used throughout the year to answer your questions regarding policies and procedures. All of the policies have the support of the Board of Education and are intended to facilitate the orderly operation of our school.

Familiarize yourself with the rules and regulations then refer to them during the year. Our entire staff is anxious to assist you with the pursuit of your goals. Do not hesitate to contact me if I can assist you in any way. I sincerely hope that you have a great experience at Hardin Northern Schools.

Due to space considerations, some of the policies appearing in this handbook are shorter versions of the Policies adapted by the Board and which appear in the Board Policy Manual. Unless the Board has specified otherwise in its action adopting this handbook, the shortened versions of the policies included in this handbook are not to be considered newly adopted Board Policies which replace the longer version set forth in the Board Policy Manual.

STAFF CONTACT INFORMATION

If you wish to discuss an academic or other matter with your son/daughter's teacher, you may contact that high school staff member 24/7/365 and leave a message by dialing 419-759-3515 then press one of the extensions below:

143-Athletic Directors	137-Mr. Brunow- Soc. St.
141-Cafeteria	132-Mr. Cano-HS Soc.St.
210-Mrs. Creswell-AG	134-Mrs. Davis- Computer
212-Mr. Dennis-PE	125-Mr. Fish- HS Science
135-Miss Frenz- Science	123-Mrs. Kieffer-HS Math
126-Mrs. Klir- FCS	136-Mrs.Bejarano-Spanish
124-Mr. Mast-HS Math	129-Mrs. McDaniel- Eng.
222-Mrs. Schumann- Vocal Music	223-Mr. Paullin-AG
219-Mr. Pease- Intervention	119-MissPilkington-Eng./Sci.
131-Miss Rothe- HS English	209-Mrs. Kalla- Band
139-Mrs. Wilson- HS Art	204- Mrs. Spradlin- Nurse
128- Mr. Cavinee-Intervention	203-Mr. Wilson-Guidance
217- Ms. Linda Gibson-Cafeteria	
202-Mrs. Madigan-HS Secretary	
218-Mr. Webb-Maintenance	
201- Mrs. Galvin-HS Principal	

2008-2009 SCHOOL CALENDAR

Aug.	19	Teacher Work Day
Aug.	20	Teacher Professional Development Day
Aug.	21	First Day for Students
Sept.	1	No School - Labor Day
Sept.	2	No School- Fair Day
Sept.	23	2-Hour Delay Teacher In-service
Oct.	24	End First 9 wk.-45 Days
Oct.	27	No School-Teacher Professional Development Day
Oct.	28	2-Hour Delay Teacher In-service
Oct.	28	Beginning 2nd 9 wk.
Nov.	24	Early Dismissal 1:30 p.m.
		Parent / Teacher Conferences K-12 (2:00-8:00 p.m.)
Nov.	25	Early Dismissal 1:30 p.m.
		Parent / Teacher Conferences K-6 (2:00-8:00 p.m.)
Nov.	26-28	No School- Thanksgiving Break
Dec.	22-Jan. 2	No School - Christmas Break
Jan.	15 & 16	Semester Exams - End of 2 nd nine weeks- 46 days
Jan.	19	No School- Martin Luther King Day
Jan.	20	No School- Teacher Work/Professional Development Day
Jan.	21	Beginning of 3 rd nine weeks
Jan.	27	2-Hour Delay- Teacher In-Service
Feb.	9	Early Dismissal 1:30
		Parent/Teacher Conferences 7-12 (2:00-8:00 p.m.)
Feb.	16	No School- Presidents Day
Feb.	24	2 Hour Delay- Teacher In-service
Mar.	20	End 3 rd 9 weeks – 42 days
Mar.	24	2 Hour Delay- Teacher In-Service
April	9-13	No School- Easter Break
April	28	2-Hour Delay- Teacher In-Service
May	25	No School- Memorial Day
May	27	Final Exams
May	28	Final Exams
		End of 4 th 9 weeks- 45 days
		Last Day for Students
May	29	Teacher Work Day

2008-09 GRADING PERIODS

Aug. 19 - Oct. 24	45 days	
Oct. 28 - Jan. 16	<u>46 days</u>	91 days
Jan. 21 - March 20	42 days	
March 23 - May 29	<u>45 days</u>	
		<u>87 days</u>
		178 days

Fight Song

Stand, Salute our Hardin Northern, we'll cheer you on to victory
We May Win and we may lose, we're behind you, yes siree
So Keep your courage and your spirit,
Let black and white Stand out Tonight
We're All Behind You Hardin Northern
So Let's Fight! Fight! Fight!

Alma Mater

Alma Mater to thee we raise our voice in songs of praise
To Thee, Hardin Northern, we pledge our love and loyalty
Our guide and counsel will direct our pathways
Faithful sons and daughters we will ever strive to be

ATTENDANCE POLICY

I. Rationales

Education is more than passing tests and receiving course credit. Class attendance is critical for the student to receive full benefit of the educational program. Regular attendance is a positive factor that develops habits of punctuality, self-discipline, and responsibility in students. Pupils who attend class regularly generally achieve high grades, enjoy school more, and are more employable after leaving school. Even though a student may make up the actual work missed because of absences, he/she may never be able to replace the social, educational, and cultural contacts which are received only through actual classroom participation.

Parents need to notify the school by 9:00 a.m. on the day a student is absent by phone at **759-3515 Ext. 309**, unless previous notification has been given in accordance with school procedure for excused absences. If no notification has been received on that day the student will be considered UNEXCUSED: UNAUTHORIZED. ALL STUDENTS NEED TO BRING WRITTEN NOTIFICATION TO OFFICE WHEN THEY RETURN TO SCHOOL.

II. Excused Absences

A. School (E)- This type of absence is not counted toward the 15 days of Excessive Absences as indicated below in this policy. Religious holidays and all absences from class when they are a direct result of participation in a legitimate authorized school activity will be considered Excused. For example: students will not be counted absent if they choose to participate in: class field trips, county fair show day, student organization conventions, guidance conferences, and **prior approved** college visitations (Juniors, 1 day; Seniors 2 days not to be taken during the month of May)

B. Authorized (A)- This type of absence counts toward the 15 days of

Excessive Absences. Full Make-up will be permitted. **Parents are allowed only five (5) days per semester to call in or write notes for student absences.** All authorized days must be in the categories below or they will be marked Unauthorized /unexcused.

1. Personal Illness or illness in the family requiring the student to be home verified by a parent with a telephone call and a written note. Extended medical or physical absences over 3 days in length require a doctor's note for verification to be turned in within 24 hours of the return to school.
 2. Medical and Dental appointments verified by a doctor in writing. (Appointment card, etc.)
 3. Death in the student's family. (Funeral Card)
 4. Quarantine to the home.
 5. Emergency work at home due to the absence of a suitable solution (not to exceed 3 days per school year).
 6. Court appearance with copy of court notice to verify.
 7. Or any other emergency situation as allowed under the ORC 3321.04 (Ohio Revised Code) with prior approval of the Principal.
 8. Religious reasons.
9. other absences arranged previously by the parents with administrative approval. (One day excused for hunting with note from parent and license presented to principal.)

STUDENTS HAVE 5 SCHOOL DAYS TO BRING EXCUSED NOTES TO THE OFFICE.

C. Fair Attendance-The Hardin County Fair is a learning environment. If the student is going to be out of school during fair week because of fair activities, then the student needs to fill out the proper forms no later than the Friday before the fair week. No fair forms will be accepted during fair week. Students need to request these forms and return them on or before the Friday before the fair week. The student will be excused **only** on their show days.

III. UNEXCUSED

A. **Unauthorized** (U) - This type of absence counts toward the 15 days of Excessive Absences. When a student is absent from school with or without the knowledge or consent of the student's parents for any reason other than listed above, the student will be unexcused. Students who exceed their 5 parental excused days will be considered in this category. The student will not be allowed to make up work missed. Unexcused absences and/or tardiness guidelines:

1. Car trouble/repairing the car
2. Oversleeping
3. Missing the bus or ride
4. Staying out of school an unnecessary length of time due to doctor's, or other appointment.
5. Baby-sitting in non-emergency situations

6. Running errands in non-emergency situations
7. Suspension or expulsions from school.

**The validity of any other questionable reasons for absence or tardiness not listed above will be determined by the Principal.

IV. EXCESSIVE ABSENCES - loss of academic credit

Absences shall be considered excessive when the total number reaches eight (8) days per semester course and fifteen (15) days per full-year course. Two ½ days will equal 1 day missed. Any number of days exceeding the total of 15 days will be considered unauthorized/unexcused unless they are excused with an extended medical excuse. Any student nearing this level of absences will be considered truant and reported to the County Attendance Officer. A student, who has exceeded this number of absences, will not be granted course credit for those courses where the violation occurs unless they receive a "C" or better on the final grade. Parents of students who are considered truant will be referred to the parenting classes sponsored by the attendance officer. Students/parents have the right to appeal the loss of credit to the superintendent.

V. EXCESSIVE ABSENCES - loss of driving privileges

Students who have been absent without a legitimate excuse for 10 consecutive days or a total of 15 days may have their driving privileges suspended under Ohio Revised Code. The denial of driving privileges (issuance of a temporary permit, driver's license) can remain in effect until the student reaches age 18.

VI. MAKE-UP WORK

Students are responsible for all assignments made by their teachers. Failure to do makeup work will result in a zero. Students are responsible to meet with their teacher on the day they return to school to arrange for makeup work. Students having unexcused absences will not be permitted to make up work missed.

Students are responsible for their make-up work. Students need to take responsibility when they will be or are absent from school.

1. For pre-arranged absence such as doctors appointment, field trips, college days, fair, etc. the student must have their assignments completed and be prepared for class on the day they return to school.
2. For other absences students will be allowed one more day than the number of days missed to makeup their work.
3. For extended illnesses, makeup time may be extended for the students at the discretion of the teacher.

VII. EXTRA-CURRICULAR PARTICIPATION

In order to practice or participate in any extra curricular activity a student must be in attendance one half (½) day on the day of the event unless PRIOR approval has been given. *Additionally for events off of campus, students must go with the group and return with the group on school approved transportation.*

VIII. PARTIAL DAYS ABSENT

Any student who must leave the building during the school day will be counted ½ day absent if the student misses more than two (2) class periods.

IX. EARLY DISMISSAL POLICY

Students who need to be dismissed early should turn in notes to the PRINCIPAL before 8:30 a.m. Students need to sign out in the office before they exit the building. Early dismissals will be granted when we have a VALID note or phone call from a parent for one or more of the following reason:

1. Doctors appointments.
2. Work at home.
3. Other circumstances approved by principal.

**Faked phone calls or Forged notes will result in disciplinary action.

****Students who turn 18 years of age while attending school must still have permission from school authority to leave school early and must see the school nurse if they become ill and need to go home.**

X. TARDY POLICY

Students late to school or class need to develop the good habit of being on time. Any student is considered tardy if the student arrives after the first period bell.

- A. **Tardy to school** - students arriving to school after the first period bell.
1. The student must report directly to the office to sign in. If the student has no note from a parent/ guardian or if the reason is an unacceptable one, an “Unexcused” tardy will be issued.
 2. On the fourth “Unexcused” tardy to school during a semester grading period, the student will be issued one detention.
 3. On the sixth and each subsequent tardy per semester, the student will be assigned to Saturday School.
 4. Tardies will start over each semester.
- B. **Tardy to class** - arriving late to class.
1. The student reports directly to the class that the student is late to.
 2. The classroom teacher will record the tardy as “Unexcused” if no note from the office or another teacher is provided.
 3. On the third “Unexcused” tardy to class during a nine week grading period, the classroom teacher will issue a detention to the student to be served with the teacher.
 4. Detentions will be issued on every tardy thereafter for the remainder of the quarter.
 5. Tardies will start over every nine week grading period.

HABITUAL AND CHRONIC TRUANCY

The Board desires to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence. Therefore, the Board of Education adopts this policy specifically to deal with students who are “habitual truants”

and “chronic truants”.

The “habitual truants” is any child of compulsory school age who is absent without a legitimate excuse for five or more consecutive school days, seven or more school days in one month or twelve or more school days in a school year.

A “chronic truant” is any child of compulsory school age who is absent without legitimate excuse for seven or more consecutive school days, ten or more school days in one month or fifteen or more school days in a school year.

On the request of the Superintendent or his/her designee, or when it comes to the attention of the school attendance officer or other appropriate officer of the District, the designated officer is required to investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child’s parent in writing of the legal consequences of being an “habitual truant” or a “chronic truant”. The notice must also inform the parent, guardian, or other person having care of the child that he/she shall cause the child’s attendance at school.

Habitual truancy. Upon the failure of the parent, guardian, or other person having care of the child to cause the child’s attendance at school, if the child is deemed to be an habitual truant, Hardin Northern is required to do either or both of the following:

- 1 Take any appropriate action as an intervention strategy. The intervention strategy may include any or all of the following:
 - a. The assignment of the habitual truant to an alternative school
 - b. Providing a truancy intervention program for an habitual truant
 - c. Requesting or requiring a parent or guardian, or other person have care of an habitual truant to attend parental involvement programs
 - d. Requesting or requiring a parent, guardian, or other person having care of an habitual truant to attend truancy prevention mediation programs
 - e. Notification of the registrar of motor vehicles
 - f. Taking legal action
- 2 Filing a complaint with the proper county juvenile court. If a complaint is filed, it shall allege that:
 - a. The child is unruly for being a habitual truant, or is a delinquent child for being a habitual truant who previously has been adjudicated an unruly child for being a habitual truant
 - b. The parent, guardian, or other person has violated the ORC Chronic truancy. According to policy guidelines, upon the failure of the parent, guardian, or other person having care of the child to cause the child’s attendance, if the child is deemed to be a chronic truant, the Board or its designee shall file a complaint in the county juvenile court jointly against the child and the parent, guardian, or other person having care of the child. The complaint must allege that the child is a delinquent child for being a chronic truant and that the parent, guardian, or other person having care of the child has violated the ORC.

ADMINISTERING DRUGS AND MEDICINE

The faculty and employees of Hardin Northern School are prohibited from administering drugs internally including aspirin, to any student. The only exception to this rule is when a parent has completed an Authorization Form to administer the drug or medicine and this form is on file in the nurse's office or superintendent's office. The school nurse or building principal may administer the drug/medicine according to written instructions.

BUS REGULATIONS

The Hardin Northern Board of Education has chosen to provide transportation services to students in grades 7-12. Students who fail to cooperate in any way with our bus drivers and students who fail to comply with basic safety regulations may be denied the privilege of bus transportation. This also applies to transportation to athletic and other student activities.

BUS SUSPENSION

On all bus offenses, the driver should report the infraction to the HIGH SCHOOL PRINCIPAL (GRADES 7-12). After investigation and determination of guilt, bus privileges shall be suspended as prescribed. The following are NOT intended to be an all-inclusive list of bus offenses, but rather a guide to determine acceptable behavior on buses.

NOTE: DESTRUCTION OF PROPERTY, SMOKING, FIGHTING, PROFANITY, ABUSIVE LANGUAGE, AND ASSAULT SHALL BE HANDLED ACCORDING TO REGULAR SCHOOL DISCIPLINARY PROCEDURE IN ADDITION TO BUS DISCIPLINE PROCEDURE.

STUDENT BUS RULES

1. Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
2. Pupils must wait in a location clear of traffic and away from the bus stop.
3. Pupils must not be noisy at railroad crossings or other dangerous areas. (Intersections, etc.)
4. Pupils must go directly to their assigned seat.
5. Pupils must remain seated keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from or into the bus.
12. Pupils should try to avoid bringing large objects on the school bus that cannot be held in their laps, no animals/insects permitted on bus.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have prior parental and administrative authorizations to do otherwise.
14. Pupils must not put head or arms out of the bus windows.
15. Guidelines will be formulated for the use and storage of equipment and

- other means of assistance required by handicapped pupils.
16. Proper steps will be taken to collect, store and use medical information related to pupils known to have medical problems which may require driver attention.
 17. Under no circumstances are students allowed to have in their possession dangerous weapons such as knives which could be used to cause physical injury to persons or property.
 18. Students are not permitted to be standing or moving on the school bus while the school bus is in progress.
 19. Radios or any other devices that cause loud noises or distractions to the bus driver will not be permitted on the school bus.
 20. Pupils are not permitted to throw debris of any kind on the floor of the school bus.
 21. Students who have parental consent to ride on another school bus in either the morning or afternoon route must first have the permission slip approved by one of the school administrators.

CAFETERIA AND LUNCH

The Hardin Northern Board of Education will follow the eligibility rules as developed by the State Department of Education Division of School Food Service and Federal guidelines for Free or Reduced Lunches. These are mailed to all families at the beginning of each school year. Additional copies are available from the superintendent. A revised income scale is on file in the superintendent's office. School lunch price shall be established to cover costs of the food services. Prices are to be reviewed by the cafeteria supervisor and the superintendent for Board approval of school lunch prices. These are subject to change. Additionally, students may either purchase their lunch in the school cafeteria or carry their lunch to school. All food must be kept and consumed in the cafeteria. Students eating in cafeteria should leave the table and surrounding area clean and orderly.

**Failure to do so will result in disciplinary action.

CLOSED LUNCH PERIOD

Student lunch periods are closed meaning that students may not leave the building for lunch or call and have food delivered to the building during the lunch period. Students may bring food for lunch but should do so when they come to school.

INTRODUCTION TO STUDENT CONDUCT CODE

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code whether or not the student is enrolled in the District, attending or otherwise participating in any curricular program provided in a school operated by the board or provided on any property owned or controlled by the Board, or misconduct by a student that occurs off of property owned or controlled by the Board, but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee. Additionally, the provisions of this Code shall apply to students if the prohibited act(s) take place while on properties immediately adjacent to school property, within the line of

sight of school property, on school transportation, or if the act affects the operation of the schools.

The Hardin Northern Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. The Board of Education believes that limits on the individual are necessary for the orderly function of any society. This functions best when students are taught how to properly control their own behavior. It is fundamental that each student and their parents understand that every school staff member has not only the right, but the duty, to insist on good, respectable behavior. This right and/or expectancy of good behavior extends to all areas of the school program.

It is a key requirement of an orderly school that student's respect for the school members be accompanied by an equal respect for the students on the part of the faculty and administration. The greater this mutual respect, the less need for rules and disciplinary procedures. The following document is written to comply with Sections 3313.66 et seq. and 3313.67 of the Ohio Revised Code. It is also written to make clear to students those things for which they may be removed, suspended, expelled, permanently excluded, or otherwise disciplined. Finally, it is intended to clearly state the rights the student and their parent/guardian have when the student is disciplined.

Please recall that Hardin Northern School policy regarding appropriate student behavior is premised upon the notion that all students have a right to learn in a school that is safe, conducive to learning, and free of distraction or interference from others.

I. Teacher Intervention and Referral

Teachers will take appropriate measures to make students aware of unacceptable behaviors and steps to be taken to discourage these behaviors in the classroom. When possible/necessary this intervention may include several progressive steps aimed at ending misbehavior. Teacher disciplinary actions may include, but are not limited to, the following:

1. Verbal warnings
2. Changing student's seats
3. Informal conference with students
4. Assigning writing requirements
5. Parent conferences
6. Referral to school counselor
7. Teacher assigned detention
8. Removal from class (for class period)

**Teachers will refer students to the principal after progressive attempts to change student behavior have failed or a student is in blatant violation of any rules.

II. Administrative Action

When a pupil allegedly breaks any school rule and is referred to the principal, the principal shall:

1. Discuss the discipline referral with the student and/or others involved.
2. Check the pupil's disciplinary records to determine the student's current

disciplinary status.

3. Apply the appropriate school-administered penalty(ies).
4. Notify the parent/guardian of the students' actions.
5. Consider intervention agencies, and/or taking legal action.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include detention, parental contact, referral to legal authorities, emergency removal, disciplinary removal, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

The building administrator in charge will determine the issuance of any penalties for infractions of the student discipline code at the time. Such penalties may include, but are not limited to one or more of the following:

1. Verbal warning by administrator
2. Parent conference
3. Written work
4. Assignment to study hall with loss of credit
5. Removal from class for an extended time
6. Emergency removal from school
7. Detention(s)
8. Saturday school(s)
9. Suspension of driving privileges
11. Suspension of bus privileges
12. Alternative Suspension School
13. One-or two day out-of-school suspension
14. Three -day out-of-school suspension
15. Five-day out-of-school suspension
16. Ten-day out-of-school suspension
17. Recommendation for expulsion.
18. Recommended substance abuse counseling
19. Possible legal referral or action
20. Restricted computer use or access to Network
21. Parent referral to parenting classes

Parent Education or Training

The Board may require a parent or guardian of a student who is suspended or expelled from school, or who is truant (absent without legitimate or legal excuse as provided in the Hardin Northern Student Handbook, or absences totaling nine (9) or more days in the first semester of the school year, and/or a total of fifteen (15) days unexcused absences at any point in the academic school year) to attend a parental education or training program.

If the parent or guardian fails to attend the program as required, the parent/guardian may be charged with a misdemeanor of the fourth degree,

punishable by a maximum fine of \$250 dollars and/or placed in jail for up to thirty (30) days.

III. VIOLATIONS OF THE DISCIPLINE CODE

- Rule 1: **Setting a Fire or Attempting to Set a Fire:** No student shall burn or attempt to burn any school property or equipment or personal property of others.
- Rule 2: **Assault, Physical Harassment and Threats:** No student shall physically attack, injure or cause harm or threaten to attack, injure, or cause harm to any school employee, student or other person.
- Rule 3: **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property either on school grounds or at any school activity, function or event off school grounds
- Rule 4: **Bus Conduct:** For a high school student, riding a school bus is a privilege, not a right. Failure to observe bus rules will result in disciplinary action that could include denial of the privilege.
- Rule 5: **Damage, Destruction, Defacement or Vandalism:** A student shall not cause or attempt to damage school or private property. Pupils and/or parents shall be responsible for complete and full restitution for damages including the costs of repair or replacement, labor, supplies, and any other costs involved in returning all damaged property to its original condition.
- Rule 6: **Dangerous Ordnance:** Violation of Dangerous Ordnance Policy and any other policies prohibiting certain conduct.
- Rule 7: **Detrimental Behavior:** Any other form of behavior which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration or as outlined in the student/parent handbook for the building in which the student is enrolled.
- Rule 8: **Disseminating Information:** A student shall not disseminate information, verbally or written, about individuals that may be construed as inflammatory, malicious, or derogatory.
- Rule 9: **Distribution or possession of pornographic materials:** A student shall not possess or distribute obscene or suggestive material which includes but is not limited to downloading such materials electronically on both school and personal electronic devices and cell phones that contain such material.
- Rule 10: **Disrespect:** A student shall not show disrespectful behavior to any school employee, another student, volunteer, visitor, or anyone hired by the district for any purpose (e.g. referees).
- Rule 11: **Disruptive Behavior:** A student shall not cause disruption or obstruction of the educational process or extra curricular program by:
1. Engaging in fighting or other violent behavior.
 2. Threatening or causing harm to another.

3. Challenging or taunting another likely to evoke a violent response.
 4. Creating a risk of physical harm to person or property.
 5. Any other similar disruptive behavior.
- Rule 12: **Dress Code:** Violation of school policies pertained to dress and appearance. The dress code is in effect for all school functions, during the educational process, and all co-curricular and extra-curricular activities.
- Rule 13: **Driving:** Driving in an unsafe manner.
- Rule 14: **Drugs/Alcohol/Paraphernalia:** Use, possession, sale, transmission, consumption or being under the influence of drugs/alcohol. Counterfeit or “look alike” drugs, or controlled substances or prescription drugs are also prohibited. Any instrument, device, or material that would appear to be drug or alcohol related paraphernalia is prohibited.
- Rule 15: **Extortion:** A student shall not use force or threats to coerce another student or school employee. This includes the practice of intimidating students to give another student money. (Panhandling at lunch)
- Rule 16: **Failure to Pay Tuition/Fees:** Failure to pay tuition/fees or other approved charges.
- Rule 17: **Failure to follow a reasonable request by a staff member.**
- Rule 18: **False alarms:** No student shall tamper with or ring either fire or tornado alarms or sirens or 911 emergency calls that are not warranted. This includes bomb threats or any action that threatens either the security or the safety of the operation of the school’s orderly function.
- Rule 19: **Falsely Reporting Incidents:** The act of falsely reporting incidents, making accusations, or giving testimony to school personnel.
- Rule 20: **Fighting:** A student shall not engage in any physical violence or encourage others to be physically violent.
- Rule 21: **Firearm:** Possession of a firearm and other acts regarding firearms prohibited by Board Policy.
- Rule 22: **Fireworks, Explosives, or Other Such Instruments:** Possession, use or threatened use of fireworks, explosives, matches, lighters, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools.
- Rule 23: **Gambling:** A student shall not engage in any games of chance which could result in personal gain.
- Rule 24: **Graduation Ceremonies:** The Superintendent may prohibit a student from attending and/or participating in the District’s graduation ceremonies as part of a student’s suspension, expulsion, or removal from school.
- Rule 25: **Harassment/Threatening Behavior/Intimidation/Bullying::**
Harassment of a sexual, -racial, verbal, or a physical nature is against the code of conduct. Students **need** to report such incidents immediately to an adult staff member or directly to

- the principal.
- Rule 26: **Hazing:** Hazing or initiation of any kind is against School Board Policy and state law. Anyone involved will be subject to both school and legal punishment.
- Rule 27: **Immoral Act:** Commission of an immoral act.
- Rule 28: **Insubordination or Disobedience:** A student shall not repeatedly fail to comply with reasonable requests directions of teachers, teacher aides, principal or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.
- Rule 29: **Internet Use:** Violation of policies governing internet usage.
- Rule 30: **Knife:** Possession of a knife and other acts regarding knives prohibited by Board Policy.
- Rule 31: **Law:** No student shall engage in an activity or behavior which would violate any criminal law, whether or not criminal charges are brought
- Rule 32: **Leaving School Grounds:** No Student shall leave school property without knowledge of and permission from parents, permission from the Principal and proper sign-out from the high school office. We will continue to call parents to verify written requests to leave early.
- Rule 33: **Loitering:** When any student leaves a classroom or a study hall, the teacher shall provide a pass and the student shall sign-out. Any pupil found in the hallways, restrooms or on school grounds without a pass shall be escorted to the principal's office by any employee.
- Rule 34: **Misuse of Computers & Network:** Using other students' passwords, accessing inappropriate Internet locations, transmitting racial, ethnic or sexual materials or other unacceptable practices of the computer system.
- Rule 35: **Misuse of School Property**
- Rule 36: **Parking Lot:** No student shall be in the parking lot or cars during the school day without the permission of the principal.
- Rule 37: **Pocket Pagers or Other Electronic Devices:** Violation of school policy prohibiting the use or possession of pocket pagers and other electronic communications devices. Unapproved devices will be confiscated. CD players, headphone and radios are also prohibited.
- Rule 38: **Profanity:** A student shall not use profane, indecent or obscene language or gestures. This includes any school sponsored event whether on or off school property and includes non-school events in which a student may engage a school employee.
- Rule 39: **Public Display of Affection:** Students are to refrain from holding hands and any improper display of emotion in the hall or on the school property during or after school hours. Students shall not indecently expose his or her body or participate in indecent acts with other persons.
- Rule 40: **Plagiarism:** Students shall not use or copy the academic work

of another, and present it as his or her own work with proper attribution, or cheat, or attempt to cheat. Students will not falsify in writing the name of another person, times, dates, grades, addresses or other data school forms, or correspondence directed to the school. A student will not use or attempt to use false identification to mislead school personnel

- Rule 41: **Student Vehicle Parking Regulations:** A student driver shall follow the Student Vehicle Parking Regulations.
- Rule 42: **Substitute teachers:** All students must cooperate fully with substitute teachers. In many instances the substitute teacher will not be familiar with students' names, classroom or study hall procedures, and school routines. In these instances, a special effort is expected of all concerned to ensure a smoother running atmosphere and a more positive educational experience.
- Rule 43: **Theft/Unauthorized Possession of School or Personal Property:** A student shall not attempt to take into possession the public property or equipment of the school or the personal property of another person.
- Rule 44: **Throwing Snowballs or Other Objects:** Throwing snowballs or other objects is very dangerous and therefore, students shall not throw snowball or other objects in the vicinity of the school.
- Rule 45: **Trespassing:** A student shall not refuse to leave school or non-school property when asked to do so. Students will not be present in a school building or on school grounds at unauthorized times when his presence may cause disruption of an activity, function or the educational process
- Rule 46: **Truant:** A student shall not skip any assigned class or study hall.
- Rule 47: **Tobacco:** Smoking, transmitting, using, and/or possession of tobacco products or smoking paraphernalia are not permitted in school buildings or on school property.
- Rule 48: **Unauthorized Touching:** Unauthorized or inappropriate touching, including hitting, grabbing, pushing, etc. is prohibited.
- Rule 49: **Violation of Federal or State Statutes:** Violation of federal or state statutes on school premises or involving school activities.
- Rule 50: **Violation of Rules/School Policies:** Violation of school rules or Board policy which includes all rules and policies governing other school related settings such as Virtual Learning Instruction, Joint Vocational School, Post Secondary Enrollment Option/ Alternative School or Academy or other such related school function.
- Rule 51: **Violation of State Student Mandates:** Violation of state student mandates, including, but not limited to required immunization.
- Rule 52: **Violation of Terms of Suspension, Expulsion, Or Other**

Forms of Discipline

Rule 53: **Weapons:** Possession, use or threatened use of weapons, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

*****Penalties for any general misconduct or other overt behavior not described in this handbook will be issued at the building principal's or their administrative designee's discretion

IV. EXPLANATION OF DISCIPLINARY ON SEQUENCES

A. DETENTIONS--REGULATIONS FOR STUDENT DETENTIONS

1. Students will serve detention on the next regularly scheduled detention time.
2. Parents are responsible for providing transportation of students after detentions.
3. Detention students must report with work to do at the specified time.
4. Any student failing to serve a detention on an assigned day will have the number of detentions doubled.
5. For every three detentions accumulated during any 9 week grading period, a student may be assigned one Saturday School session in lieu of two days out-of-school suspension.
6. More than two Saturday School assignments in one semester for detentions will result in a day of out-of-school suspension for each three detentions.

B. SATURDAY SCHOOL

Saturday School (8:00 A.M. TO 12:00 NOON) to be used in lieu of or in conjunction with detentions and suspensions.

1. Saturday School will be held normally twice during each month in a room adjacent to the high school office, with hours being from 8:00 a.m. to 12:00 noon. Students attending Saturday School will enter the building way of the side door leading directly into the cafeteria.
2. Tardy students will not be admitted.
3. Students failing to attend a Saturday school session or failing to reschedule prior to the assigned day when assigned will be automatically given a two-day out-of-school suspension.
4. Transportation to and from Saturday school will be the responsibility of their parent.
5. Students will report to Saturday school prepared to do work on regular class assignments. If the student does not bring work to do, the student will be given an assignment to be completed by the end of the scheduled time. Failure to complete the assignment will result in additional Saturday schools or suspension.
6. Students will not be allowed to use telephones (except for an emergency) or go to lockers.
7. Students may not leave their seat or talk to other students.
8. Students will not be allowed to put their head down or sleep.

9. No radios, cards, or other recreational items will be allowed in the room.
10. No food or beverages may be consumed during Saturday school.
11. Saturday school option is at the discretion of School principal in lieu of possible suspension.
12. Students removed from Saturday school will be subject to an automatic suspension at the discretion of the principal.

C. SUSPENSIONS

1. Suspension is defined as the denial to a student of permission to attend school and to take part in any school function for a period of at least one but not more than ten school days. If at the time a suspension is imposed there are fewer than ten school days remaining in the school year in which the incident that gives rise to the suspension takes place, the superintendent may apply any remaining part or all of the period of the suspension to the following school year.
2. The principals and/or superintendent have the authority to suspend a student from school.
3. A student will be given a written notice of the intent to suspend by the principal. The notice will contain the reason(s) for the intended suspension. If the suspension is based on a violation of O.R.C. §3313.662 and if the pupil is 16 years or older, the notice is to include a statement that the superintendent may seek to permanently exclude the pupil if convicted or adjudicated a delinquent child for the violation.
4. The student will have the opportunity to appear at an informal hearing before the principal, and challenge the reasons for the intended suspension. The hearing may take place immediately upon receipt of the written notice of the intent to suspend.
5. A written notice of the suspension shall be forwarded to the parents, guardian or custodian within one (1) school day. The notice shall contain the reason for the suspension, the length of the suspension including the dates during which the student will be suspended and information concerning the right of the pupil or the pupil's parent, guardian, or custodian to appeal the suspension to the superintendent, the Board of Education or its designee, the right to be represented, and to request the hearing or appeal be held in executive session if before the Board. The notice should also inform the parent or guardian that they must appeal the suspension within 10 days of receiving the notice or lose the right to appeal.
6. A copy of the written notice sent to the parents will be forwarded to the Treasurer of the Hardin Northern Board of Education.

D. EXPULSION

1. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period of one year under certain circumstances, but in most circumstances for period not to exceed eighty (80) school days or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place unless the expulsion is extended pursuant to the permanent exclusion portion of this Policy. If at the time an expulsion is

imposed there are fewer than eighty (80) school days remaining in the school year in which the incident that gives rise to the expulsion takes place, the superintendent may apply any remaining part or all of the period of expulsion to the following school year.

The Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm to a school operated by the board or onto any other property owned or controlled by the Board, except that the expulsion may be reduced on a case-by-case basis in accordance with this policy.

The Superintendent may expel a student from school for a period of one(1) year for bringing a firearm to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the District. The Superintendent may reduce the expulsion on a case-by-case basis in accordance with this policy.

The Superintendent may expel a pupil from school for a period not to exceed one year for bringing a knife to a school operated by the Board, onto any other property owned or controlled by the Board, or to any interscholastic competition, an extra-curricular event, or any other program or activity sponsored by the District or in which the District is a participant, or for possessing a firearm or knife at a school, on any other property owned or controlled by the board, or at any interscholastic competition, an extra-curricular event, or any other school program or activity, which firearm or knife was initially brought onto school property by another person. The Superintendent may extend the expulsion, as necessary, into the school year in which the incident that gives rise to the expulsion takes place.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

A knife is defined as 1) any weapon or cutting instrument consisting of a blade fastened to a handle; 2) a razor blade; or 3) similar device that is used for, or is readily capable of, causing death or serious bodily injury.

If a student commits an act at school, on any other property owned or controlled by the Board, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a: would be a criminal offense if committed by an adult; and
- b: results in serious physical harm to person(s) as defined in Revised Code Section 2901.01(A)(5), or to property as defined in Revised

Code Section 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in his/her sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

- a: for students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973, a recommendation from the group of persons knowledgeable of the student's educational needs; or
- b: other extenuating circumstances.

If at the time of the suspension or expulsion, there are fewer days remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

2. Only the superintendent has the authority to expel a student from school.
3. The superintendent will forward to the student and parents written notice of the intent to expel. The notice will include the reason for the intended action, including reasons for the intended expulsion, notification of the opportunity of the student, and his/her parent, guardian, or representative to appear before the superintendent or his/her designee to challenge the action or to otherwise explain the student's actions and notification of the time and place to appear. The time to appear shall not be earlier than three nor later than five school days after the notice is given, unless the Superintendent grants and extension of time at the request of the pupil, or the pupil's parent, guardian, custodian or representative. The notice should also inform the parent or guardian that they must appeal the expulsion within 10 days of receiving the notice or lose the right to appeal.
4. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians or custodians of the student and Treasurer of the Board of Education. The notice will include the reasons for the

expulsion and the right of the student, parent, guardian or custodian to appeal to the legal counsel of the Board of Education or its designee; the right to be represented at the appeal and the right to request the hearing be held in executive session if held before the Board.. The notice should also inform the parent or guardian that they must appeal the expulsion within ten (10) days of receiving the note or lose the right to appeal.

- 5 Any student who is expelled from school for more than 20 days or into the following semester or school year will be referred to an agency which will work towards improving the student's attitudes and behavior. The Superintendent will provide the student and his/her parent/guardian or custodian with the names, addresses and phone numbers of the public and private agencies.
- 6 When the student has been expelled, the student is not permitted to be on school premises. This includes but not limited to athletic contests, music events, school activities and during school time.

BOOK BAGS / BACKPACKS

Book bags serve as a means of transporting books and materials from home to school and school to home. Book bags, backpack, etc. are not permitted in the classrooms or any other area of the building or grounds. They are to go into the student's locker (storage area) in the morning upon student arrival and leave that locker (storage area) in the afternoon when departing from school.

CELL PHONES / ELECTRONIC GAMES, / COMMUNICATIONS DEVICES, ETC.

Cell phones as well as electronic games / communications devices are to be turned off (not on sleep or vibrate) and hidden from plain view. Students are not to use cell phones, electronic games, or electronic communications devices during school hours. Students needing to call a parent may request permission to go to the office and make their call from the office so long as this request does not interrupt the student's learning and is in accordance with the normal student pass and staff permission procedure. This policy also applies to 18 year old students.

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

Cell phones, electronic games, communications devices, etc. that are out and/or visible will be dealt with accordingly:

First Offense: Cell phone, electronic game, communications device, etc. confiscated by staff member and brought to the office. The student's parent / guardian must come to the office to retrieve the phone / device.

Second Offense: Same as first offense plus one detention

Third & Subsequent Offenses: Same as first offense plus Saturday School for insubordination and/or disruption.

Cell phones, electronic games, communications devices, etc. beyond the school day are governed by the policies of the appropriate group, organization, sport, or activity's policy handbook. Any staff member or activity supervisor has the authority to govern the usage of cell phones, electronic games, or electronic communications devices. It is the intention that this policy also governs both audio and video devices such as Ipods, MP3's, etc. Any clarifications or exceptions must be made through the principal.

EARLY RELEASE REQUEST

A student may request an early release for one or more periods from school (no earlier than 1:45) if they meet one of the following criteria:

- a. I am 18 years old, have scheduled courses to complete the graduation requirements and am requesting an adult schedule and early release at 2:30 (8th period only).
- b. I am 17 years old, a senior, have an Ag SAE project, work-study position, or am employed during school hours and have a copy of a valid work permit on file in the high school office and have scheduled courses to complete the graduation requirements for the school year.
- c. I am an underclassman, who has an approved SAE program requiring my work during the school day, approved and supervised by my Agricultural Education Instructor.
- d. I am an underclassman, who has an approved Work Study Job for credit because of my enrollment in an approved special education program and supervised by the County Work Study Coordinator.

****Students released for employment purposes must have a valid work permit and must show a check stub on a monthly basis to the high school office. If employment is terminated then the early release is also terminated.

****Privileges may be revoked and student may be assigned to study halls if they become in danger of failing required courses for graduation or have not passed all five parts of the graduation test.

****If the student is an athlete, they must be carrying 5 credits of courses.

EIGHTEEN YEAR OLD STUDENTS

Upon reaching the 18th birthday, students will remain subject to the same rules as younger students. Except in those circumstances where State or Federal law specifically permits a student 18 years of age or older to sign a form or grant permission for the release of records, all forms and notes will require signature of parent or legal guardian or custodian.

EXAM POLICY

A. Students will be allowed to exempt an exam second semester if they have perfect attendance for the year and at least a "C" average in the class they wish to exempt. Missing school for school related activities will not count as an absence or tardy.

B. Seniors may exempt all exams second semester except in classes in which they may be failing.

C. Any student who has earned all "A's" for the year may exempt an exam second semester. This may be in addition to the perfect attendance exemption.

* It is not the intention of the Board to permit teachers discretion when students request an exemption. Nor should a teacher require a student with an exam exemption to take an additional "test" that other students are not required to take.

* All teachers are required to give semester exams. These exams must be given during the regular exam schedule. Any exception to this must be approved by the building principal and superintendent.

EXCHANGE STUDENTS

The Board of Education believes that one of the most effective vehicles for improving international understanding is communications among the individuals of various nations. Accordingly, the Board endorses the involvement of high school students and their families in recognized foreign exchange student programs. The Superintendent and administrative staff are responsible for developing regulations to direct the involvement of the high school with such programs. Exchange students are not responsible for tuition under an approved exchange program while temporarily residing in the District with a host family. Exchange students must meet the regulations and expectations of local students, including immunization requirements. Exchange students are encouraged to participate in all student activities, provided they meet the academic requirements. Foreign exchange students not enrolled in a state-approved educational or exchange program must be legally adopted by a resident of that school district in order to be eligible for athletics. The Board reserves the right to limit the number of exchange students in any given year.

EXTRA-CURRICULAR ACTIVITIES

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 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.

Suspension from Extra-Curricular Activities -Before being suspended, the person considering the suspension shall provide the student with the following:

- A. Written notice of the intention to suspend and the reasons for the intended suspension; and
- B. An opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extra-curricular

activities, to challenge the reason for the suspension or to otherwise explain the student's actions.

If a suspension is imposed, the student will receive written notice of the suspension, including the reasons and the date the suspension begins and the date it ends.

FEES/ FINES

Students are charged a fee for certain courses and consumable workbooks/supplies. Each year the Hardin Northern Board of Education adopts a schedule of fees. Student fees are to be paid when the student picks up their schedules in August. The total amount of the fees and fines are expected to be paid or a schedule of payments are to be agreed upon by the principal and the student.

Unpaid student fees will result in grade cards not being issued until these fees are paid. In addition student schedules may be held until fees or fines are paid. Any student not paying their fees and fines will not be permitted to take any school related field trips.

FIELD TRIPS

Field trips are properly planned, properly supervised, and properly integrated into the instructional program and are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and of the school plant. Therefore, all field trips sponsored by the schools will be educational in nature and will be related to the subject matter and the objectives of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with definite objectives determined in advance. Appropriate instructions should precede and follow each field trip. Field trips are a result of regular classroom activity, planned by the teacher for all students in the class and approved by the administrative head of the school. Permission slips for all students participating must be filled out and returned prior to the trip. Final permission must be approved by the Superintendent. To the extent feasible, community resource persons and organizations will be involved in the planning and conducting of field trips, so that students may derive the greatest educational benefit from the trip.

FIRE AND EVACUATION DRILLS

Fire and evacuation drills will be held regularly during the school year. Proper escape route directions are located in each room so that all concerned may leave the building safely and efficiently. Students should walk quickly and quietly when leaving the building. No excessive noise or running. The recommended distance is 400 ft from the building.

FUNDRAISING (STUDENTS)

The Board of Education recognizes a need for students to raise funds to conduct necessary school activities. All such related activities must be:

1. conducted by a recognized student group for the purpose of contributing to educational objectives;
2. appropriate to the age or grade level
3. activities in which schools may appropriately engage;

4. conducted under the supervision of teachers and administrators;
5. conducted in such a manner and at such times as not to encroach upon instructional time or interfere with regularly scheduled school classes and activities;
6. scheduled so as not to be unduly demanding on teacher and principal time or work;
7. evaluated annually by teachers, administrators, and students;
8. limited in number so as not to become a burden or nuisance to the community and
9. in no direct competition with fund-raising efforts sponsored by recognized groups and organization within the community.

GRADING SCALE

The following Board approved grading scale will be used in assigning grades:

A - 100-92

B - 91-83

C - 82-74

D - 73-65

E - Student achieving at ability, but not passing, credit earned

F - Below 65 failing

Grades will be indicated with letter grade and the exact percentage. Semester grades will be determined in the following manner:

1st quarter (40%)+ 2nd quarter (40%)+ semester exam (20%) = 1st semester grade

3rd quarter (40%)+ 4th quarter (40%)+ semester exam = 2nd semester grade

1st semester grade + 2nd semester grade = final grade

GUIDANCE DEPARTMENT

The school counselor would like to take this opportunity to extend an invitation to every student to visit the guidance office at his/her convenience. One of the main aims of the counselor is to help you get successfully through this school. This means helping with your schedule and career plans. The counselor coordinates all testing (PSAT, SAT, ACT), college scholarships, and personal files. Another important purpose of the department is the counseling and guidance of students concerning problems of every nature; social, emotional,

and academic. You are encouraged NOT to wait until the last moment (graduation) to make your plans for the future. You are welcome to visit the Guidance Office during your study hall with a permission slip from the counselor.

A. Schedule Changes - Class Add or Drop:

1. Students can make schedule changes two weeks after school is out. Specific dates and times will be published in the school newsletter and area papers.
2. Students will have two weeks at the end of school to drop or add classes.
3. No changes in schedules will be made by student or parent after June 6th unless extenuating circumstances exist
4. Student withdrawing or being withdrawn after the second week of a course shall receive a WD-F unless:
 - a. The counselor may recommend to the principal a withdrawal with no penalty after consulting with the student and parents and determining there are extenuating circumstances.
 - b. A teacher may request a student be withdrawn. An administrator will make the final decision after conferring with the teacher, student, counselor, and parents.
5. Students will be able to pick up their schedules and pay their fees in August. Senior students taking less than 6 credits need to complete proper paperwork with parental signature
6. All athletes are recommended to carry 6 full credits for OHSAA eligibility

B. Student Withdrawal-Transfer:

A student withdrawing from school must first report to his guidance counselor. The student will then take a withdrawal form to each of their teachers and turn in their textbooks and pay any fines. When the withdrawal form has been filled out by all of the respective teachers, librarian, and the school secretary, it is to be returned to the office.

C. Change of Address or Telephone:

Inform the guidance office and school office if you change your address or telephone number.

D. Records Requests:

Hardin Northern Designates the following information as “directory information” and the law requires this information to be released to any non-profit organization that requests it unless a parent (for students under 18) or a student over 18 provides the school with a written request prohibiting the school from releasing it. This request should be sent to the guidance office and should state the student’s name, parent’s name, that you request directory information not to be released, and signed by student and parent.

1. Student’s name
2. Student’s address
3. Telephone number
4. Student’s date and place of birth
5. Participation in officially recognized activities and sports

6. Student's achievement awards or honors
7. Student's weight and height, if a member of an athletic team
8. Date of graduation

Request for student records other than what are considered "directory information" (see above) must be made in writing and must include either the parent's signature (if student is under 18) or student's signature (if over 18)

INFORMATION RELATED TO COURSE SCHEDULING

I. Junior High Promotion Requirements: For seventh grade students to be promoted to the eighth grade and eighth grade students to be promoted to the ninth grade, they must have passed [year average D=(65%) or better] the previous year three of the five core courses of English, mathematics, reading, science, and social studies. Approved summer school course work may be used to correct deficiencies.

II. High School Graduation Requires Twenty-one Credits The Hardin Northern Board of Education adopted the policy for graduation to be a requirement of 21 credits. Students need to keep this policy in mind as they finalize their course schedules. To be classified as a Sophomore a student must earn 5 credits, a Junior 10 credits, and a Senior 15 credits.

Approved summer school course work may be used to correct deficiencies. More detailed information on required courses and graduation requirements is available in the course scheduling booklet, a copy of which each student receives during course scheduling each year.

III. Way to Meet the Alternative Testing Requirements: A student may meet the testing requirements for passing all five Ohio Graduation Tests if he/she meets **ALL** of the following criteria:

- . Passes 4 of the five tests and has missed passing the 5th test by no more than 10 points;
- . Has a 97% attendance rate, excluding any excused absences, through all four years of high school and must not have had an expulsion in high school;
- . Has completed the high school curriculum requirement;
- . Has letters recommending graduation from the high school principal and from each high school teacher in the subject area not yet passed.
- . Students have taken advantage of all interventions offered, including summer intervention at Apollo

DIPLOMA WITH HONORS OR HONORS DIPLOMA

The criteria for receiving an honors diploma is established by the Ohio Department of Education. Students earning an honors diploma are noted on the graduation program and receive a diploma with a Diploma with Honors Seal. To receive an honors diploma students must meet the requirements for a regular

diploma plus eight of the following nine requirements.

1. Earn four units of English.
2. Earn three units of mathematics from Algebra I, Algebra II, and Geometry or complete a three-year sequence of courses that contain equivalent content
3. Earn three units of science, that includes instructional emphasis on the physical, life, and earth and space sciences
4. Earn three units in social studies.
5. Earn three units of one foreign language or two units of each of two foreign languages.
6. Earn one unit of fine arts (band, choir, or visual art at Hardin Northern)
7. Either one unit of business/technology and two additional units in 1-6 or earn 3 additional units in 1-6
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 (90th percentile) on the American College Test (ACT) (college admission test) or an equivalent Scholastic Aptitude Test (SAT) score of (1210).

Award of Merit

College Prep Requirements

Must complete all of the following:

1. 4 units of English
2. 3 units of math including 1 unit of algebra and 1 unit of geometry
3. 3 units of science including 2 units from among biology, chemistry, physics.
4. 3 units of social studies
5. 3 units of a foreign language or 2 units each of 2 different foreign languages.
6. 2 additional units from the above or in the area of business, computer science, or performing/visual arts
7. maintain above state average attendance for high school career. Last year's state average was 94.3%
8. earn a 3.25 GPA for first 7 semesters of high school or a 3.5 GPA over 11th and 12th grade.
9. participate in co-curricular, extracurricular or community activities.
10. demonstrate outstanding citizenship/character traits.

Students who complete at least two years of vocational curriculum, like the Apollo Career Center, shall meet at least nine of the following ten criteria:

- a. Earn four units of English, which may include one unit of applied communication.
- b. Earn three units of mathematics, which include Algebra I, Algebra II and geometry or complete a three year sequence of courses that contain equivalent content
- c. Earn three units of science that includes instructional emphasis on the physical, life, and earth and space sciences.
- d. Earn three units of social studies.

- e Two units of a foreign language; or two units of business/technology; or one unit of each
- f Three units in the student's career-technical education curriculum
- g Two additional units in (a) through (f) above, or in fine arts
- h Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year.
- i Complete a career passport
- j. Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT)

Graduation Honor Court

The HN Honor Court was established a number of years ago to recognize the top academic students in each graduating class. To be a member of the Honor Court, a student must have an accumulative grade point average (GPA) of 3.5000 or above after the first 7 semesters of high school (1st semester of senior year is the 7th semester). This was put in place because it was thought it would make the honor court represent the academic top ten percent of most graduating classes. The top ten percent division is generally accepted by many other high schools and colleges as a level for honors status. Before the establishment of the honor court system, only the top two students, valedictorian and salutatorian, were honored in each class. The change was made because it was felt that the difference in the GPA,s of the top students in a class is often not enough to only honor the two highest students.

POST SECONDARY OPTION

General Description

Description: This program provides **academically high achieving** 11th and 12th grade students the opportunity to take classes at eligible community colleges, technical institutions, state university, and many private colleges and universities including: Findlay, Ohio Northern, Bluffton, OSU Lima, Northwestern (Ohio), Owens, and Rhodes State.

Purpose: Promote rigorous academic pursuits and provide a wider variety of curriculum options.

Options for taking class:

Option A, the student earns only college credit and the college costs are covered by the student.

Option B, the student earns both college credit and high school credit for course work and the costs are covered by the local high school.

Version 1- student takes some courses at high school and some at college.

Version 2- student takes all classes at college (even required classes for graduation)

Credit: The student must complete and pass 5 semester hours (7.5 quarter hours) to equal one credit of high school. This may require the student to take two classes on a similar subject matter to obtain one full high school credit.

Costs: If the student does one of the versions under Option B, the local high school will cover cost of tuition, books, fees, and transportation provided the student does not withdraw from the class or fail the class due to poor attendance. **If the student does withdraw or fail, the student will have to reimburse the school for all costs.**

Eligibility for extracurricular: The student will be eligible to participate in extracurricular activities provided they carry and pass enough credits and the student has the time available.

Advantages: Allows students a wider range of class offerings (example Spanish class, Calculus, etc). Gets students a head start on college courses (at no cost).

Disadvantages: Must provide own transportation. Classes are more difficult and count on high school transcript. Students have less time in local high school. Local classes and college classes may not schedule (time conflicts).

More Information: See the Guidance Office for more details.

Procedures for enrolling/timeline

1. February- students are made aware of program and interested students are given PSO packet.
2. March 1-30- Student and parents meet with guidance counselor and have programs positives and negatives explained in greater detail.
3. March 30- Deadline for student and parents to file all paperwork with Hardin Northern to indicate the student intends to participate in PSO for the next school year. This is necessary to insure HN will cover costs. After this date, special permission will have to be obtained from HN superintendent.
4. April- Student and parents are notified that they are approved for the program by Hardin Northern. Student should then talk to guidance counselor to secure applications for college that he/she wishes to apply to.
5. April-May- College informs student if the college has accepted them into their program. Student meets with a college admissions counselor, with HN schedule and transcript in hand. College counselor helps student decide what classes to schedule.

6. June- College informs HN of students schedule.
7. Student attends and passes classes (HN pays for costs). Student drops out of course or fails course (parent pays for costs).
8. College will inform HN of completed course grades. HN will recognize credit and include on students grade card and official transcript.
9. Student could begin PSO program in middle of school year (winter quarter/semester) provided the HN Superintendent approves.

STUDENT DIRECTORY INFORMATION

Board of Education policy designates the following information as “directory information”:

1. student’s name
2. student’s address
3. telephone number(s)
4. student’s date and place of birth
5. participation in officially recognized activities and sports
6. student’s achievement awards or honors
7. student’s weight and height, if a member of an athletic team
8. date of graduation

The above information is disclosed without prior written approval, except when the request is for a profit-making plan or activity. Students records that consist of “personally identifiable information” generally are exempt from disclosure. Student directory information, however, is released unless the parents have affirmatively withdrawn their consent to release in writing. Any questions regarding this policy and procedure should be directed to the principal or director of student services.

HALL PASSES

No student should be in the hallways during instructional time without the specific and written permission of a staff member. Hall passes are located in the student handbook. Govern the use of these wisely as the student only has ten (10) passes for each nine weeks. Once the nine weeks is finished, any left over or unused passes are not “rolled over” to the next grading period. Keep your student handbook with you at all time and don’t leave it unsecured so that it may be stolen. Each pass in the handbook must have the date, the time, your destination, and the teacher authorizing it. Students without a pass in the hallways may be stopped by any staff member and questioned and/or subject to

disciplinary action.

HARASSMENT

SEXUAL HARASSMENT

The Hardin Northern Board of Education recognizes that an employee's and student's rights to freedom from discrimination includes the opportunity to work and learn in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the operation of the School District and will not be tolerated. Further, both the United States Supreme Court and Ohio Supreme Court, as well as Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and Title IX of the Education Amendments of 1972, recognize sexual harassment as a form of sex discrimination and it is, therefore, illegal. This policy or a version which provides students adequate notice of the prohibition against sexual harassment, the conduct that constitutes sexual harassment and the complaint procedure for reporting sexual harassment shall be included in the student handbooks. The High School Principal, Christine Galvin, is designated as the Title IX Coordinator. To file a complaint, please contact the Title IX coordinator at 419-759-3515.

A. Employees

It shall be a violation of this policy for any member of the District staff or a third party (i.e., visiting speaker or a visiting athletic team) to harass an employee through conduct or communications of a sexual nature as defined below. This includes harassment by a supervisor or another co-employee

1. Definition

- a. Sexual harassment of employees is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual favors, and verbal, nonverbal or physical contacts of a sexual nature when submission to such conduct is made a condition of employment or a basis of an employment decision. Sexual harassment also may be found to have occurred when the above mentioned conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.
- b. Sexual harassment, as defined above, may include but is not limited to the following:
 1. Basing an evaluation, recommendation, transfer, etc. on an employee's refusal or submission to sexual advances.
 2. Jokes, stories, cartoons, or pictures that convey a sexual message, and/or place the opposite sex in demeaning roles, thereby creating a hostile working environment for the sex which is the subject of the jokes, stories, cartoons, or pictures.
 3. Unwelcome touching
 4. All types of verbal harassment and abuse of a sexual nature
 5. Pressure for sexual activity
 6. Any other remarks to a person, with sexually demeaning implications
- c. Unwelcome: Conduct is unwelcome if the employee did not request

or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or failure to complain does not always mean the conduct was welcome.

2. Complaint Procedure

- a. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited
- b. The intent of the following reporting procedure is to provide a quick and fair resolution of complaints of discrimination based on sex
- c. The staff member or student desiring to file a sexual harassment complaint must present the complaint, in writing to the Superintendent. The Superintendent or his/her designee shall investigate the matter unless otherwise designated by the Board
- d. If the Superintendent is the employee alleged to have engaged in sexual harassment, the complaint shall be sent directly to the Board of Education. The President of the Board will either conduct the investigation set out below, or appoint an investigator in its place
- e. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred

3. Discipline

If sexual harassment is found to have occurred, the person who engaged in such harassment may be disciplined. The discipline must be reasonable calculated to end the harassment. Said discipline may include, but not be limited to, one or a combination of the following:

- a. Written reprimand of the employee to be included in said employee's personnel file which orders the employee to cease and desist further sexual harassment
- b. Transfer of said employee away from the individual who filed the complaint and away from any other individual who was found to have been harassed. Said transfer shall include a written warning to cease and desist further sexual harassment.
- c. Termination of the employee's employment

B. Students

It shall be a violation of this Policy for any member of the District staff to harass a student through conduct or communications of a sexual nature as defined below or to have romantic or sexual relations with a student. Retaliation in any form against those persons alleging that sexual harassment has occurred or participation in the investigation of the complaint is also prohibited. It shall also be a violation of this policy for students or third parties (i.e., visiting speaker, or visiting athletic team) to harass other students through conduct or communications of a sexual nature as defined below.

1. Definition

- a. Sexual harassment is unwelcome conduct of a sexual nature. Such conduct can include unwelcome sexual advances, requests for sexual

- favors, and other verbal, nonverbal or physical conduct of a sexual nature, when made by a member of the school staff or a third party (e.g., a visiting speaker or visiting athletes) to a student or when made by any student to another student. Such actions constitute sexual harassment when:
- b. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a student's education
 - c. Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
 - d. The conduct is so severe, persistent, or pervasive creates an intimidating, hostile or offensive academic environment
 - e. Sexual harassment, as defined above, may include, but is not limited to, the following:
 - f. Verbal harassment or abuse
 - g. Pressure for sexual activity
 - h. Repeated remarks to a person, with sexual or demeaning implications
 - i. Unwelcome touching; or
 - j. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.
 - k. Unwelcome Conduct is unwelcome if the student did not request or invite it and regarded the conduct as undesirable or offensive. Acquiescence in the conduct or failure to complain does not always mean the conduct was welcome
- 2 Complaint Procedure
- a. Any student who alleges sexual harassment by any staff member or student in the District may complain directly to the Title IX Coordinator, Christine Galvin, guidance counselor, teacher, Superintendent, any other school employee whom the student trusts that it affects a student's ability to participate in or benefit from an education program or activity or, or any other individual designated to receive such complaints
 - b. Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting sexual harassment will not reflect upon the student's status nor will it affect future employment, grades, or work assignments. The person to whom the complaint was made shall within one (1) school day report the complaint to the Title IX Coordinator. If the Title IX Coordinator or Superintendent is the employee alleged to have engaged in the sexual harassment, the report shall be made to the Board of Education
 - c. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred
- 3 Discipline
- A substantiated charge against a student in the School District shall subject that student to disciplinary action, including suspension or expulsion, consistent with the Student Discipline Code
- C. Investigation (Student and Employee)
1. The investigator should remember that the investigation requires a

balancing of the accused right to preserve his/her good name, the complainant's right to an environment free of sexual harassment, and the Board's interest in a prompt and fair investigation.

2. The investigator shall meet with the complainant within a period not to exceed five(5) school days from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
3. Following the meeting with the complainant, the investigator shall conduct an investigation to determine if sexual harassment has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment has occurred. The investigation shall include the opportunity to present witnesses and other evidence, written documentation of such investigation, including documents and witness statements

D. Post-Investigation Procedures (Student and Employee)

1. Upon conclusion of the investigation, the investigator shall issue a written report. Although the facts and circumstances of a particular investigation may require an investigation to continue beyond forty-five (45) school days, it is recommended that the investigation and a report of the findings be completed within that time frame. The report shall include a determination of whether the accused was found to have engaged in harassment, was found not to have engaged in harassment, or whether the investigation was inconclusive. The report shall be issued to the complainant, if an employee, or to the complainant's parents, if a student. A copy of the report shall also be sent to the Superintendent or his/her designee.
2. A finding of no harassment or inconclusive evidence shall end the investigation.
3. If harassment is found to be occurred, the investigator shall recommend what steps are necessary to ensure that the harassment is eliminated for the victim and other individuals affected by the sexual harassment and to correct its discriminatory effects on the complainant and others, if appropriate.

E. Appeal (Student and Employee)

1. If the complainant is not satisfied with the results of the investigation, he/she may send written notice to the Board that he/she is not satisfied with the results of the investigation. The written notice should include reasons why the complainant is not satisfied with the results of the investigation. The Board, upon receipt of the notice request, will review it and conduct further investigations if deemed necessary.
2. The Board shall issue its decision within sixty (6) school days of receipt of the complainant's notice of dissatisfaction.

RACIAL/ETHNIC HARASSMENT POLICY COVERING ALL EMPLOYEES AND STUDENTS

A. PURPOSE

The purpose of this policy is to specifically address racial/ethnic harassment. Each school district employee and student has a responsibility to maintain a workplace and educational environment free from harassment. Harassment or offensive conduct at school or school related functions is prohibited.

This policy applies to the Board of Education, its administrative, teaching and non-teaching employees and students.

B. RACIAL/ETHNIC HARASSMENT

No student, parent or employee shall, on the basis of his or her race or ethnicity, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

No person shall be disadvantaged or treated unfairly by the Board of Education or any of its personnel or students on the basis of race or ethnicity, whether intentionally or otherwise, in any activity at any level of the operations of the School District.

For the purpose of this policy, racial/ethnic harassment may be any behavior, verbal or physical, which is imposed by an employee or student on an employee, student or parent, because of race or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcome and which causes or contributes to a racially/ethnically hostile environment.

A racially/ethnically hostile environment exists when acts of harassment are sufficiently numerous, severe, or pervasive to impair or alter an individual's school or workplace environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all the existing circumstances.

Racial/ethnic harassment may include, but is not limited to:

1. Racially/ethnically oriented verbal kidding or demeaning racial/ethnic innuendoes, teasing, jokes or remarks of a racial/ ethnic nature.
2. Writing graffiti and/or slogans depicting racial/ethnic slurs or racially/ethnically derogatory sentiments.
3. Racially/ethnically motivated intimidation and/or physical violence or threats of physical violence.

In order to prevent, deter or correct a racially/ethnically hostile environment or concern about racial/ethnic discrimination, it is the responsibility of the administrative personnel to investigate any charges of racial/ethnic harassment or discrimination when brought to their attention and take appropriate corrective action.

The Superintendent shall appoint the Title VI Coordinator for Non-Discrimination for the District. School employees will be notified at least annually of their responsibility to report all instances of possible racial/ethnic discrimination or harassment of which they become aware and to whom such a report shall be made.

The Administration has the discretion to set and impose the amount of discipline, which will end the harassment engaged in by the offender.

Penalties could include but are not limited to:

- 1st violation. Conference and written report documenting incident if necessary. Warning of suspension could be the disciplinary action to be taken

- 2nd violation. Suspension
- 3rd violation. Suspension and/or expulsion

(First, second, or third steps may be used at principal's discretion.)

It is Board of Education policy that all reports of harassment will be thoroughly investigated, and violations of this policy will be treated as serious disciplinary infraction. No employee, student or parent shall be subjected to adverse employment action in retaliation for any good faith report of harassment or participating in an investigation about harassment under this policy. To the extent possible, all reports of harassment will be kept confidential. Limited disclosure may be and shall adopt a written grievance procedure necessary to complete a thorough investigation.

PROCEDURE OF REPORTING RACIAL/ETHNIC HARASSMENT

Any person who believes he or she has been subjected to harassment and desires to report the harassment must promptly report the alleged harassment to his or her building principal or supervisor. If the complaint involves the building principal or supervisor, such report should be made to the Superintendent. Such a report should be in writing with sufficient detail.

All reports, complaints, or accounts of harassment received by an administrator must be forwarded to the Title VI Coordinator for Non-Discrimination and Superintendent immediately. If the information was given verbally, the principal/supervisor or other school employee receiving the information shall reduce it to written form and forward it to the Title VI Coordinator for Non-Discrimination or Superintendent within two school days. However, the coordinator and Superintendent should be orally informed of the discrimination immediately.

Within two school days of receiving a grievance or complaint of harassment or illegal discrimination, a copy of the policy against harassment and the District's written procedure for reporting shall be sent to the complainant.

The Title VI Coordinator is to deliver a copy of the grievance/complaint upon receipt to the Superintendent for review and perusal with appropriate documentation and recommendations. Records of all complaints are to be maintained securely.

A. Assistance in filing grievances

The Title VI Coordinator shall be available to provide assistance to the grievance as needed in the preparations and implementation in the filing of the grievance. A complaint form shall be available in each school and at the Central Office.

Any school employee who sees, hears, or otherwise observes racial/ethnic harassment must report such incident to the building principal, supervisor, Superintendent or the Title VI Coordinator as soon as practicable but within the school day in which the harassment occurs.

Failure of the school district employees, including but not limited to the administrative staff, to process any information, grievance or report regarding harassment and discriminatory practice as required by the procedures will be considered a violation of this policy and is grounds for employee discipline.

B. Investigation

The Principal and/or Superintendent/Title VI Coordinator will promptly and confidentially begin an investigation which may include some or all of the

following steps:

1. The Principal or Superintendent and/or his or their designee (e.g. Title VI Coordinator) will confer with the complainant to obtain a clear understanding of the facts surrounding the allegation of harassment.
2. The Principal or Superintendent and/or his or their designee (e.g. Title VI Coordinator) will then give the accused person the opportunity to confer and obtain his or her version of the incident(s).
3. The Principal or Superintendent and/or his designee (e.g. Title VI Coordinator) may hold as many meetings with the alleged victim and accused as are necessary to investigate the complaint. In addition, the Principal, Superintendent and/or his or her designee may meet with any witnesses to the alleged harassment.
4. In all cases, the Principal or Superintendent and/or his or her designee (e.g. Title VI Coordinator) shall inform the alleged victim and accused of the general results of the investigation. Written records shall be securely maintained.
5. The Principal or Superintendent and/or his designee (e.g. Title VI Coordinator) investigation is to be concluded and corrective action taken within a reasonable period of time not to exceed thirty (30) days unless unusual circumstances exist.

If, after investigation, the Superintendent believes this policy has been violated, prompt corrective action will be taken in accordance with any applicable collective bargaining agreements, Board of Education policy student discipline code, and/or state or federal law.

Intimidation and Bullying

This behavior can take many forms including intentional written, verbal, and physical acts that both cause mental and/or physical harm and are sufficiently severe, persistent, or pervasive that they create an intimidating, threatening, or abusive educational environment. The existence of a hostile environment is to be judged from the viewpoint of a reasonable person in the victim's situation under all of the existing circumstances. Harassment, hazing, intimidation, and/or bullying is prohibited on or immediately adjacent to school grounds, at any school sponsored activity, in any District publication, through any use of District sponsored communication devices, and on any school provided transportation.

Hazing, harassment, intimidation, or bullying can include many different forms. Examples of conduct that could constitute prohibited behavior include, but are not limited to:

1. physical violence or attacks
2. threats, taunts, and intimidation through words and/or gestures
3. extortion, damage, or stealing of money and/or possessions
4. exclusion from peer group or spreading rumors
5. posting of slurs on web sites, social networking sites, or blogs
6. sending threatening e-mails
7. using camera phones to take embarrassing photos or videos of students and distributing them

Teachers and Other School Staff

Any incident of intimidation and/or bullying should be reported to an educational aide, teacher, principal, or other staff member as soon after the occurrence as possible. An investigation will be conducted by the principal or their designee as soon as practicable to do so. (If the intimidation or bullying incident involves the principal the complainant shall report the incident directly to the Title VI Coordinator or the Superintendent.)

1. Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected hazing, intimidation, or bullying. The reports should be written. Such reports should include the persons involved, number of times and places of alleged conduct, the target of suspected harassment, and names of potential witnesses. Such reports should be made to any school staff member or administrator. They should then be promptly forwarded to the building principal/designee for review and action.

2. Informal Complaints

Students, parents, or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to teacher, school administrator, or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to suspicion of hazing, harassment, intimidation, or bullying including person involved, number and times of alleged conduct, the target of the prohibited behavior, and the names of potential student or staff witness. The school staff member or administrator who receives an informal complaint will promptly document the complaint including the above information. This written report will then be promptly forwarded to the building principal/designee for review and action.

3. Anonymous Complaints

Students who make informal complaints may request that their name be maintained in confidence. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent that such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the students alleged to have committed acts of harassment, hazing, intimidation, and/or bullying.

School Personnel Responsibilities and Intervention Strategies

Teachers and other school staff who witness acts of harassment, hazing, intimidation, and or bullying must promptly notify the building principal/designee of the event observed and file a written incident report concerning the events witnessed.

School personnel may find opportunities to educate students about harassment, hazing, intimidation, and bullying and help eliminate such prohibited behaviors through class discussions, counseling, and reinforcement of socially appropriate

behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating student/school personnel.

Administrator Responsibilities

When an administrator is notified of a complaint of suspected harassment, hazing, intimidation, or bullying, he/she is responsible for investigating the complaint thoroughly. A written report will be completed when the investigation is complete including written statements when appropriate. The report will include findings of fact, determination if the acts were verified, recommendations for intervention, including disciplinary action.

When verified acts of harassment, hazing, intimidation, and/or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of the behavior, its prohibition, and their duty to avoid any conduct that could be considered harassing, hazing, intimidation, and/or bullying.

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences.

Report to the Parent or Guardian of Perpetrator

If after investigation, acts of harassment, intimidation, or bullying by a specific student are verified, the building principal/designee will notify the parent or guardian of the perpetrator in writing. If disciplinary consequences are imposed against such student, a description of such discipline is included in such notification.

Reports to the Victim and his/her Parent or Guardian

If after investigation, acts of bullying or harassment against a specific student are verified, the building principal/designee notifies the parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory rights of the perpetrator.

HEALTH SERVICES

Students becoming ill during the school day should report, with teacher permission, to the school nurse. If it is necessary for the student to go home, parents will be notified by the school and the student will be released from school. If the procedure is not followed and the student leaves without permission, he/she will be given an unexcused absence for classes missed. Discipline action can also be taken.

HONOR COURT

Honor Court is used at Hardin Northern in place of a valedictorian and a salutatorian. The Hardin Northern Honor Court is made up of those seniors

who have an accumulative "A" Grade point average of 3.5-4.0 at the end of 7 semesters. These students are honored by being featured in local newspaper articles, noted on the graduation program, the wearing of gold cords at graduation, and being presented with honor court medallions during graduation.

HONOR ROLL

The Hardin Northern High School recognizes academic success by using two separate honor rolls for student's grades 7-12.

1. The "first honor roll" recognizes all students who have achieved all A's for the grading period in all courses.
2. The "second or regular honor roll" recognizes all students who have attained grades of no lower than a B in any course.

INCOMPLETES

All incomplete must be taken care of within two weeks after any given grading period. Either the principal or counselor must approve any extensions given for incompletes after consultation with the classroom teacher. All incomplete not finished will be given the grade "F".

LIBRARY

Hardin Northern's library is a facility maintained to help students find material needed for class assignments and to provide books for recreational reading. However, specific guidelines must be followed.

1. Students using the library should have a pass from a subject area teacher (English, Math, etc.).
2. Study hall teachers ARE NOT to excuse or send students to the library without a pass from a subject area teacher.
3. The librarian WILL NOT excuse students to go elsewhere after reporting to the library.
4. Students in the library will remain seated and will not stand in the doorway waiting for the bell to ring.
5. Other more specific rules will be made by the librarian.

LOCKERS

Each student will be assigned a locker and may not switch or change to a different locker. It is recommended that students keep lockers locked at all times. Combination locks are available, on loan, from the guidance office. All locks must be returned to the guidance office at the end of the year. Students failing to return a lock they signed out will be charged for the replacement of the lock. The lockers supplied by the Board of Education and used by the pupils are the property of the Board of Education. Therefore, the pupil lockers and the contents of all the pupil lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

NATIONAL HONOR SOCIETY

National Honor Society is a nationwide honorary program for high school students. Membership is based on excellence in the four areas of scholarship, leadership, service, and character.

Each category is evaluated independently; however, excellence in all areas is necessary for membership. The scholarship is determined by the cumulative grade point average based on 5 semesters for juniors and 7 semesters for seniors. The GPA requirement is 3.500. The other three areas are evaluated based on the student's completing a service and leadership form along with evaluations of the high school teachers and written recommendations. At graduation, National Honor Society members are noted on the graduation program, wear white shoulder National Honor Society sash, and receive a diploma bearing a National Honor Society Seal.

PARKING

Students will be permitted to drive cars to school, subject to rules established by the administration, as approved by the Board of Education. Students who wish to drive must complete the required form and receive a student ID sticker from the High School Office. Students are to park in the student parking lot only.

The administration reserves the right to revoke any student's driving privileges if parking rules are violated or careless operation is observed.

Go-Karts, snowmobiles, mopeds, bicycles and other similar types of vehicles are not to be ridden or driven to school.

The school is not responsible for lost, stolen, or damaged vehicles while on school property. *Please note that a new state law forbids more than one other student in a car when a minor is driving.*

PARTIES

No parties are to be conducted during the school day without the prior approval of the principal.

PUBLICATIONS (STUDENT)

The Paw Print is the only recognized student publication that is permitted to be published. This publication originates through the guidance of the yearbook advisor and/or Journalism class(es). The Paw Print welcomes letters of 200 words or less. Letters and articles are subject to editing for clarity, length, and grammar. All letters must be the students own work. Letters dealing with personal matters or disputes will not be published. Letters must have the student's full name and signature or they will not be published.

REGULAR BELL SCHEDULE, DELAYED BELL SCHEDULE, AND PEP RALLY BELL SCHEDULE

REGULAR

1 ST PER. 8:30- 9:12	5B PER. 11:30-12:30
2 ND PER. 9:15- 9:57	6 TH PER. 1:03- 1:45
3 RD PER. 10:00-10:42	7 TH PER. 1:48- 2:30
4 TH PER. 10:45-11:27	8 TH PER. 2:35- 3:15
5A PER. 11:30- 1:00 (Lunch 12:00-12:30)	

ONE HR. DELAY (9:30)

9:30 - 9:57 1ST
10:00 - 10:27 2ND

10:30 - 10:57 3RD
11:00 - 11:27 4th

TWO HOUR DELAY (10:30)

1ST 10:30 - 10:57
2ND 11:00 - 11:27
3RD 11:30 - 11:57
4TH 12:00 - 12:27
5TH 12:30 - 2:00 A:1:00-1:30; B:1:30-2:00
6TH 2:03 - 2:25
7TH 2:28 - 2:50
8TH 2:53 - 3:15

PEP RALLY SCHEDULE

Varsity Cheerleaders will be dismissed from
Class at 2:45 p.m. on Pep Rally days.

1:03- 1:38 6TH PER.
1:41- 2:18 7TH PER.
2:20- 2:55 8TH PER.

EARLY DISMISSAL SCHEDULE

1ST 8:30-9:00
2ND 9:03-9:33
3RD 9:36-10:06
4TH 10:09-10:39
6TH 10:42-11:12
7TH 11:15-11:45
5TH 11:48-1:00 A:11:51-12:30; B:12:30-1:00
8TH 1:03-1:30

REPORT CARDS AND ACADEMIC PROGRESS REPORTS

Report cards are issued at the end of each nine weeks grading period. Every student will receive a report card unless financial or other obligations are owed the school. Percentage grades are used to designate a student's progress. Student academic progress reports are sent in the middle of each grading period to parents of students who are not performing satisfactorily. This does not mean a student is necessarily failing, but indicates there are some areas needing special attention. These academic progress reports may also be sent to parents of students who have improved in their course work and those who consistently do well.

SCHOOL CLOSINGS, DELAYS AND CANCELLATIONS

In case of inclement weather that would make it dangerous to operate the school buses, school may be closed or delayed. The Superintendent or his designee will notify these stations:

Radio
Kenton
95.3 FM - WKTN
Findlay

1330 AM – WFIN
100.5 FM – WKXA
Lima
1150 AM – WIMA
102.1 FM – WIMT

Television

Toledo

CH 11 – WTOL – CBS

CH 13 – WTVG – ABC

92 FM - 92 Zoo

Columbus

CH 6 – WSYX – ABC

CH 10 – WBNS – CBS

CH 28 – WTTE - FOX

PLEASE DO NOT CALL THE SCHOOL AS THE PHONES ARE NEEDED FOR EMERGENCY CALLS.

STUDENT HELPER PROGRAM

Hardin Northern wished to encourage students to provide service to the school and community. Therefore, students in grades 9-12 wishing to help a teacher will be permitted to do so during the students study hall. The student must receive written permission from the teacher they wish to help along with the period and location. This needs to be presented to the high school office. Students will be allowed to continue to help that teacher as long as the student does not fail a class. If a student has a failing mark on a nine weeks grade card, that student will be required to return to study hall for the rest of the year so that they can use the time to study. **No more than one student per teacher per period.**

STUDENT DRESS CODE

A student's attire for school, as does his or her manners, directly reflects his or her self-esteem and school pride. Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon the parents for student appearance.

The dress and grooming guidelines set forth below are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student himself/herself or to others in the school;
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear or damage to school property;
4. Prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or national origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.

Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in

communication (written or oral) are not permitted.

A “gang” as defined in this Dress Code Policy and under O.R.C. §2923.41 means any ongoing formal or informal group of three or more persons which has a common name or one or more common identifying signs, symbols, or colors, which has as one of its primary activities the commission of one or more criminal acts, and whose members individually or collectively engage in or have engaged in a pattern of gang activity. The term “pattern of gang activity” means the commission, the attempt to commit, conspiracy to commit, the intimidation of others to commit, or the solicitation of, two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of, or belong to, the same criminal gang.

Additionally, determination as to what constitutes gang paraphernalia and gang symbols established by the Hardin County Sheriff’s Department.

The following specific limitations shall be observed:

1. No blouses or shirts that expose the midriff, or that have an inappropriate neckline.
2. Shorts if in good taste may be worn at the discretion of the student. Spandex/bicycle and short-short shorts are NOT permitted.
3. Length of shorts, skirts, and dresses will be determined by students height. Students will need to have shorts, skirts, and dresses long enough to extend past their arm length while standing straight and arms extended toward their knee.
4. No shirts with inappropriate or obscene images or writing. (e.g., gang related, advertisements for alcohol, tobacco or sexual reference)
5. No hats, hoods, or bandanas.
6. No underwear shirts and sleeveless shirts/blouses (tank tops).
7. No bare feet, heelies, or slippers.
8. No see-through shirts without an undershirt.
9. No holes in pants, shirts, and shorts.
10. No Sagging or excessively baggy pants.
11. No coats worn in classroom.
12. Tattoos, slogans, insignia, buttons or other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.
13. No visible body piercing, or any facial or tongue piercing will be permitted with the exception of the ears.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a students ability to exercise his or her religious rights. Students may apply for an exemption for this policy if it

interferes with a sincerely held religious belief.

High School or middle school students who violate this policy shall be subjected to the following disciplinary actions: A warning will be issued and the student's parents/guardian shall be notified that they have to come pick the child up or bring alternative clothing for him/her to wear. If the offensive clothing is a shirt, the student will be requested to turn the shirt inside out for the remainder of the school day. If the student should miss any class time because of dress code violations or is sent home to change, his or her absence will be considered unexcused. Repeated violations may result in other student discipline pursuant to the Student Code of Conduct, including but not limited to, detention, suspension, and/or expulsion.

STUDY HALLS

Students are not permitted to carry more than one study hall in any one semester or year, unless approved by the administration and guidance offices. Study halls are scheduled so that students can have time during the course of their school day to work on homework, prepare for tests, complete academic or vocational projects, etc. The following rules apply to all students in study hall:

1. Students will not be permitted to leave their seats and talk to another student.
2. Students will not be permitted to sleep or put their heads down.
3. No food or beverages may be brought to or consumed in study hall. Additionally, students are not permitted to leave study hall and buy these items from a vending machine or retrieve them from some other location.
4. All work to be completed in the study hall must be of an academic or vocational nature.
5. No electronic devices (except for computers) may be used during study hall.
6. Any violation of these rules will subject the student to the discipline policy.

SURVEILLANCE CAMERAS

Closed circuit television cameras (CCTV) are in use on school property 24 hours per day. These cameras are located in public areas (e.g. hallways, entrances and exits, and parking lot.) They are not located in areas of privacy such as restrooms or locker rooms. Any evidence of a discipline code violation or a violation of public law that is recorded by these cameras can be used in student / adult disciplinary action up to and including prosecution. The sole purpose of these cameras is for the protection of our students, staff, and property.

TELEPHONES

Office phones may be used in case of emergency. Students will not be permitted to make personal phone calls from the office phone. Students will not be called to the phone during the school day unless an emergency exists.

TEXTBOOKS

Textbooks are the property of the Hardin Northern Board of Education. They are loaned to each student and become the student's personal responsibility. Damage to or loss of the books will be charged to that person. In the event that financial obligations are not met for lost books, fees, etc., the school reserves the right to withhold all grade cards, transcripts, schedules and other pertinent information until said obligations are met.

All textbooks are to be covered. Textbook covers will be provided. All textbooks should be covered with a book cover as soon as the teacher has issued them to the student.

VISITORS

Students are not permitted to bring visitors to school without prior permission of the principal. Other persons visiting the district school (classroom, gym, grounds, other premises) shall first go to the school office where a record will be made of the visitor, the reason for the visit, and the room or rooms or other premises to be visited.

No parent or visitor will go to the teacher's room to discuss a problem or complaint without prior approval from the office. Conference and discussions with teachers may be made through the office and by appointment to avoid the interruption of classroom activities. Teachers are available for conference during their planning periods or before and after school.

STUDENT HALL PASSES
1ST 9 WEEKS

DATE	TIME	DESTINATION	TEACHER

STUDENT HALL PASSES
2ND 9 WEEKS

DATE	TIME	DESTINATION	TEACHER

STUDENT HALL PASSES
3RD 9 WEEKS

DATE	TIME	DESTINATION	TEACHER

