

HARRISON CENTRAL JR./SR. HIGH SCHOOL
HARRISON HILLS CITY SCHOOL DISTRICT

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Mark Kowalski.....High School Principal
Brent Ripley.....Middle School Principal
Duran Morgan.....Dean of Students
Todd Dunlap.....Guidance

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HARRISON HILLS CITY SCHOOL DISTRICT MISSION STATEMENT

Our mission is to partnership with parents and community to enable all students to achieve and demonstrate academic excellence and become confident, responsible, productive citizens in a competitive global society by utilizing highly trained and qualified staff and an innovative comprehensive curriculum in well maintained facilities that provide for a secure learning environment in a region rich in heritage and diverse culture.

HARRISON CENTRAL JR./SR. HIGH SCHOOL VISION STATEMENT

In pursuit of excellence, the vision of Harrison Central Jr./Sr. High School is to empower students to become productive members of society by preparing them academically, socially, emotionally, and intellectually through the efforts of staff, students, families, and communities we serve.

HARRISON CENTRAL JR./SR. HIGH SCHOOL BELIEF STATEMENTS

1. We believe student learning should encompass academic, extra-curricular, and social activities for a well rounded education.
2. We believe the purpose of the school is to provide students with a safe environment that is conducive to learning and to provide to the students a staff that is caring and compassionate.
3. We believe effective teaching is essential to the successful education of students. Teachers should have a thorough knowledge of the subject to be able to communicate well with students, staff, parents, and administrators. They also must be willing to change their teaching styles to benefit the ever-changing educational environment.
4. We believe the principal's primary job is to provide a positive, safe environment for students, staff, and parents. They should also be able to communicate well with others and have an open mind concerning problems and/or changes that need to be made for a better school.
5. We believe the parent's role in education is to reinforce the homework and supply additional information at home. Parents should encourage their children to conduct themselves appropriately so as to produce a learning environment at home and school. Parents should support their children!
6. We believe that a positive, safe, and successful education of our students needs to be a combined effort of teachers, administrators, parents, and community.

Harrison Hills City School District

2011-2012 School Calendar

Monday August 22
Tuesday August 23

Teacher Orientation/Inservice
Open House/Back to School Kickoff
9-11:00 a.m./1-3:00 p.m. at Harrison North

Wednesday August 24

First day of classes for student

Monday September 5
Friday October 28
Tuesday November 22

Labor Day **No Classes**
1st Grading Period Ends (47 days)
Early Dismissal – 2 hours
(Parent-Teacher Conferences to be held 2:00 p.m. – 7:30 p.m.)

Wed-Mon Nov 23-28
Tuesday November 29

Thanksgiving Recess **No Classes**
Classes Resume

Mon-Mon Dec 19-Jan 2
Tuesday January 3

Christmas Recess **No Classes**
Classes Resume

Monday January 16
Friday January 20
Friday February 10

Martin Luther King Jr. Day **No Classes**
2nd Grading Period Ends (43 days)(91 days Sem I)
2nd Parent-Teacher Conferences **No Classes**
(To be held during normal school hours)

Monday February 20
Friday March 23

Presidents' Day **No Classes**
3rd Grading Period Ends (44 days)

Mon-Fri April 2-6

Easter Recess **No Classes**

Monday April 9

Classes Resume

Monday May 28

Memorial Day **No Classes**

Monday June 4

4th Grading Period Ends (44 days)(89 days Sem II)

	Marking Periods	# of days	Progress Reports Sent
1 st	August 22 – October 28	47 days	Friday, September 30
2 nd	October 31– January 20	43 days	Friday, December 9
3 rd	January 23 – March 23	44 days	Friday, February 24
4 th	March 26 – June 4	44 days	Friday, April 27

Make-up Days: (District Contingency Plan)

February 20

April 2

April 3, 4, 5(with association approval)

May 28 (additional days as needed with association approval)

Commencement: Sunday, June 3, 2012 3:00 p.m.

Student Instructional Days	180
Teacher In-service Days	2
Parent-Teacher Conference	<u>1</u>
	183

WELCOME

Welcome to Harrison Central Jr./Sr. High School. As you start the new school year anew, it is our hope this new school year will be successful and enjoyable. This handbook was developed to answer many of the questions you and your parent may have. Please read through it to familiarize yourself of the rules and regulations of Harrison Central Jr./Sr. High School. If you have any questions, please contact the school at 740-942-7700.

We are a school that promotes 21st century skills, which may include the following:

1. Creativity, innovation, critical thinking, problem solving, communication and collaboration.
2. Promoting information, media, and technological literacy.
3. Promoting productivity, accountability, leadership and responsibility.
4. Promoting interdisciplinary, project-based real world learning opportunities.

WHO MAKES THE RULES

Harrison Central Jr./Sr. High School's general code of behavior is determined for the most part by those duly constituted by law to make these rules, namely the Board of Education, the school administration, and faculty.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) ensures that parents and students have access to and an opportunity to challenge the content of a student's record and that schools will not release information that directly identifies a student to a third party. Under this act, however, Harrison Central Jr./Sr. High School does reserve the right to release directory information for the purpose of conducting school business including honor rolls, sports programs, and yearbooks. Such information may include a student's name address, date of birth, class, weight, height, awards and honors, extracurricular participation and dates of attendance.

Parents who wish to have such directory information withheld by the school should notify school officials at: (740) 942-7700.

PARENTAL INVOLVEMENT IN EDUCATION

The Board of Education believes that parent involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism. All parents are encouraged to take an active role in the education of their children. Programs and activities available at Harrison Central Jr./Sr. High School to address this issue include:

1. Parent/Teacher Conference Night
2. Parent/Teacher Communication
3. Interim Progress Reports
4. College Financial Aid Night
5. National Honor Society Induction Ceremony
6. Academic Letter Recognition Ceremony
7. Attendance Letter at 5, 10, & 15 days absence
8. Progress Book access through the internet

The school reserves the right to hold parental conferences, guidance conferences, and the right to request schedule changes or psychological examinations.

MISSING CHILD ACT

Parent (s)/guardian(s) MUST notify the school on the day a student is absent unless previous notification has been given in accordance with school procedure for excused absences. The building administration or a designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The parent or other responsible person shall be notified by telephone or written notice shall be mailed on the same day that the student is absent. Parents or other responsible persons shall provide the school with their current home and/or work telephone number and home addresses, as well as emergency telephone numbers.

DEFINITION OF TERMS

Unexcused Tardiness—The student reports late to school or class without an acceptable excuse. A student may be excused from Tardy to School one and only one time each semester. This may be by phone excuse or written excuse.

Unexcused Absence—The pupil is absent from school while it is in regular session with the knowledge of the parents, but is in violation of the school attendance rules. Any excuse not having a specific reason stated will be classified unexcused. Excuses signed by 18 year old students and not by a parent or guardian, unless living away and are self supporting, will be classified unexcused. Any tests missed during an unexcused absence cannot be made up. A student will be listed as unexcused after meeting the 14 day criteria stated in the attendance policy. Special consideration will be given to doctor's slips.

LIMIT ON ABSENCES

A student will be allowed to accumulate a number of absences before his/her attendance will be considered irregular and excessive. Following is a detailed explanation of these limits.

JR./SR. SENIOR HIGH SCHOOL

Eighteen-week course (Semester)

9 days and /or 9 class periods

Thirty-Six week course (Year)

18 days and/or 18 class periods

The absences set forth above are to be used for personal illness, serious personal problems and professional appointments that cannot be scheduled after school.

EXCESSIVE ABSENCES

Absences that exceed or threaten to exceed the limits stated above will be considered excessive and may result in a student forfeiting class and incentive field trips that would cause additional class absences.

ADMINISTRATOR'S REPORT TO PARENT/GUARDIAN ON ABSENTEEISM

Upon verification of absences, the following procedure will take place:

- Form letter sent when a student misses five (5) days of school first semester.
- Form letter sent when a student misses ten (10) days of school. Also at this time, the student may be referred to the Juvenile Court's mediation program.
- The building administration will make official contact with the parent or guardian when the student has missed 14 days of school. The student will be sent a letter stating that the said student cannot be out of school without a doctor's slip or days will be deemed unexcused and work missed may not be made up.
- At eighteen (18) days absent, the student, parent or guardian will be notified that a charge has been filed in Juvenile Court on the student and the student can be denied credit for all courses and/or credits earned.

Consideration will be given to doctor related illnesses or injuries. All slips from the doctor's office must include the corresponding dates that the student was absent.

IT IS THE RESPONSIBILITY OF THE PARENT OR GUARDIAN AND THE STUDENT TO PROVIDE AND RETURN ALL DOCTOR SLIP VERIFICATIONS.

ATTENDANCE TO SCHOOL AFTER LOSS OF CREDIT

A student who is denied credit in a course because of excessive absences must continue to attend that class. If the student continues to miss the class, suspension, court action and/or expulsion may be recommended.

EXCUSED ABSENCES:

Absence from school for any reason other than those listed below and recommended by the State Department of Education, State of Ohio, is not acceptable and will be unexcused. The teacher and the student should share in the responsibility for completing work missed due to excused absences.

1. Personal illness or illness in the immediate family requiring the student to stay home.
2. Family going on vacation: This is to be discouraged and must be approved by the building administration one week in advance. Failure to secure this permission will cause the absence to be unexcused. Please schedule all vacations at a time that does not interfere with your son's or daughter's exam schedule.
3. Attending a wedding or graduation ceremony of family or close friend.

EXEMPT ABSENCES:

Exempt absences are excused and do not count against the students 9 and/or 18 total days. The following criteria will be used for exempt absences:

1. Death in the family or a close friend.
2. "Act of God" such as weather or unexpected home calamities.
3. Religious holidays as related to your own faith.
4. Doctor or dentist appointment. (must provide note upon return)
5. Attending an institution of higher learning. This applies only to seniors and they are allowed only two days.

EXCUSED ABSENCE NOTE:

1. Student's name
2. Date or dates of absence
3. Nature of absence (must meet list 1-8) and description.
4. Parent or guardian's signature

Any student absent under doctor's care should bring the slip to the main office when he/she returns to school with the dates and doctor's signature for his/her attendance file. Early dismissals for purposes other than professional appointments will be granted with parent's permission and will be recorded as unexcused time out of school. All work missed will not be made up.

UNEXCUSED

It must be clearly understood by students and parents/guardians that students may not make up work or tests and may be given a "zero" for unexcused times or absences. When a student returns to school and no parental or guardian response to the absence has been recorded, the said student will be deemed unexcused.

SUSPENSION FROM SCHOOL

A student who has been suspended from school or from class will have the number of days of suspension charged against the limit of days of absence. All suspended days are unexcused absences. Parents will be notified of the suspension. Suspended students are not to take part in or attend any school activity, game or other function during suspension days.

MAKE-UP WORK

After an excused absence from class or school, it is the student's responsibility to see the teachers of the classes missed and to arrange for making up class work. Getting assignments which were missed due to an absence from school is the student's responsibility. If you wish to find out what your assignments were before you return to school, you should call one of your classmates and get the information from him/her. You should also arrange to have books that you may need to be brought home by a fellow student who lives nearby. Any test missed by virtue of an excused absence will be made up in the number of days the student was absent and at a time convenient for the teacher. It is the responsibility of the student to initiate time to make up tests. **All make up tests and/or make up work after an excused class absence will be of the same format (objective, essay etc.) and of equal quantity as test and/or class work missed.**

INCOMPLETES

All incompletes are the responsibility of the student and are to be made up at the convenience of the classroom teacher no later than 10 (ten) days after the end of each 9 (nine) week's grading period except for the last (fourth) nine week's grading period. Any incomplete received for the final grading period of the school year must be made up before or on the teacher's work day at the end of the school year. Failure to make up incomplete course work within these time constraints will result in denial of credit for said course.

COLLEGE VISITATION

A senior is permitted to make **two** college or technical school visits which will not count as an absence. Students must provide written and signed college documentation of visit upon return.

SCHOOL SPONSORED OR SANCTIONED ACTIVITIES

School sponsored or sanctioned activities that have prior administrative approval are exempted from and will not count toward the total absences.

ATTENDANCE PROCEDURE

1. Attendance will be taken during the homeroom period and a list of absentees will be sent to the office via progress book.
2. Students who have been absent will immediately bring a written excuse to the office the first thing in the morning to avert being tardy to homeroom.
3. The Daily Attendance Sheet will list the absentees and students to be dismissed early from school on that day.
4. Each teacher will keep a record of attendance each period and turn in the names of any student who was absent from class but whose name did not appear on the absence list.
5. A student coming to school tardy must first report to the attendance office and admit himself/herself.
6. Any student leaving the building must have the written permission of the building administration. When the student returns he/she must receive an Admit To Class slip from the school office.

EARLY DISMISSAL FROM SCHOOL PROCEDURE

1. An early dismissal from school will be limited to illness, emergency, or professional appointment. Early dismissals will be treated as other absences. Request for early dismissal must be made before school begins in the morning.
2. Out of school appointments: The Student dismissed from school for a professional appointment (Doctor, Dentist, Orthodontist, Human Services, Court, Eye Doctor or Professional Counseling) will bring a slip back to the building administration upon returning that day or before school the next morning. Failure to do so will deem the student unexcused for time out of school.
3. Emergency - Students who become ill during the day must report to the building administration for permission to call the parent or guardian to go home ill. The call must be made by the building administration or Secretary only.

INJURIES/ILLNESS AT SCHOOL

If a student needs to return home because of an illness the necessary permission will be initiated from the Principal's Office as indicated above in #3. Students who sustain any injury on the school grounds MUST report that injury to the staff member supervising the situation or the building administration. An Accident Form must be filled out by the staff member in charge of the student and sent to the building administration.

CAMERA USE ON SCHOOL PROPERTY

Harrison Central Jr./Sr. High School and the busses are equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff and students.

CHANGING CLASSES

When changing classes stay to the right side of the corridor, move without rushing. There is no time to loiter with only four minutes between classes. Take necessary books with you for the morning classes. Students are permitted to visit their lockers on their way to lunch. By doing this, there is no excuse for a student to be tardy to a class or a study hall after lunch. There is no sitting on hall floors or steps. Benches have been provided for students to use before and after school. Also, there is adequate seating in the cafeteria and the auditorium.

DRESS CODE

Student dress and appearance are forms of symbolic expression. Although the primary responsibility for dress and appearance lies with the student and his/her parents, the school does require that a students' dress and appearance conform to the guidelines listed below in order to be consistent with the above stated philosophy and positive self-imaging of the schools. The District's responsibility in this regard is three-fold.

- A. The district must help prepare each student to become confident, responsible and productive citizens.
- B. The district must maintain an atmosphere in which students can learn.
- C. The district must be concerned for the safety of each student.

The following regulations will be enforced:

- 1. Clothing should be safe and clean. The student should practice good personal hygiene.
- 2. Pants may not have holes or be cut, torn, frayed above the knees. They may not drag on the floor and must be worn in the fashion as designed. No writing should appear on the rear of pants, shorts, or skirts.
- 3. Clothing, patches, insignias, slogans, or buttons which are in poor taste, suggestive, derogatory, provocative, obscene, profane, vulgar, or drug related are not to be worn. Tobacco and/or alcohol slogans are examples of drug-related slogans which are not permitted.
- 4. No hats, caps, headbands, unnecessary headgear, gloves, or sunglasses are to be worn in the building.
- 5. Sleeveless garments may be worn at the discretion of the building administrator.
- 6. Muscle shirts, see-through, sheer, or exposing garments or shirts normally worn as undergarments are not to be worn as outer garments. Halter tops, tube tops, midriff blouses, cutoff or shimmer T-shirts or any other style of garment that exposes the torso are not permitted. No clothing with revealing cuts or slashes are permitted.
- 7. Appropriate footwear is to be worn at all times.
- 8. Clothing must be at least mid-thigh in length. Short-shorts, tight shorts, or cut-off shorts are not permitted.
- 9. Wallet chains, chains or jewelry which may be perceived by the building administrator as a weapon or potential safety factor will not be permitted.
- 10. Facial piercing provided that it is not deemed excessive or a safety issue by the building principal will be permitted. However, body piercing must not be visible.
- 11. Objectionable tattoos, determined by the building principal, must be covered at all times.
- 12. Any other types of clothing, dress apparel, or bodily attraction that may be considered a cause for disruption to the school's educational process by the building administration will not be permitted.
- 13. School clothing should be appropriate as to time, place and weather.

BOOKBAG/HANDBAG POLICY:

Students are permitted to carry book bags to and from school; however, they are not permitted to carry book bags to and from class. The book bags/ handbags are to remain in the student's locker during the school day. **No book bags, gym bags or handbags are permitted in any classroom or the cafeteria.**

STUDENT CONDUCT "ZERO TOLERANCE"

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "Zero Tolerance" of violent, disruptive, harassing, intimidating, bullying or any other inappropriate behavior by its students. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events is subject to approved student discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student's misbehavior, and provides continuing instruction in dating violence prevention in health education courses in grades 7 through 12.

Students and parents annually receive, at the beginning of the school year or upon entering enrolling in the District schools during the year, written information on the rules and regulations to which they are subject while in school or while participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The rules also apply to any form of student misconduct directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances. A student may be expelled for up to one year if he/she commits an act that inflicts serious physical harm to persons or property if it was committed at school, on other school property or at a school activity, event or program. The Student Code of Conduct is made available to students and is posted in a central location within each building. The Superintendent has the authority to expel a student from school for a period not to exceed 80 days, unless it involves a firearm, knife, bomb threat, or serious offense that causes harm to a person or property. These offenses can result in an expulsion up to one year. If there are not enough days remaining in a school year, the expulsion can be extended into the new school year. Certain behaviors can result in the permanent exclusion of a student. The school district policy will be posted in each building.

PUBLIC CONDUCT ON DISTRICT PROPERTY

All persons on district grounds are expected to abide by applicable laws, local ordinances, Board policies and building regulations. No person on District property may assault, strike, threaten, menace or use improper, indecent or obscene language toward a teacher, instructor, administrator, or other employees of the school or students.

All persons at extracurricular activities will be expected to abide by the rules and regulations of the Board, the school district in which the extracurricular activity is taking place and the Ohio High School Athletic Association. No person will disrupt or interfere with any extracurricular activity involving students from Harrison Hills City Schools whether at the District's facility or at another site at which the activity is taking place.

Sexting

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images of photographs, whether by electronic data transfers otherwise (commonly called texting, emailing or sexting, etc.) may constitute a crime under state and/or federal law. Any person, possessing, taking, or disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Hazing and Bullying (Harrassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, Harrassment and intimidation is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes both mental or physical harm to the other students and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment of the other student. This behavior is prohibited on school property or at a school-sponsored activity.

The district includes, within the health curriculum, age-appropriate instruction in dating violence prevention education in grades 7 to 12. This instruction includes recognizing warning signs of dating violence and the characteristics of healthy relationships.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices, are inconsistent with the educational process and are prohibited at all times. No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities

Immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the Superintendent/designee and appropriate discipline is administered.

The Superintendent/designee must provide the Board President with a semiannual written report of all verified incidents of hazing and/or bullying and post the report on the District's website. The administration provides training on the District's hazing and bullying policy to District employees and volunteers who have direct contact with students. Additional training is provided to elementary employees in violence and substance abuse prevention and positive youth development.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual. Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/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 the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber-bullying"), such as the following:
 - a. Posting slurs on web sites, social networking sites, blogs or personal journals;
 - b. Sending abusive or threatening e-mails, web-site postings or comments and instant messages;
 - c. Using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
 - d. Using web sites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

WEAPONS ON SCHOOL PROPERTY

The Harrison Hills City Board of Education is committed to providing the students of the District with an educational environment which is free from the dangers of firearms, knives and other dangerous weapons in the school.

Students are prohibited from bringing firearms or knives onto school property, in a school vehicle or to any school sponsored activity, or having such firearms or knives in his/her possession under the same circumstances. If a student brings a firearm or knife or has in his/her possession a firearm or knife on school property, the Superintendent shall expel the student from school for a period of (1) year. Any such expulsion shall extend, as necessary into the next school year following the school year in which the incident occurred. The superintendent may reduce this requirement on a case-by-case basis in accordance with state law.

Students are prohibited from bringing onto school property or possessing at school, in school vehicles or at school sponsored activities, such devices that "look like" a gun or rifle, BB guns, or other items that are not included in the definitions of firearms. The District may suspend, expel or discipline students for such offenses.

Students are also prohibited from bringing or possessing knives on school property, in school vehicle or to any school sponsored activity. A knife shall include, but is not limited to, straight razors, utility knives, box-cutters, ice picks, pocket knives, and switch blades.

A firearm shall include, but is not limited to, any weapon (including a starter gun) and destructive device such as a bomb, grenade, rocket having a propellant charge and/or a projectile, a mine, or device similar to the devices described in the preceding clauses.

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

Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability, the age of the student and its relevance to the punishment, the prior disciplinary history of the student; and/or the intent of the perpetrator.

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of the threat. Any expulsion under this policy extends, as necessary, into the school year following the school year in which the incident occurs and the expulsion takes place.

INTERROGATIONS AND SEARCHES

The Harrison Hills City School District has responsibility for the control and management of students during the school day and hours of approved extracurricular activities. While discharging its responsibility, the administration is to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed regulations to be followed in the case of searches and interrogations.

Student lockers and desks are the property of the Harrison Hills City School District, and, since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary.

STUDENT MEDICATIONS

If possible, all medications should be given by the parent at home. If this is not possible, it is done in compliance with the following:

1. The school nurse or an appropriate person appointed by the Board of Education supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.

2. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.

3. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.

4. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.

INHALERS FOR ASTHMA

Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or nurse must have received copies of these required written approvals.

EPINEPHRINE AUTOINJECTORS

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication and from his/her parent. Written approval must be on file with the principal and, if one is assigned, school nurse. In addition, the principal or the school nurse must receive a back-up dose of the medication from the parent or student. The prescriber's written approval must specify at least the following information:

1. student's name and address;
2. names and dose of the medication contained in the autoinjector;
3. the date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided that student with training in the proper use of the epi-pen;

5. circumstances in which the epi-pen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that:
 - A. the student may experience that should be reported to the prescriber or
 - B. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent and
9. any other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Request for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

IN-SCHOOL RESTRICTION GUIDELINES

In-School Restriction (ISR) has been instituted as an alternative to out-of-school suspension for Harrison Central Jr./Sr. High School. Assignment of ISR will be at the discretion of the building administrators for such violations that would constitute an out-of-school suspension. There are some instances where out-of-school suspension would still be used. The guidelines of ISR are listed below:

1. Upon assignment of ISR, the administrator will send a form to each of the student's teachers regarding assignments for the day(s) in which the suspension is assigned. It is the responsibility of the classroom teachers to put the assignments in the ISR mailbox in the office prior to the morning of the student's suspension. The ISR teacher will retrieve the assignments from the office each morning.
2. Upon completion of the assignments, the ISR teacher will place the completed assignments in the classroom teacher's mailbox in the office.
3. Full credit will be given for all assignments that are completed in the ISR room.
4. There will be no eating, drinking, sleeping, talking, daydreaming, disruptions, or lack of cooperation while in the ISR room. Students will work on school work that has been assigned by his/her teachers. If all work is finished by the end of the day, supplemental materials will be provided by the ISR teacher.
5. Students will report to the bench outside of the office each morning after they have retrieved all of their books from their locker. The ISR teacher will escort the students to the ISR room.
6. ISR students will eat lunch with the ISR teacher. All students will report back to room 36 with the ISS teacher.
7. Restroom breaks will be provided at 9:30, 11:30, and 2:00.
8. No student is permitted to leave the room unless permission is granted by the building administration.
9. If any other infractions occur during the ISR dates, including bus incidents, the student will receive additional days in ISR.
10. Students must be in attendance when assigned to ISR.

STUDENT CONDUCT DEMERIT SYSTEM

Harrison Central Jr./Sr. High School uses a demerit system as the basis for its disciplinary action and policy. It is impossible to list or categorize all types of disciplinary violations, thus the ADMINISTRATION RESERVES THE RIGHT OF DISCIPLINARY ASSIGNMENT AS THE CAUSE SO DETERMINES. **Any student removed from a class because of disciplinary problems will receive an "F" for the course.*

Throughout the demerit point system each student will be referred to the Department of Guidance in an attempt to find the cause of the behavior and to hopefully eradicate it so that he/she may benefit from the educational experiences and course offerings. Our counselors are always available to provide professional guidance and to offer assistance and understanding when necessary.

THE DEMERIT POINT SYSTEM FUNCTIONS AS FOLLOWS:

A total of 60 points or demerits are divided into two sections. These points or demerits *are* accumulated for the entire school year.

Guidelines for Demerit Points:

At 8 (eight) points - Student may be assigned in-school restriction, Saturday school or detention.

At 15 (fifteen) points - Possible three day suspension. Letter mailed to parents.

At 23 (twenty-three) points - Parent notification by letter or phone that if a student reaches 30 demerits, they may be suspended for 5 days and may be referred to juvenile court.

At 30 (thirty) points - Possible five day suspension, letter mailed to parents, and a parent conference in the Principal's Office before returning to school and possible referral to juvenile court.

At 40 (forty) points - Letter mailed to parents and possible referral to the Jefferson County Alternative School for 5 days.

At 45 (forty-five) points - Possible ten day suspension.

At 53 (fifty-three) points - Phone call to parents. Expulsion study conducted by the high school administration.

At 60 (sixty) points - Possible recommendation to Superintendent for expulsion or placement in Jefferson County Alternative School for remainder of semester.

Any future disciplinary reports may result in suspension from school.

DISCIPLINARY PENALTIES FOR WHICH DEMERITS ARE ASSIGNED

Part I:

*The following three incidents call for a maximum suspension of up to ten days for each offense. A student may be referred to juvenile authorities and may face possible expulsion.

1. ***DANGEROUS WEAPONS AND INSTRUMENTS** - A student shall not possess, handle, transmit, or conceal any object that might be considered a dangerous weapon or instrument of violence. This list though not complete includes: Fire crackers, lighters, sharp instruments, guns, stun guns, knives, ice picks, switch blades, brass knuckles, chains, chemicals and gasses including mace and pepper spray.

2. *POSSESSION of, under the influence of, or selling of controlled substances or alcoholic beverages in school, on school grounds, at school activities, or on school busses or rented carriers. (Police will be notified if warranted).
3. *INNAPROPRIATE PHYSICAL CONTACT - A student shall not cause physical injury or behave in a way that could threaten to cause injury to school staff, students, or visitors while under the jurisdiction of school.
4. BREAKING & ENTERING - Illegal or unauthorized entry into school facilities for the purpose of theft of school or private property or the vandalism or destruction of same. 15 demerits plus 10 days suspension plus possible recommendation for expulsion and full restitution made.
5. INSUBORDINATION - A student shall not disregard or refuse to obey reasonable directions given by school personnel. Example: Refusal to leave a class or report to an office when directed by a staff member. 5 or up to 15 demerits plus possible suspension.
6. FIGHTING - Up to 10 days out of school suspension plus up to 15 demerits for each offense. The school may also find it necessary to arrange a parent-student conference in order to bring a final resolution. In the case of an unprovoked attack, the aggressor shall be suspended under the above regulation until possible Juvenile Court charges are filed.
7. USE OF PROFANITY AND/OR OBSCENE LANGUAGE - A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications. 5 or up to 15 demerits plus possible suspension.
8. CONTROLLED SUBSTANCES/ NARCOTICS/ ILLEGAL DRUGS - A controlled substance, narcotic, illegal drug, drug paraphernalia including a counterfeit controlled substance, is defined as:
 - a) Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
 - b) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed it.
 - c) Any substance that is represented to be controlled substance but is not a controlled substance or is a different controlled substance.
 - d) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
 - e) No student shall knowingly possess any counterfeit controlled substance, nor shall any student knowingly make, sell, offer to sell, give, package, or deliver a counterfeit controlled substance. 15 demerits plus 10 days suspension.
 - f) No student shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing either with words or conduct, its effect as being the same or similar to the physical or mental effects associated with the use of controlled substance. 15 demerits plus 10 days suspension.
 - g) No student shall directly or indirectly falsely represent a counterfeit controlled substance as a controlled substance. 15 demerits plus 10 days suspension.
9. ARSON - A student shall not willfully start an unauthorized fire or ring the fire bell when there is no cause.

Part II:

The following incidents call for the assignment of up to fifteen demerits and possible recommendation for in school restriction, out of school suspension, Saturday school, detention, alternative school, or expulsion from school:

10. **DISRUPTION OF SCHOOL AND/OR CLASS, SCHOOL FUNCTION OR ASSEMBLY** - A student shall not, by use of violence, force, coercion, threat, hazardous action, or repeated violations of code, cause disruption or obstruction to the educational process, including all curricular and extra-curricular activities. A student shall not exhibit behavior disrespectful or unbecoming of a student while attending or participating in any school related activity at our school or at any additional location/venue by virtue of the school extension policy.

11. **DAMAGE TO SCHOOL PROPERTY OR PRIVATE PROPERTY** - A student shall not cause or attempt to cause damage to property including building, grounds, buses, books, equipment or materials. Any destruction of property will result in full restitution of damages.

12. **THEFT** - A student shall not cause or attempt to take into possession the public property or equipment of the school district or the property of another student, teacher, visitor, or employee of the school district. Any theft will result in full restitution.

13. **REPEATED VIOLATIONS** - A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aids, principals, or any other authorized school personnel during any period of time when the student is properly under the authority of the school personnel.

14. **INTIMIDATING, THREATENING, DEGRADING OR DISGRACEFUL ACTS** - A student shall not engage in any act which intimidates, threatens, degrades, disgraces or appears as any of these actions towards a teacher, fellow student, visitor, administrator, school employee, or member of the Board of Education, by written, verbal, or gestural means.

15. **GANGS** - The Board believes gangs or gang activity create an atmosphere where violations of policies and regulations as well as Ohio laws may occur. Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated by the district. Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm are prohibited. The Board directs the administration to establish regulations to ensure that any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student is subject to disciplinary action.

16. **TOBACCO ON SCHOOL PROPERTY** - Students shall not be permitted to use tobacco products in the school building, at a school event, or on school property. Look alike non tobacco, along with sunflower seeds will not be permitted due to sanitary reasons. **Repeated offenses may result in a students required enrollment in a recognized drug and alcohol counseling program before returning to school.**

17. **ANY STUDENT** who takes the responsibility for being a "lookout" will face disciplinary action.

18. **UNEXCUSED TARDINESS** - Any student that has not reported to class by the 2nd bell tone will be recorded as unexcused tardy to school. Unexcused tardiness will be recorded for any student arriving to class after the start of first period. For each semester one, and only one, *excused* tardy to school will be accepted when a phone call is made by the parent or guardian or a written slip is presented to the building administration explaining the reason for being tardy to school.

Accumulation of tardies to school at the end of semester 1 will start over, but all demerits accumulated will be carried over to the next semester.

A. Tardy to School Penalties

Tardy to School # 4 – Student given a written notice and advised that any additional tardies for the remainder of the semester will result in two demerits and one Saturday school or ISR.

Tardy to School # 5 – 4 demerits and one day of ISR assigned.

Tardy to School # 6 or more – 4 demerits and Saturday school for each additional tardy.

B. Tardy to Class Penalties – Students have 4 minutes to change classes between periods. Each teacher will instruct their students as to what is expected when the bell rings to start class. (Example: All students must be seated at their desks, etc.) Individual students' schedules may necessitate that they carry books for two classes and not return to their locker between periods due to the location of the next assigned class. At 15 tardies to class in a semester, the student will face disciplinary action.

15 tardies to class— 2 demerits and one day of ISR assigned. Any additional tardy to class may result in 2 demerits and a day of ISR for each additional tardy.

- **TEACHER-CAUSED TARDY** - A teacher who detains a student causing him/her to be late to another class will complete a pass for the student, or call the student's next teacher stating the reason for his/her being late. These passes will be honored by the teachers concerned.

20. TRUANCY - All acts of truancy will be reported to parents. In addition to demerits, the **truancy time must be made up.** **SKIPPING OR CUTTING CLASS** and/or leaving school grounds during school hours without proper permission: First offense will result in 10 demerits and one day of ISR (further offenses will result in additional demerits and Saturday school. Failure to attend Saturday school will result in a 1-3 day suspension.

21. REMOVING AUTOMOBILE FROM PARKING LOT DURING SCHOOL WITHOUT PROPER PERMISSION - This rule also applies during the closed lunch period. First offense - 5 demerits and loss of parking privileges for five school days; Second offense - 10 demerits plus loss of parking privileges for the remainder of the current semester; Third offense - 15 demerits and possible suspension from school plus loss of parking privileges for the remainder of the school year.

22. **RELEASE FROM SCHOOL FOR APPROVED ACTIVITY** - Any student who is released from school for a school approved activity shall attend that activity only and is not permitted to go anywhere except that event for which his/her excuse is authorized. All school rules are extended to any activity outside the school that are school sponsored. It is an extension of the school day. Failure to comply with these rules will result in disciplinary action.

23. **UNAUTHORIZED USE OF HALL PASS** - A student who forges or uses an unauthorized hall pass shall face disciplinary action.

24. **HAZING** - Students shall not coerce another student into participating in any act that may cause or create a substantial risk of causing mental or physical harm to any student for the purpose of acceptance or admission into any club, group, or organization. Failure to comply with this rule will result in disciplinary action.

25. **VIOLATION OF CAFETERIA RULES** - Students are expected to proceed to lunch in an orderly manner. Students are not to take lunch from the cafeteria, nor are they to return to any classroom until lunch period has concluded. Students are to eat lunch /and or breakfast in assigned areas only. Any acts in the cafeteria unbecoming of students will result in disciplinary action. **Students are not permitted to order food from an outside establishment for delivery to school.**

26. **CELLULAR PHONE/ELECTRONIC POLICY:** The use of electronic devices is prohibited in school, unless permission is granted to the classroom teacher by the building administration. In this case, teachers may allow the use of electronic devices for educational/ instructional uses only. Students will need to fill out the waiver in order to do this. Otherwise, all devices should be kept in your locker or in your pocket out of sight and in the "off" position all times. The school administration will not be held liable for cell phones or any other electronic device that is lost or stolen.

1st Offense: Three demerits assigned and retained by principal until end of day.

2nd Offense: Three demerits assigned and device retained in the Principal's office until a parent/guardian retrieves it.

3rd or more offenses: Three demerits and devices retained in the Principal's office.

27. **WRITING AND PASSING OF NON-EDUCATIONAL NOTES** - Students are not permitted to write or pass non-educational related notes in the building or during school time. Failure to comply with this rule may result in disciplinary action.

28. Public display of affection is not permitted on school property. Failure to comply with this rule may result in disciplinary action.

29. **SEXUAL HARASSMENT** - Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal/nonverbal or physical conduct of a sexual nature. Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any student who engages in sexual harassment during the school day or during hours of extracurricular activities is in violation of school policy and is subject to disciplinary action.

30. **GAMBLING** on school premises is prohibited. Failure to comply with this rule may result in disciplinary action.

31. Any student who displays inappropriate behavior at any school sponsored event will face disciplinary action. All extra-curricular activities are the extension of the school day and all rules stated in this handbook will apply to all activities whether at home or away. Privileges to further extra curricular school activities for the remainder of the school year may be denied for any violations.

SATURDAY SCHOOL

An alternative disciplinary measure for students who have violated rules that are only harmful to their own educational process. Students who receive Saturday School as punishment will be required to attend school on Saturday morning from 8:00 A.M. to 12:00 noon. Saturday School serves as an effective form of discipline while at the same time enabling students who have violated school policy to stay in the classroom and not miss classroom work. Students placed in Saturday school will be subject to the same rules, regulations and consequences that govern a regular school day. If a student violates these rules or fails to attend an assigned Saturday School, he or she will be subject to further disciplinary action.

SATURDAY SCHOOL GUIDELINES: STUDENTS WILL BE ASSIGNED TO SATURDAY SCHOOL FOR VIOLATING THE STUDENT CODE OF CONDUCT.

1. The parent or guardian must provide transportation to and from Saturday School.
2. Saturday School will be held from 8:00 A.M. until 12:00 noon at Harrison Central Jr./Sr. High School.
3. Students will enter and exit the building at the front entrance only. All students will be admitted to the building between 7:45 - 7:55 A.M. The front door will be locked at 8:00 A.M.
4. If a student cannot attend Saturday School because of an emergency, the parent or guardian must call Harrison Central Jr./Sr. High School by 7:55 A.M. If the student is absent and the parent or guardian does not call to excuse the student, the student must report to the Principal's office at the beginning of homeroom on the following Monday morning with a written statement from the parent or guardian explaining the emergency which prevented the student from attending.
5. Students will receive a five minute break at 10:00 A.M. Students may use the restroom during the break time. No student will be permitted beyond the main floor or beyond the restroom. Students will not be permitted to go outside during the break.
6. Students are to arrive at Saturday School with the necessary school supplies, i.e. textbooks, notebooks, pens, etc. Students who report to Saturday School without necessary supplies will be sent home and further disciplinary action will be taken.
7. Assignment sheets must be taken by the student to each teacher to receive their Saturday School assignments and returned.
8. Student Conduct rules will be in effect during all Saturday School sessions. Students who are assigned to Saturday School are not permitted to talk, sleep, or put their heads down during the session. A student sleeping or not following all the rules will receive further disciplinary action.
9. No magazines, radios, cards or other recreational articles will be permitted at Saturday School sessions.
10. Saturday School is an alternative to suspension and attendance is therefore an opportunity for the student to continue his/her education. Any student who fails to report to Saturday School or misbehaves will receive further disciplinary action.

PLAGIARISM/CHEATING/APPEARANCE OF CHEATING

Plagiarism/Cheating/Appearance of Cheating is defined as taking, giving, or using ideas, writings or information from another source and offering them as your own. A student should act in such a way that a teacher would not suspect him or her of cheating. Violation of this policy will result in disciplinary action.

Plagiarism/Cheating involve any of the following:

- Using another person's work as your own.
- Copying, faxing, duplicating assignments that will be turned in as an "original"
- Exchanging assignments by print-out, disk transfer or modem, and then submitting as "original".
- Writing formulas, codes, key words, etc. on your person or objects for use in an assessment.
- Using unauthorized reference sheets during an assessment.
- Exchanging answers with others (either giving or receiving) unless directed by a teacher.
- Taking someone else's assignment and submitting it as your own.

ALTERNATIVE SCHOOL

The Jefferson County Alternative School was enhanced through the efforts of the Jefferson County Juvenile Justice Center, the Jefferson County Educational Service Center, and local administrators to provide a structured educational opportunity for those students unable to adjust to alternative programs available in their home schools and for those students whose behavior has resulted in continued suspensions or expulsions from their home school. It is the Alternative School's mission and purpose to provide each student with a safe learning environment to develop their self-esteem so that they may move on academically and socially. Student work will earn them credit from their home school.

GUIDANCE

If a student is having a problem and he/she would like to discuss it with someone, a Guidance Counselor is available. To set up a conference, the student should inform his/her teacher that he/she would like to meet with the Counselor for an appointment or a conference.

SCHEDULE CHANGES

Random and arbitrary schedule changes will not be permitted. Adjustments to a schedule due to conflicts, failures, class close outs or human error will be made during the first 5 days of each semester by the counselor and/or the administration.

STUDY HALLS/SEMINAR/INTERVENTION TIME

Study halls and seminars are provided for students to study in a quiet atmosphere. Educational materials must be brought to every scheduled study hall period. Students will be permitted to receive intervention during their study hall or seminar period.

FEES

The fees listed below are set by the Board of Education and must be paid by each student in the Principal's Office where a receipt will be provided. It is the student's responsibility to file and save the receipt. A note (of the fees owed) will be sent at the end of Semester One. Installment payment of fees (in increments of \$5.00) may be arranged with the Principal. A pro rata amount for fees may be charged to pupils entering the district at intervals of 9 wks, 18 wks, and 27 wks, and the fees charged accordingly. Workbooks partially used, if available, may also be prorated in cost.

Refund of students' fees may likewise be prorated according to the same quarterly intervals; the unused portion of the workbook(s) become the property of the school, if the fee is refunded. Full payment of fees is required before any refund will be made. A bill will be placed in the Student's personnel file for failure to pay class fees. All fees must be paid before the student is permitted to graduate.

All fees are to be paid in the office to Mrs. Miller, before or after school, at which time the student will receive a receipt to be shown to the instructor of the class. All checks are to be made payable to Harrison Central Jr. Sr. High School. In compliance with House Bill I, students on free lunch are not responsible for class fees.

ART EDUCATION:

Art I, II, III, IV	\$20.00
Jr. High Art.....	\$5.00

BUSINESS & COMPUTER EDUCATION:

21st Century Skills/Business Foundations 1.....	\$10.00
Computers/Business Foundations 2.....	\$15.00
Accounting 1/ Computerized Accounting.....	\$20.00
Comp. Skills for Life 2, Adv. Comp. Skills 1 and Adv. Comp. Skills	\$15.00
Jr. High Computers.....	\$5.00

FAMILY AND CONSUMER SCIENCES (Home Economics):

Teen Living I, Teen Living II.....	\$15.00
Healthy Foods, Healthy and Safe Foods	\$20.00
Jr. High Nutrition and Wellness.....	\$10.00

SCIENCE EDUCATION:

Integrated Science.....	\$5.00
Physical Science	\$20.00
Marine Biology, Introduction to Botany	\$10.00
Biology, Advanced Biology, Anatomy/Physiology, Chemistry, & Physics	\$20.00

VOCATIONAL AGRICULTURE:

Animal Nutrition, Health and Reproduction, Business Management for Agricultural and Environmental Systems, Greenhouse and Nursery Management, Livestock Science and Communications and Leadership.....	\$10.00
FFA Dues.....	\$15.00
Jr. High Agriculture, Food and Natural Resources.....	\$5.00
<i>Jr. High Students wishing to be involved with the FFA can pay the \$10.00 FFA Dues</i>	

⇒ Note: The cost of "Project Materials" is not covered by the class fees.
Workbooks required for class will be the actual cost of the workbook.

SEVERE WEATHER CLOSINGS

In the event that school shall be closed because of road, weather, or other emergency conditions, students **SHOULD NOT CALL THE SCHOOL**. Students will be notified by the Pre-K through 12 notification system calling your home. You may also listen to **WWVA** 1170 AM, **WOVK** 98.7 FM, **FROGGY** 103.5 FM, **WEIR** 1430 AM/ THE RIVER 106.3 FM, **WYJK** 100.5 FM, **WJER** 1450 AM/101.7 FM, **WTUZ** 99.9 FM, **WCDK** 1430 AM/106.3 FM radio stations and local TV stations **WTRF-TV7**, Wheeling, W. Va. and **WTOV-TV9**, Steubenville, Ohio.
Policy on two hour delay - School starts two hours later than the normal start time.

EMERGENCY PROCEDURES

Students will be made aware of the fire exits in all their classes and are urged to make note of these exits. ALL EXITS are clearly marked and EXIT procedures are posted in every classroom, as well as throughout the building. We will have several fire, tornado and emergency drills throughout the year in which all students are expected to proceed out the prescribed EXIT as quickly and quietly as possible.

PARKING LOT

All cars, trucks, and motorcycles driven to school must be registered to park in one of the school's assigned parking lots. Each student wishing to park in one of the lots must pick up an application from the Principal's Office. **A fee of \$20.00 will be charged to each student approved to park in the John W. Stephenson Center parking lot.** Any vehicle not registered may be towed at the owners expense. Students are not to loiter in the parking lot. No cars are to be driven on the road between the High School Main building and the Gymnasium Building between the hours of 7:00 AM – 3:00 PM or while buses are loading or unloading. **No student is permitted to go to the student parking lots during school hours without first being granted permission by the building administration.**

SCHOOL INSURANCE

For a nominal fee, pupils may participate in an insurance program distributed by the school. Literature relative to this matter is distributed to all students at the beginning of each school year. It is advisable that all students participating in sports have insurance either through school or at home.

VISITORS

The school policy is to welcome only visitors or guest speakers who have legitimate business at the school. All visitors or guests of Harrison Central Jr./Sr. High School, while they are in the building or on school grounds, are subject to the same rules, regulations, and codes of conduct and dress that apply to the Harrison Central student body. All guests and visitors must report to the main office for authorization and for a visitor's pass before proceeding through the school. Any unauthorized person who fails to register in the main office and/or fails to secure a visitor's pass will be asked to leave the building. Any teacher who observes an unauthorized person in the building without a school visitor's pass displayed will notify the main office immediately. Visitors are expected to return their pass to the office and to leave the building and/ or school property promptly once their business has been completed. **STUDENTS ARE NOT PERMITTED TO BRING GUESTS, WHICH INCLUDES BABIES, TO SCHOOL.**

SCHOOL DANCES

School dances are held for the benefit and enjoyment of the student body of Harrison Central Jr./Sr. High School. They are chaperoned by school faculty and administration and are closed to any one who is not a student of Harrison Central. The prom and homecoming dances are formal dances and are open to Harrison Central students and their guests; however, no jr. high student/guest will be permitted to attend any high school dance. Prom and Homecoming are the only dances in which you may bring a guest (no guests above the age of 20). Students grades 9-12 are not permitted to attend jr. high dances.

BUS TRANSPORTATION

Bus transportation is provided to all students who live one mile or more from the school. Definite routes and time schedules are established. The "Rules and Regulations" regarding bus conduct are provided to all students who use the bus. Abuse of the bus rules may result in the loss of bus riding privileges. Any violation of bus rules will be subject to disciplinary action as determined by the building administration.

Students are not permitted to arbitrarily change buses to which they were assigned. Nor are they to ride a bus to the home of another student. Any request for a student to change a bus schedule or a bus assignment should be done through a phone call to **Mr. Kovacik** the Director of Operations, (942-7852) by a parent or guardian. If an emergency situation arises, the parent should contact building administration at 942-7700.

LUNCH PROGRAM

Students are offered a choice of a "Class A" hot lunch or fast food lunch (hamburger, hotdog, shake, etc.) Students eligible for reduced or free lunch will complete necessary forms at the beginning of each school year. These forms must be signed by the parent/guardian and returned to the office before the program can be initiated.

We are under a closed lunch policy. No student will be excused at lunch time to leave the building. Students may not order food to be delivered to the school.

LUNCH PRICES

Adults: \$3.00. Students: \$2.75

Each student will receive an ID number that will remain with the student until graduation. Students will pay for lunches by depositing money into their account, similar to a debit system. Students may deposit money into their accounts during breakfast, homeroom, or at the end of their lunch period. Prepayments by check are accepted and encouraged. Please put your ID number on the check. If you are qualified for free or reduced lunch, this information will be in the system, and the meal will be processed just as it is for all other students. Students are encouraged not to pay with cash in the serving lines.

GRADING SYSTEM/STUDENT PROGRESS REPORTS TO PARENTS

In grades 9 to 12, the six scholarship marks in each subject are cumulative for the year and are averaged for the final mark that determines whether credit has been earned. Each of the four (4) nine week periods is equal to 1/5 of the final grade while both semester tests (the major test at the conclusion of each 18 week period) are equal to 1/5 of the final grade. (Each semester test would be weighed 1/2 of a nine weeks grade).

The final grade will be determined by using the scale:

Nine Weeks	Semester Grades
A = 4.0	A = 2.0
A- = 3.7	A- = 1.85
B+ = 3.4	B+ = 1.70
B = 3.0	B = 1.50
B- = 2.7	B- = 1.35
C+ = 2.4	C+ = 1.20
C = 2.0	C = 1.0
C- = 1.7	C- = 0.85
D+ = 1.4	D+ = 0.70
D = 1.0	D = 0.50
D- = 0.7	D- = 0.35
F = 0.0	F = 0.0

A = 3.71 - 4.00; A- = 3.51 - 3.709;
 B+ = 3.30 - 3.509; B = 2.71 - 3.299; B- = 2.51 - 2.709;
 C+ = 2.30 - 2.509; C = 1.71 - 2.299; C- = 1.51 - 1.709;
 D+ = 1.30 - 1.509; D = 0.71 - 1.299; D- = 0.70 - 0.709;
 F = Below 0.70

Also providing that:

- a) the student has earned a passing mark in at least one of the last two nine weeks marking periods.
- b) the student has achieved a passing grade in a semester course by passing two of the three marking periods
- c) the student has completed all required assignments including tests, quiz(es), reports, term papers, class projects, etc. If a student fails to make up the required work he/she will be given an "I" (incomplete) rather than an "F" and will not receive credit for that course.

Incompletes can be removed only when a student completes all required work. Making up incompletes is the responsibility of the student and is to be done at the convenience of the classroom teacher. Unless there are extenuating circumstances causing the teacher or principal to extend the time period, the work must be completed no more than ten (10) days after each nine (9) weeks' grading period ends. An exception will occur in the last (fourth) nine weeks' grading period whereby, any incomplete received for the final grading period of the school year must be made up no later than the end of the teachers' work day (at the conclusion of the school year). Failure to make up incomplete course work within these time constraints will result in denial of credit for the course(s) in which a student has an incomplete.

Grades are a means of communicating degrees of success or failure to parents and students on actual academic achievement. Grades should be determined by having sufficient evidence from homework assignments, classroom participation, projects, reports, quizzes and tests to base the grade upon--a minimum of 15 items (grades) per nine week grading period for grades for 7-12. There will be a place on the report card to write encouraging or critical notes, but the grade is to reflect the progress of the student's performance. The Board recognizes that any grading system, however effective, is subjective in nature. Therefore, fundamental principles must guide all instructors in assigning marks of achievement:

1. The achievement mark in any subject should represent the most scientific estimate by the teacher of the subject. Great care, understanding and empathy must be employed at all times in fairness to the student. A variety of evaluation measures will be used and accurate records shall be kept to substantiate the grade given.

2. Each individual must be given every consideration. An individual should not receive a failing grade unless he/she cannot meet stated minimum requirements.
3. Poor or failing grades should trigger a variety of instructional and intervention activities to assist the student in achieving better grades
4. Grades are never to be considered the goals of learning; they are merely the symbols which evidence the extent of learning. Grades are a consequence of learning and not the purpose for learning. Grades are to:
 - A. Inform students as to their scholastic progress
 - B. Acquaint parents with the achievement of their child(ren)
 - C. Enable teachers to evaluate instruction and guidance technique
 - D. Provide administrators, consultants, and counselors with adequate and accurate records of a student's progress and achievement.

The classroom grading scale is as follows:

A = 95—100 A- = 90—94.99

B+ = 87—89.99 B = 83—86.99 B- = 80—82.99

C+ = 77—79.99 C = 73—76.99 C- = 70—72.99

D+ = 67—69.99 D = 63—66.99 D- = 60—62.99

F = 0—59.99

Students must have a D- average to pass for the year.

PROMOTION, RETENTION & GRADUATION

Grades 7-8: 1. A student receiving passing grades in reading, social studies, mathematics, science and English is promoted. 2. A student having failing grades in reading, mathematics, and English at the end of each year has his/her case evaluated by the teachers, guidance counselor, and principal for placement.

Grades 9-12: A student grades 9-12 is promoted from one grade to the next if he/she secures five (5) academic credits per year.

Graduation: Twenty (20) units of credit are required for graduation from Harrison Central High School. One unit of the 20 may be fractional units of less than one-half (1/2) value. The privilege of participating in Graduation Ceremonies shall be reserved for those students who have completed all requirements for receipt of a High School Diploma as set forth in Board Policy. Successful completion of all portions of the Ohio Graduation Test (OGT) is required for graduation.

HONOR ROLL – PRINCIPAL'S LIST

HONOR ROLL - A student must carry a 3.0 average with no grade lower than "C" for the current nine week period.

PRINCIPAL'S LIST - A student must carry at least a 3.51 average with no grade lower than "C".

NATIONAL HONOR SOCIETY

A student must maintain a cumulative grade point average of 3.25 to be considered for nomination.

HONORS PROGRAM—Academic Letter

Harrison Central Jr./Sr. High School offers an Academic Letter Program that recognizes and promotes both scholastic achievement and community service. To be eligible a student must achieve a 3.0 accumulative grade point average or make the honor roll/principal's list the first 3 nine week's grading periods with no grade below a "C." Additionally, a student must submit 45 hours of documented community service for the school year. Summer community service programs will be recognized.

Diploma with Honors

Ohio Diploma with Honors

Students who complete a college preparatory program at Harrison Central High School will be eligible for an Honors Diploma if they complete any eight of the following nine criteria:

1. 4 units in English/Language Arts
2. 4 units of Mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
3. 4 units of Science, including physics and chemistry
4. 4 units of Social Studies
5. 3 units of 1 Foreign Language or 2 units each of 2 Foreign Languages
6. 1 unit of Fine Arts
7. Overall high school grade point of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
8. Composite score of 27 on the ACT or a composite score of 1210 on the SAT

Vocational/Technical Curriculum

1. 4 units in English/Language Arts
2. 4 units of Mathematics including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
3. 4 units of Science, including physics and chemistry
4. 4 units of Social Studies
5. 4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post secondary credit.
6. Overall high-school grade point of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
7. Composite score of 27 on the ACT or a composite score of 1210 on the SAT
8. Achieve the proficiency benchmark established for the appropriate Ohio Career Technical Competency Assessment or the equivalent

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

Interscholastic extracurricular activity is defined as a school sponsored student activity involving more than one school or school district. In order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements:

- In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation.
- If a student fails to fulfill this requirement, he/she becomes ineligible beginning the 5th day following the end of the grading period. This is the minimum requirement of the Ohio High School Athletic Association. However, each student has the opportunity to make up an incomplete (10 school days after the preceding grading period). This will be determined by the guidance counselor, athletic director, then building principal.

- A 9th grade student enrolled in the first grading period after promotion from eighth grade must have passed 75% of those subjects carried the preceding grading period in which the student was enrolled. Any student who received a failing grade for any class the previous grading period may be eligible to participate in interscholastic extracurricular activities provided he/she meets the requirements noted above.
- 7th and 8th grade students must pass 75 % of their enrolled subjects during the school year.
- The eligibility or ineligibility of a student continues until the start of the fifth day of the next grading period, at which time the grades from the immediately preceding grading period become effective. EXCEPTION—eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

COMPUTER USE AND ACCESS

Computer use and Internet access is restricted to school related classroom assignments and work only and follows the guidelines set forth by district policy. Any use of computers and printers for personal or non related school work is prohibited. Violations may result in loss of computer use and access privileges.

Copying of other students' schoolwork or assignments is prohibited. Accessing classified information such as tests, exams, grading keys, or student record information is also prohibited. Either offense will result in an "F" for the assignment/test copied and/or loss of computer use and privileges. Students will be subject to disciplinary action by building administration.

DETENTION

Detention is the time (thirty minutes) students are assigned to report before or after school for any misconduct. The student is to be given one day's notice when detention is assigned so that he/she can arrange transportation if necessary. All assignment of detentions by teachers must be reported to the building administration. (The Jr. High teachers may only assign detention for 1/2 hour segments and a student may only be given detention for three (3) consecutive days). Jr. High teachers must cover any detention they issue.

CHANGE OF ADDRESS

Students or Parents must inform the office of any change of address or telephone number.

LOST AND FOUND

Students who find lost articles are asked to return them to the office where they can be claimed by the owner.

MEDICATION

Any student that must take medication must follow all Board of Education guidelines.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for Tuesday, November 22nd from 2:00 PM to 7:30 PM. During this scheduled time for conferences, parents are urged to come to school and confer with their child's teacher. A conference will be scheduled at any other time during the year that a student or parent would like to visit with the teacher on a one to one basis.

TEXTBOOKS

Textbooks are issued by the school and are issued at the beginning of each course. Students who lose or damage a book will be required to pay for it.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions by being polite, helpful, and considerate as you would be to your regular teacher. Substitute Teachers will be given the same respect and appropriate behavior as required with the regular teacher.

LOCKERS

Lockers are located throughout the building and will be assigned. Students are encouraged to keep their lockers in good condition. Do not share lockers with someone else; more problems arise from this arrangement. Do not give out the combination to anyone. Under no circumstances should you ever keep money or valuables in your locker. **Lockers are the property of the school and may be inspected at any time.** New lockers will not require a lock and each student will be given the combination to that locker. All 7th and 8th grade students are to provide their own lock for their locker. Decorating student locker doors with pictures, signs, banners, spirit tags is not permitted. This includes individual students and/or school groups and/or organizations. No writing in/on lockers or students will be charged a fee at the end of the year when lockers are checked. Alternative lockers are provided in the office for students that do not take care of lockers and follow rules.

PUBLIC SIDEWALKS/CROSSWALKS AND PRIVATE PROPERTY

Students are reminded that they are representatives of Harrison Central High School during the school day as well as to and from school each day. Therefore, students are not permitted to loiter or litter on private property adjoining district property. Nor are they to litter or loiter on district property. Likewise, students are not to block access to public sidewalks or roadways on or around the school premises. All students are to obey the traffic laws and ordinances to insure their own safety and the safety and respect of others.

WITHDRAWAL

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in person by your parent or guardian with the building administration.
2. Obtain proper forms from the Guidance Department.
3. Have the forms signed by teachers, return all textbooks and library books, and make sure all fines are paid.
4. Take completed form back to guidance office for final clearance.

LIBRARY

The purpose of the library is to provide students with materials for their classes and to provide recreational reading, viewing, and listening. Students may sign into the library during their study hall and must remain in the library for the full period. The library will also be used as an intervention area for students needing remediation work on the computers.

PHOTOGRAPHS AND PICTURES

In order to maintain a progressive and coordinated program of public relations for our schools, district, and community; photographs/pictures are at times taken during school events and published in various news articles, media events and/or District Calendar/Annual reports. These photos are considered to be directory information and are not intended to be personally identifiable. If a parent does not want their son's/daughter's picture to be used in any of the above mentioned examples, they should contact the building administration.

REQUIREMENT FOR ATHLETIC VARSITY LETTER

The Harrison Central Jr./Sr. High School lettering system is designed to acknowledge the player who performed at a high standard throughout the duration of the season. The varsity letter is a plateau where the athlete is looked upon as an individual who strives for success. Players injured during the season will receive a letter on a pro-rated basis or at the discretion of the coach. The varsity letter is not given by the coach, but instead is earned by the individual.

First year award winners receive a "Varsity HC" letter that they can put on a letterman jacket. Multi-sport athletes only receive one Varsity HC letter, after that metal pins for each sport are given.

- 1st year award – Varsity HC letter and sports pin
- 2nd year award – gold bar pin
- 3rd year award – gold bar pin
- 4th year award – gold bar pin

In case of injury or other special situations, the coach may use his/her discretion in awarding letters.

BASEBALL – Each player who participates in 40% of the innings in all varsity games played.

BASKETBALL – Each player is required to participate in 40 quarters throughout the season to earn a varsity letter

CHEERLEADING – Each participant must try-out for cheerleader and make a required score in order to become a varsity cheerleader. Only varsity cheerleaders may letter. The cheerleader must cheer at all varsity football and basketball games as well as participate in practices, competitions, pep rallies and other required activities.

CROSS COUNTRY – In order to earn a varsity letter, a participant must score in the top 7 places as our school team or as an individual for 50% of meets/invitationals.

FOOTBALL – To earn a varsity letter, a player must participate in a minimum of twenty (20) quarters of varsity games during the regular ten game schedule. The definition of a quarter consists of three consecutive plays either offensively, defensively, or on special teams. A senior may be awarded a varsity letter if he has remained with the program for a substantial number of seasons. Final decision will be at the discretion of the coach.

GOLF – To earn a varsity letter you must participate in a “majority” of the total varsity matches.

SOFTBALL – Each player must play in 40% of all innings played in all varsity games played.

TRACK – In order to earn a varsity letter, the participant must meet one of the following criteria:

1. Place in an invitational track meet.
2. Score 15 points in a season.
3. Participate in each varsity meet, both dual and invitational competitions.

VOLLEYBALL – In order to earn a Varsity letter, the participant must play 1/2 of the scheduled varsity games.

WRESTLING – To earn a varsity letter, the participant must earn 15 points. The point system is as follows:

- 1 pt. – each varsity match wrestled
- 1 pt. – each win in a varsity match
- 1 pt. – each pin in a varsity match

Tournament Finishes:

- 1st place = 8 pts.
- 2nd place = 7 pts.
- 3rd place = 6 pts.
- 4th place = 5 pts.
- 5th place = 4 pts.
- 6th place = 3 pts.
- 7th place = 2 pts.
- 8th place = 1 pt.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any

student who believes the Harrison Hills City School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) he/she may bring forward a complaint which shall be referred to as a formal grievance. However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. **An informal grievance with the above mentioned administrators does not require parents/guardians to be present.**

However, if an informal acceptable solution cannot be attained, formal Title IX and Section 504 grievance procedures shall commence as follows:

Step 1

An alleged formal discrimination grievance complaint should first be made to the principal or immediate supervisor within ten school days of date incident occurred.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and/or Section 504 Coordinator within five school days. **Title IX/Section 504 Coordinator:** Mrs. Jenny Gibson - Box 356 - Harrison Hills City School District - Hopedale, Ohio 43976 - Phone: (740) 942-7800

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent who functions as the final mediator at the local level.

Step 4

If not resolved at Step 3, the decision may be appealed by the complainant to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent (s) and/or guardian (s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

ALMA MATER

**Oh Alma Mater Harrison Central High, we lift our voice in
praise.**

**Our hearts are filled with joy and pride recalling High
School days.**

**Your friendships true, your spirit too, always with us shall
be.**

We pledge you our allegiance to serve you faithfully.

**And when in future years we roam far from these hallowed
halls,**

**We'll never forget the happy hours we spent within your
walls.**

**We go forth bright and eager and whenever we shall return,
The silver and black your standard inside our hearts will
burn.**

ATTENDANCE/EXAM INCENTIVE

1. If a student misses 0-3 class periods in the either semester, the student will not be required to take the mid-term/final exam in that class. However, if the student opts to take the exam, the grade may be counted in order to enhance the student's final grade. If the exam grade hinders the final grade, it will not be counted. This guideline is the same for the second semester also.

If a student is tardy to class, or the student misses up to 22 minutes of a class period, they will be counted as a 1/2 absence for that class period. If the student misses more than 22 minutes, he/she will be counted absent for the entire period. (This only relates to the incentive and is not related to final attendance.)

*Also, the student must have at least a "D" in each 9-weeks grading period. If there is an "F" in any 9-weeks grading period, the student will be required to take the exam(s).

2. Any school-related functions that would cause a student to be absent will not count against the attendance incentive. For example, field trips, class meetings, required participation in athletic events, or any other absence deemed necessary by the building Principal/ Assistant Principal.
3. All Jr. High students will take their mid-term and final examinations.