

**HOUSTON HIGH SCHOOL  
HARDIN - HOUSTON LOCAL SCHOOL DISTRICT**

5300 Houston Road

Houston, Ohio 45333-9729

Phone: (937) 295-3010 Fax: (937) 295-3737

**Board of Education**

Joel Knouff, President  
Bill Clark, Vice President  
Barri Grandey  
Christine Helman  
Jason Shaffer  
Amy Ayers, Treasurer

**Administration**

Ryan Maier, Superintendent  
Jeff Judy, High School Principal  
Sara Roseberry, Elementary Principal  
Stephanie Merickel, School Counselor  
Craig Knouff, Athletic Director  
Matthew Stephens, Technology Director

**STUDENT HANDBOOK 2019-2020**

**Table of Contents**

School Calendar	2	Deliveries to School	12
Welcome	3	Activity Period	12
Daily Bell Schedules	3	Fund Raising	12
New Students – Entering	3	Assemblies	13
Withdrawing from School	3	Athletics	13
Attendance Policy	4	School Property	13
Excused Absences	4	Distribution of Materials	13
Unexcused Absences	5	School Publications	13
Excessive Absences	5	Emergency Drills	13
Truancy	6	Electronic Equipment	13
Arriving or Leaving School	6	School Dances	14
Tardiness	6	School Events	14
School Delays & Closings	7	Visitors	14
Dress & Accessory Code	7	School Resource Officer	14
Medication Policy	8	Student Progress/ProgressBook	14
Emergency Medical Care	8	Report Cards	15
School Fees	8	Parent/Teacher Conferences	15
Directory Information	8	Grading Scale & GPA	15
Student Handbook/ Planner	9	Selection of Valedictorian & Salutatorian	15
Daily Announcements	9		
Lockers	9	Assessments/SLO Incent.	15
Search and Seizure	9	Honor Roll	16
Textbooks	9	Grade Placement	16
School Telephones	10	Scheduling for Classes	16
Arrival & Dismissal	10	College Credit Plus	18
Bus Transportation	10	Virtual Learning Academy (VLA)	18
Driving to/from School	10	Upper Valley Career Center	18
Classes & Schedules	10	Graduation Requirements	18
Study Hall	11	Early Graduation Policy	19
Media Center & Materials	11	Code of Student Behavior	19
Aides	11	Civil Rights	21
Hallways	11	Students 18 or Older	21
Public Display of Affection	11	Behavior Consequences	21
Restricted Areas	11	Bullying	21
Pop & Juice Machines	12	Bus Rules	21
Food, Beverages, & Gum	12	Statement of Understanding	24
Lunch & Commons	12	Acceptable Use of Computers & Internet Safety Policy	25
		Student/Parent Agreement	32

**Hardin-Houston Local School  
2019-2020 Calendar**

**Adopted 2/18/19**

July-19						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 4 - Independence Day

August-19						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug. 8 - JH/HS Fee Pay Day 7:00 a.m.-7:00 p.m.

Aug. 12 - Staff Prof. Dev. (School Hours)

Aug. 13 - Teacher In-Service/Open House  
(3:30-5:00) (5:00-7:00)

Aug. 14 - Teacher Work Day  
(School Hours)

Aug. 15 - First Student Day Grs. 1-12  
& KDG. (girls only)

Aug. 16 - First Day for KDG. (boys only)

Aug. 30 - 2 hr. Early Dismissal  
-Building Safety Training

September-19						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept. 2 - Labor Day - No School

Sept. 6 - 1 hr. Early Dismissal  
- Staff Safety Training

**First 9 Weeks**

Begin: Aug. 15

End: Oct. 11

Days Taught: 41

In-Service Days: .5

Work Days: 2

Total Days: 43.5

October-19						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Oct. 10 - 5th & 6th Gr. Musical

Oct. 11 - End 1st Nine Weeks

Oct. 14 - Begin 2nd Nine Weeks

Oct. 18 - No School -Teacher Prof. Dev.

Oct. 21-25 - 8th Gr. Washington D.C. Trip

Oct. 29 - P/T Conf. (4:00-7:30) - 1 hr. E/D

November-19						
S	M	T	W	TH	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Nov. 1 & 2 - Fall Play

Nov. 5 - P/T Conf. (4:00-7:30) - 1 hr. E/D

Nov. 7 - HS Band Concert

Nov. 8 - No School - P/T Conf. (8:00-12:00)

Nov. 12 - P/T Make-Up Day

Nov. 15 - Meet the Team Night

Nov. 27-29 -Thanksgiving Vac. -  
No School

December-19						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 12 - 3rd & 4th Gr. Musical

Dec. 16 & 17 - Secret Santa Shop

Dec. 20 - 1 hr. E/D

Dec. 20 - End 2nd Nine Weeks

Dec. 23 - Jan. 3 Christmas Break  
-No School

**Second 9 Weeks**

Begin: Oct. 14

End: Dec. 20

Days Taught: 45

Conference Days: 1.5

In-Service Days: 1.0

Total Days: 47.5

January-20						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jan. 6 - First Day in 2020

Jan. 6 - Begin 3rd Nine Weeks

Jan. 20 - Martin Luther King Jr. Day -  
No School

Jan. 24 & 25 - Homecoming Activities

February-20						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Feb. 7 - 2 hr. delay -Teacher Prof. Dev.

Feb. 13 - P/T Conf. (4:00-7:30) - 1 hr. E/D

Feb. 17 - President's Day -

No School

Feb. 20 - P/T Make-Up Day

March-20						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 6 - End 3rd Nine Weeks

March 6 - 2 hr. delay -Teacher Prof. Dev.

March 9 - Begin 4th Nine Weeks

March 19 - 1st & 2nd Gr. Musical

**Third 9 Weeks**

Begin: Jan. 6

End: March 6

Days Taught: 43

Conference Days: .5

Total Days: 43.5

April-20						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 2 & 3 - Kindergarten Registration

April 4 - Prom

April 10-13 -Spring Break - No School

April 12 - Easter

April 21 - JH/HS Art Show  
& Band Concert

May-20						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 7 - Kindergarten Musical

May 15 - Last Student Day - 2 hr. E/D

May 17 - Graduation @ 2:00 p.m.

May 18 - (3 hr.) Teacher Work Day

May 25 - Memorial Day

June-20						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Fourth 9 Weeks**

Begin: March 9

End: May 15

Days Taught: 48

Work Day: .5

Total Days: 48.5

Student Days: 177

Conference Days: 2.0

In-Service Days: 1.5

Work Days: 2.5

Teacher Days: 183

**Make-Up Dates:**

Day 1 - January 20 - Martin Luther King Jr. Day

Day 2 - February 17 - President's Day

Day 3-5 - May 18, 19, 20

## **STUDENT HANDBOOK – POLICIES, RULES, and INFORMATION**

### **Welcome**

Welcome to Houston High School. We hope that you find that this school year is filled with many positive learning opportunities, good interaction with others, and pleasant memories when it is completed. We pledge to provide you with the opportunity to learn and grow as a young adult, prepare for your future, and to provide assistance with this process. In return, we request that you make a sincere effort in obtaining your education, and treat all others in our school with respect and courtesy. We expect you to conduct yourself in an appropriate manner at all times, and accept responsibility for your behavior and actions. This booklet provides you with the policies, rules, guidelines, and information needed for expected behavior and academic success.

### **Daily Bell Schedules**

<b><u>Regular</u></b>	<b><u>1 HR Delay</u></b>	<b><u>2 HR Delay</u></b>	<b><u>1 HR ED</u></b>	<b><u>2 HR ED</u></b>
1: 8:00-8:43	1: 9:00-9:40	1: 10:00-10:30	1: 8:00-8:36	1: 8:00-8:30
2: 8:47-9:28	2: 9:44-10:19	2: 10:34-11:01	2: 8:40-9:15	2: 8:34-9:00
3: 9:32-10:13	3: 10:23-10:58	5: 11:05-12:19	3: 9:19-9:54	3: 9:04-9:30
4: 10:17-10:58	5: 11:02-12:16	JH: 11:05-11:35	4: 9:58-10:33	4: 9:34-10:00
5: 11:02-12:16	JH: 11:02-11:32	HS: 11:49-12:19	6: 10:37-11:10	6: 10:04-10:30
JH: 11:02-11:32	HS: 11:46-12:16	3: 12:23-12:49	5:11:14-12:30	7: 10:34-11:00
HS: 11:46-12:16	4: 12:20-12:55	4: 12:53-1:20	JH: 11:14-11:44	5: 11:04-12:19
6: 12:20-1:01	6: 12:59-1:34	6: 1:24-1:51	HS: 12:00-12:30	JH: 11:04-11:34
7: 1:05-1:46	7: 1:38-2:13	7: 1:55-2:22	7: 12:34-1:09	HS: 11:49-12:19
8: 1:50-2:31	8: 2:17-3:00	8: 2:26-3:00	8: 1:13-2:00	8: 12:23-1:00
WT: 2:35-3:00				

\*No I&E on Friday, Activity period

\*No I&E on delay or ED days

### **New Students – Entering School**

Students who desire to attend Houston High School must follow several guidelines. The parent (or custodial parent) or guardian of the student must live in the Hardin-Houston Local School District or comply with the rules of open enrollment or tuition. Students who plan to attend must come to the school with a parent or guardian and complete all online registration forms, including but not limited to an administration of medication form and a student record release form. Records from the student's previous school must be attainable for the student to proceed at Houston High School. The parent/guardian must furnish a copy of the student's birth certificate and immunization records. In the case of court-ordered custody of a student, the parent must present the proper and acceptable court documents before the student will be admitted to school.

### **Withdrawing from School**

Parents/guardians of students who are leaving the school district due to moving, change of parental custody, or other acceptable reason must complete a withdrawal form. The student and/or parent/guardian must return the completed form to the office at least five days before the final day of the student. Any assigned school fees are to be paid at the time of withdrawal. The name and address of the student's next school are also to be furnished at the time of withdrawal.

## **ATTENDANCE POLICY**

School attendance is of prime importance in the life of a student. Good attendance is one of the greatest single factors for success in school. Regular school attendance promotes solid academic achievement, and furthers the development of a good attitude towards responsibility and going to work in the future. Absence from school can be one of the major causes of academic difficulties and failure of classes. In addition, school attendance is mandated by law for all children until the age of 18.

### **Telephone Notification of Absences**

If a student is going to be absent from school, the parent or guardian is requested to call the school (295-3010) before 8:10 am the day of the absence. Messages before regular school hours can be left on the school's voicemail or can be emailed to [mgarber@hardinhouston.org](mailto:mgarber@hardinhouston.org). If a student is absent, and word of the absence has not been received, the school will attempt to notify the parent or guardian.

### **Marking Attendance of Students**

A student's attendance will be recorded in minutes per day. Students must attend at least one-half day (four periods) in order to attend and/or participate in any events which are after the school day. Any exceptions must be approved by the principal/athletic director. Teachers are also to keep attendance for all students in their classes.

### **Types of Absences**

The Ohio Department of Education has a definite, stated policy regarding school absences. In brief, the policy is as follows: Absences from school for any reason other than those which are listed below and recommended by the ODE are not acceptable and will carry disadvantages for the student. Those reasons which are acceptable by the Ohio Department of Education and Houston High School are listed below.

#### **Absent with School Approval**

Religious holidays and all absences from class when they are the result of participation in an approved, authorized school activity are included here. This would include field trips authorized by a teacher, college visits and job/career shadowing authorized by the school counselor, or other school activities authorized and supervised by school personnel. These days which are approved will not be counted as school absences for the student. **However, the student is responsible for any assignments and class work whenever absent from classes for any reason.**

NOTE: College visits for seniors are limited to two days (can be taken during quarters 1, 2, and 3) and for juniors are limited to one (not during spring state assessment administration). College visits must be scheduled and approved by the school counselor. Job/career shadowing for sophomores, juniors and seniors is limited to one day (not during the last two weeks of school or during state assessment testing.)

#### **Excused Absences**

1. Personal illness verified by a parent or guardian in a **written note** or email brought to the office upon the student's return. Parent excuses need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**. A telephone call received by 8:10 am from a parent/guardian will also suffice.
2. Medical, dental, or optical appointments verified by the doctor in a **written note** brought to the office upon the student's return. Doctors' notes need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**.
3. Death in the family verified by a parent or guardian in a **written note or email** brought to the office upon the student's return. Notes need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**. A telephone call received by 8:10am from a parent/guardian will also suffice.
4. Quarantine of the home verified by a doctor in a **written note** brought to the office upon the student's return. Notes need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**.
5. Emergency work (not to exceed two days per school year) at home in which the parent can work out no other solution and verified in a **written note or email** brought to the office upon the student's return. Notes

need to be on file **within two (2) school days** of the absence or **the absence will be considered unexcused**. A telephone call received by 8:10am from a parent/guardian will also suffice.

NOTE: Students who accumulate five or more absences for any grading period may be required to furnish medical notes in order to be given excused absences.

NOTE: When family trips during school days are unavoidable, the parent should turn in the family vacation form to the office at least one (1) week in advance. When the days are approved, the student can then contact teachers for assignments prior to leaving.

NOTE: **Students have the responsibility to get and complete assignments when they are absent**. As a general rule, students have one day for each day of absence to complete assignments and turn them in to the teacher.

### **Unexcused Absences**

1. Absences due to reasons which are not listed above.
2. Absences due to truancy.
3. Absences due to out-of-school suspensions or expulsions
4. Absences in which required documentation (notes) is not provided to the school or is brought in past the deadline.

NOTE: Students who have an unexcused absence are to be permitted to complete or make up any work or assignments (this includes quizzes or tests) missed in classes during the time of the absence but will receive only 80% of the earned grade on completed work. Three days is the maximum time allowed to complete missed work. **Students who have unexcused absences due to truancy (skipping school or class) will receive a 0/F for all work which was assigned during those times.**

### **Returning to School after an Absence**

When returning to school after any absence, the student is to report to the office, first thing in the morning, or immediately when arriving at school during the day. Notes from parents/guardians or physicians should be turned in at that time. Students are required to have the day(s) of absence(s) stamped "Excused" or "Unexcused" in their handbook/planner. Dates of absences which are not stamped will be considered unexcused. **Notes for absences are to be brought to the office within two school days**. If a note is brought the second day, the student should return to the office and have his/her handbook/planner stamped "Excused". It is the responsibility of the student to bring notes to the office and have his/her handbook/planner stamped excused for absences, and to show this to his/her teachers.

### **Excessive Absences and Academic Consequences for each Nine Weeks**

The Ohio Department of Education standard for student attendance is 93% and that standard is one of the requirements for schools on the state report card. Absences will be considered excessive when **the total number of days** (or absences during specific class periods), **both excused and unexcused, reaches five (5)** for the current nine weeks grading period. A student can receive failing grades (64/F) for the grading period in classes when a student has excessive absences. When a student reaches 10 or more absences for the school year he/she may be placed on a doctor's note only policy for the absence to be considered an excused absence.

The steps when students accumulate excessive absences are as follows:

- 1) Parents/guardians will be notified by mail when a student reaches four absences for any grading period.
- 2) Any student who accumulates five or more absences for any grading period is requested to meet with the principal.
- 3) Excessive absences may be resolved by the review of medical notes (for treatment of an illness or injury), review of extenuating circumstances (such as confinement to home or a hospital for an extended illness or injury, including treatment, recovery, etc.), or attendance at one or two Saturday Schools (three hours each) to make up a day or two of absence. No more than two Saturday Schools per nine weeks grading period may be used for this purpose. School and/or community service (with the approval of the principal) may also be used to make up excessive absences. **Notes turned in on time from parents/guardians and/or physicians aid the process; unexcused absences (including those from no notes and out-of-school suspensions) hinder the process.**

- 4) Students who have excessive absences which are not resolved will receive 64/F (or lower, if earned) nine weeks grades for their classes. This can be for all or individual classes.

#### **Truancy and Excessive Absences for the School Year**

According to the Ohio Revised Code, a student is to be classified as habitually truant if he/she has:

1. Absent 30 or more consecutive hours without a legitimate excuse;
2. Absent 42 or more hours in one month without a legitimate excuse;
3. Absent 72 or more hours in one year without a legitimate excuse.

When a student is habitually truant, the following will occur:

1. Within seven (7) days of the triggering absence, the school will do the following:
  - a. Select members of the absence intervention team;
  - b. Make three (3) meaningful attempts to secure the student's parent or guardian's participation on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the school will file a complaint in the juvenile court.

According to the Ohio Revised Code, a student is excessively absent for the school year if he/she has been:

1. Absent 38 or more hours in one school month with or without a legitimate excuse;
2. Absent 65 or more hours in one school year with or without a legitimate excuse.

When a student is excessively absent from school the following will occur:

1. The school will notify the student's parents in writing within seven (7) days of the triggering event.
2. The student will follow the school's plan for absence intervention; and
3. The student and family may be referred to community resources.

#### **Arriving or Leaving during the School Day**

Students who arrive at school any time during the school day after the beginning of 1<sup>st</sup> period are required to come to the office and sign in. If the late arrival is due to a reason which is excusable, the proper note should be presented when signing in. Students who do not sign in will be counted as absent.

Students who leave the school during the school day before the end of period 8 are required to come to the office and sign out. Students who leave during the school day must have parental permission (either a note, email, or telephone call) and permission/approval from the office. Seniors in good academic standing who have approved work programs also have to come to the office and sign out. Students who have signed out must leave the building and school grounds immediately. Students who leave the school without permission/approval and signing out will be subject to disciplinary action.

#### **Tardiness – to School and Classes**

Students are expected to be on time for school and all classes. Students who are late to school are required to come to the high school office, sign in, and receive a tardy slip, marked excused or unexcused.

Teachers will keep a record of unexcused tardies for each of their classes, periods 1 through 8, including Wildcat Time. The consequences for unexcused tardies are as follows:

One Tardy	No Consequences
Second Tardy	One point deduction, nine weeks grade & Tuesday School
Third Tardy	Two point deduction, nine weeks grade & Saturday School
Fourth Tardy	Four point deduction, nine weeks grade & Saturday School

Additional tardies Referral to the principal for disciplinary action

This is for each nine weeks grading period. Students are expected to be in the classroom, and not in the halls, when the bell sounds to begin the period.

### **School Delays and Closings**

In times of poor or possibly hazardous weather conditions, listen for relevant information such as OneCallNow. In addition, the following local television stations in Dayton are contacted: Channel 2, WDTN; Channel 7, WHIO; and Channel 22, WKEF. The Hardin-Houston website will also have the latest information. Please get information from these sources. **DO NOT CALL THE SCHOOL.**

### **DRESS and ACCESSORY CODE**

All students are expected to use good judgment in their personal appearance and dress. School dress should be such that it ensures the health, welfare, and safety of our students and the school. At no time should dress and grooming be such that it distracts from the teaching and learning process. We hope that the dress and grooming of our students reflects well on our school and our community. With the above statements in mind, the following rules apply:

#### **Clothing**

- 1) must not have writing or patches which state or promote alcohol, tobacco, or any other drugs
- 2) must not have writing or patches which state or promote sexual or suggestive meanings
- 3) must not have writing or patches which state or promote obscenity or inappropriate meanings

#### **Shirts and Tops**

- 1) must have hemmed sleeves which at the minimum cover the shoulders – no tank tops or basketball jerseys
- 2) hemmed sleeveless shirts are not to have large cut-outs areas that would show any type of under shirt or undergarment
- 3) must be long enough to be tucked and stay tucked into pants, whether standing or sitting (underwear is not to be exposed)
- 4) no spaghetti strap tops, halter tops, see-through tops, or mesh tops
- 5) no pajamas

#### **Shorts**

- 1) must be worn at all times at the waist (underwear is not to be exposed)
- 2) no boxer, biking (Spandex), cutoffs (frayed or ragged hemlines), or other inappropriate shorts
- 3) are to be of an appropriate length
- 4) are to be worn modestly

#### **Skirts, Culottes, and Dresses**

- 1) are to be worn modestly (underwear is not to be exposed)
- 2) are to be of an appropriate length

#### **Pants and Slacks**

- 1) must be worn at all times at the waist (underwear is not to be exposed)
- 2) should not be excessively ragged
- 3) should not have holes above mid-thigh

#### **Shoes**

- 1) must be worn at all times
- 2) no house slippers
- 3) teachers may require a particular type of shoes in certain classes (examples: physical education, marching band, labs, and shop)

#### **Hats, Caps, and Head Scarves/ Bandanas**

- 1) must not be worn in the building during the school day as defined by school personnel

#### **Dark Glasses and Shades**

- 1) must not be worn in the building during the school day as defined by school personnel

#### **Accessories**

- 1) chains or billfolds with chains are not to be worn
- 2) necklaces or bracelets with studs or the appearance of studs are not to be worn

- 3) no blankets are to be used in the building, school bus, or any school sponsored activity.

#### **Coats**

- 1) must not be worn during the school day and are to be kept in the student's locker

**Dress or appearance concerns, problems, or violations can result in the removal of a student from classes until the situation can be resolved to the approval of the principal.** Disciplinary action may also result due to violations of the dress code.

#### **Medication Policy**

The school recognizes that there are times when a student must take medication when attending school. Therefore, there are some guidelines which apply.

Prescription medication must be brought to the office in the original container. The student should also bring a note from his/her parent/guardian which gives permission for the school to give the medication to the student at the appropriate time during the school day. The medication must be left in the office and the student must come to the office to receive the medicine. NOTE: Students will be permitted to carry approved inhalers with them during the school day.

Non-prescription medication also must be brought to the office under the same guidelines as those listed above. Students are not to have any medications (with the exception of cough drops and breathing inhalers) in their possession during the school day.

#### **Emergency Medical Care**

The school is responsible only for immediate first aid in the event of an injury which occurs at the school. The Board of Education does not pay any medical or hospital bills due to any injury which happens at the school. The parent or guardian is responsible for the payment of such bills. In the case of any injury which occurs at the school, the student is requested to immediately report the incident to the teacher, coach, advisor, or other person in charge. The office should also be notified and an accident/injury report should be completed.

In the case of a severe injury or acute illness, the school will give emergency care, call the rescue squad (if that is deemed necessary), and attempt to contact the parents/guardians. For this reason, each student is to have an "Emergency Information Form" completed and on file in the high school office. This needs to be done during the first few days of each school year. **Students who do not return a completed form can face disciplinary action.** Any changes concerning information on this form during the year should be reported to the high school secretary.

#### **School Fees**

A list of school fees will be attached to student schedules at the beginning of the school year. Payment of school fees should be completed as early as possible in the school year, and no later than November 1. In addition to class and lab fees, students will also be charged for a student planner which each student is required to have at all times during the school day. Students who drive to school will also have to purchase a parking pass. Diplomas of graduating seniors will be withheld until all fees are paid.

#### **Directory Information**

The Hardin-Houston Local School District follows the guidelines of the Federal Educational Rights and Privacy Act (FERPA) in regards to student records and directory information. The school will release directory information to colleges, universities, armed forces, and other qualifying agencies unless a parent or guardian notifies the school in writing by September 15 of each school year that he/she will not allow the distribution of directory information.

Under Ohio law, directory information may include the following: a student's name, address, telephone number, date of birth, attendance information, academic information, and date of graduation.

#### **Student Handbook/Planner**

All students at Houston High School are required to purchase the school student handbook/planner. Their handbook/planner is to be in the possession of the students at all times during the school day. The reasons for this are as follows:



- 1) the handbook/planner contains a great deal of information about the school including rules and guidelines;
- 2) the handbook/planner contains a calendar of the days in the school year and this can (should) be used to record assignments and other noteworthy items from classes (this is used as a grade requirement in some classes);
- 3) the calendar in the handbook/planner will be used to indicate excused/unexcused absences from school (see page 5, "Returning to School after an Absence");
- 4) the handbook/planner contains the computer acceptable use and internet safety policy which must be signed by both students and parents (students must have this in order to use the school computers).

Students should have their names printed on the cover and on the front page. Students are to use their own handbook/planner, are not to give theirs to other students, and are not to ask other students for the use of theirs. Students who lose their planners will be required to purchase a new one. The rules and guidelines printed in the handbook/planner will be reviewed with the students early in the school year. **Students and parents are to be responsible for all of the rules and guidelines printed in the handbook/planner.**

### **Daily Announcements**

Announcements will be collected in the high school office during each school day. To be included, announcements must be given to the high school secretary by 7:15 AM of each day. Each teacher will have access to a copy of the daily announcements. The daily announcements will be given each day over the PA system at the beginning of period 1 Monday through Friday. The announcements will be posted on the Commons flat screens and school website each day.

### **Lockers**

The student lockers are the property of the school and are provided for the convenience of the students. Students are to use the locker which is assigned to them by the office and not to be in the locker of any other student. Lockers are to be kept locked, neat, and orderly at all times. Items are permitted to be posted using magnets on the inside or outside of lockers. Students can carry books and other necessary items in either a back pack or a book bag.

The school is not responsible for any item which becomes lost or stolen. **All lockers are the property of Hardin-Houston Local School and are subject to search by school authorities at any time.**

### **Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time that the student is under the supervision of the school if there is reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of driving to school shall be considered to have given implied consent to a search of his/her vehicle at any time that a search is requested by school administration.

### **Surveillance Cameras**

Surveillance cameras are installed and in use inside and outside of the school. The cameras are in place for the safety and security of school staff, students, and the building. Images and recordings from the use of the cameras are for use by school personnel only.

### **Textbooks**

Textbooks are the property of the school and due to their cost, should be given good care. All textbooks should be covered with sturdy paper in the first few days of the school year. Students should not use cloth book covers! Students are not to write in textbooks (except for their name inside the front cover) and make sure that books are not misused and abused. The student is responsible for the books which are assigned to him/her and also responsible for any damage which occurs to those books during the time which they are used by the student. **Fines can be assigned for any damage which is reported to the office. If any book becomes lost or damaged and can no longer be used, the student will have to pay for a replacement.** Students should be informed by the teacher of any fines.

### **School Telephones**

School telephones are for the main purpose of school business. Parents who need to leave messages for children can call the office and leave a message with the secretary. Students who need to get a message to parents can leave the name of the person, the telephone number, and the message with the secretary, who will then make the call at a later time. Students are not to text or use their cell phone during the school day.

### **Student Arrival to and Dismissal from School /Coffee Bar**

On regular school days, students are not to go to assigned classes until 7:54AM. Before that time, students are to be seated in the Commons. Students are not to go anywhere else in the school unless they have permission. Students who drive or ride to school are to enter the school from the student parking lot as soon as they arrive. Students are not to wait in cars in the student parking lot. Students in grades 9-12 are permitted to access the Coffee Bar located in the Commons area at 7:30AM.

Regular dismissal time is 3:00PM. All students are to be out of the building by 3:10PM unless participating in a supervised, afterschool activity. Students who drove or rode to school are to leave the student parking lot and not loiter on school property.

### **Bus Transportation**

It is a privilege to ride the bus to school. It is the responsibility of the student to cooperate with the bus driver and to follow his/her directions. Students are to be on time to board the bus in the morning and need to be at the designated and approved stop. Students also need to be on time to board the bus following school dismissal each day.

Students must follow the rules of the school and the bus driver whenever riding the bus. This is for the safety of all who ride the bus. Students who do not follow the rules and/or do not cooperate with the driver can be referred to the office for disciplinary action. This includes everything from verbal warnings and Tuesday/ Saturday Schools to the loss of the privilege to ride the bus and charges being filed by local law enforcement officials. If a student loses the privilege to ride the bus, he/she and the parent/guardian will be responsible for transporting the student to and from school.

### **Driving to School/Parking Lot**

It is a privilege to be allowed to drive to school. Students who drive vehicles to school will need to purchase a parking pass from the office and display it in the vehicle. Students who drive must follow the rules and regulations for driving and operate the vehicle in an appropriate/safe manner. Students who do not follow established rules and/or drive in an inappropriate/unsafe manner can be referred to the office for disciplinary action. This can include verbal warnings and Tuesday/Saturday Schools to loss of privilege of being able to drive to school. Serious or repeated driving offenses could result in charges being filed by local law enforcement officials.

Once students arrive in the student parking lot, they are to leave their vehicles and enter the school. Ohio law requires that unoccupied vehicles must be locked. Students are not to go to their cars or the student parking lot during the day unless they have permission and a written pass from the office. Students are not to leave school property during the school day unless they have permission from the office.

Students are not to drive inappropriate vehicles to school such as all-terrain (four-wheelers) or snowmobiles. Drive carefully and courteously at all times but especially during times of increased traffic (arrival in the morning and dismissal in the afternoon). Pay particular attention to weather and road conditions. During winter months, even if road conditions are good, the student parking lot might still be icy.

### **Classes/Student Schedules**

Students are expected to follow their class schedules at all times. Students are expected to be on time and be prepared for all classes. Students who are late for classes and/or not prepared for classes can be subject to disciplinary action. Students who skip class will receive a 0/F for all work which was assigned and/or collected for that class and will also be assigned a Saturday school. Students are only to go to the place for which they have permission and return to class in a reasonable amount of time.

### **Study Hall**

Students who are in study hall must have work to do or material to read. Books and assignments must be out during the time of the study hall. Students must follow the rules of the study hall and cooperate with the supervisor. Students who want to go to another place (media center) must have permission from the study hall supervisor, and the approved pass. Students are not permitted to have earbuds in while study hall is in session. Students are not permitted to sleep.

### **Media Center Materials**

The media center is to be used for individuals and classes as a supplement for learning. Students who come to the media center are expected to use the time for study, research, additional learning, and other educational activities. Students must follow the rules of the media center and cooperate with the supervisor. There are to be only two students per table unless approved otherwise by the librarian and gum chewing is not allowed. Students who do not follow the rules of the media center or misbehave can lose media center privileges.

Books can be checked out for two weeks and can be renewed for an additional two weeks unless someone else has requested the book. Reference materials are best when used in the media center but can be checked out for overnight use. Students are responsible for any materials which they check out. Materials are to be returned on time and in the same condition. Students who have overdue materials for one week or longer can lose media center privileges until everything is returned. Fines will be charged on all overdue materials. The rates will be 5 cents per day for regular library materials and 25 cents per day for reference materials. Students who damage materials can be fined for the damages. Students who lose materials can be assigned replacement costs.

~~Students who use the computers in the media center must have their handbook/planner with a signed computer acceptable use policy.~~

### **Teacher Aides and Yearbook Staff**

Students who want to work as a teacher aide (including elementary student aides) or be on the yearbook staff must be scheduled through the school counselor. Students who are approved in any of these positions must follow the rules and cooperate with the supervisor. **Students who are approved for any of these positions are not to be in places other than that which is approved unless they have permission.**

### **Hallways – During and Between Classes**

During classes, hallways are to be kept quiet and free from traffic. Students will only be given a pass in an emergency (NO PASS POLICY). Students are not to go to their lockers except at assigned times. Between classes, students in the halls should move in an orderly manner. Noise should be kept at a reasonable level, and students should not yell, scream, or talk in a loud manner. Students are to walk (not run) at all times and not to push or shove others. Students who are waiting in the Commons area before buying lunch during period 5 are reminded to be especially quiet since classes are still in session in some classrooms.

**Students are to remain inside of the building during the school day.** Students are not to go to cars in the parking lot unless they have permission from the office.

### **Public Display of Affection**

Public display of affection (PDA) can be inappropriate and cause a negative reaction among students, staff, and visitors in the school. Students who engage in public displays of affection in the school, on school property, or at school events are subject to intervention by staff, and if necessary, disciplinary action.

### **Restricted Areas**

Several areas are restricted during the school day. These areas are:

- 1) any custodial or maintenance area;
- 2) the kitchen;
- 3) teacher workrooms;
- 4) outside the building;
- 5) the hs gym unless there for a class or assembly;
- 6) the school parking lots;

- 7) any room or area not under the supervision of school personnel.
- 8) coaches offices
- 9) copiers (excluding media center)

### **Lunch/Commons**

Students are not to leave the school during lunch. Students are expected to follow the rules for the Commons and cooperate with the supervisor during lunch. Students can purchase lunch items and eat during their assigned time only. Students are expected to use the school provided microwaves in a clean and respectful manner. Lunch items – food and beverages - are not to be taken from the Commons. Students are not permitted to bring large casserole/dessert type dishes to share with other students at lunch. When students are finished with lunch, they are to carry trays to the window and put trash in the proper place. Trash or leftover food items should not be left on the table. Students are to remain in the Commons area throughout lunch. **Students who misbehave during lunch may be assigned lunchroom duties (cleaning tables, picking up trash, etc.) or other consequences such as Tuesday Schools, Saturday Schools, etc.**

### **Pop, Juice and Snack Machines/Coffee Bar**

Students in study hall can purchase a water from the water/juice machines at the beginning of the period. This beverage is to be kept in the Commons. Bottled water which is purchased from the school machines can be carried by students during the school day. The machine in the hall by the hs gym is to be used after school. The snack machine should only be used by students who stay for after school activities.

Note: Students in grades 9-12 can carry the Coffee Bar provided container on the day of the purchase. Students in grades 9-12 can access the Coffee Bar from 7:30AM-8:00AM; at the beginning of their 1<sup>st</sup>-3<sup>rd</sup> period study hall after being given permission to do so by the study hall monitor; lunch time. All Coffee Bar rules can be changed at the discretion of the principal. At no time should students be tardy to class due to using the Coffee Bar.

### **Food, Beverages, and Gum**

Students are not to bring food (except a packed lunch) and beverages with them to school. Students are not to have soda pop during lunch, except for the types that are sold in the kitchen. Students are not to have food or snacks in classes.

Gum chewing may be permitted in some classes with the permission of the teacher. Gum chewing is not permitted in science labs or rooms with carpet. Students are to chew and dispose of gum in an appropriate manner.

### **Deliveries to School**

Deliveries (flowers, etc.) made to the school for students are not encouraged, but if they are made, must be brought to the office. Any delivery which is made will be kept in the office until the end of the school day, and then given to the student to take home. Balloons and flowers will not be permitted to be taken on the school bus. Food for students is not to be brought for school.

### **Wildcat Activity Period**

**Wildcat** Activity period will be held each Friday for the purpose of organizational meetings. This could include classes, school groups and clubs, and athletic teams. The activity period will last for a maximum of 25 minutes. The scheduled meetings for each week will be listed on the daily announcements. Classes, teams, and organizations which want to have meetings during activity period need to sign-up in the office. Meetings will be scheduled on a first-come, first-served basis.

### **Fundraising**

All fundraising activities by school groups must be approved by the principal. Proper forms as required by the treasurer's office must be completed and approved. Any group which is not school-affiliated must have permission from the school to hold any fund-raiser on school property. Fund raising activities should not interfere with normal school learning activities.

### Assemblies

Assemblies for groups of students or the entire student body are scheduled and held at times during the school year. Students are expected to treat guests of Houston High School with the highest respect and good behavior. Students are expected to pay attention and respond to the presentation with appropriate reactions. Students who display inappropriate or disruptive behavior will be subject to disciplinary action and/or loss of attending assemblies.

### Athletics

Students who participate on any of the athletic teams at Houston High School are expected to represent our school well by displaying good effort and sportsmanship during competition. Our school abides by the rules of the Ohio High School Athletic Association and our athletes will receive an athletic handbook which covers all of the rules. Student athletes must be academically eligible to participate and must follow the rules of the school and the coach. **Athletes must have a completed, approved physical form on file in the high school office in order to participate in sports (conditioning, practice, and contests).** For students to be eligible to participate on the day of a contest, they must attend at least one-half school day (four periods). Any exceptions to this must be approved by the high school principal/athletic director.

### School Property and the Property of Others

Students will be held responsible for the proper care of school property including but not limited to textbooks, computers, laptops, supplies, furniture, equipment, etc., owned and supplied by the school. Students who disfigure, damage, destruct, deface, steal, and/or vandalize school property will be subject to disciplinary action and may have to pay for the repair or replacement of school items.

The above rule also applies to the property of others within the school and on school property.

### Distribution of Advertisements/Literature

School authorities may regulate the time, manner, and place for distributing advertisements/literature on school property. A copy or sample of all advertisements/literature should be approved by the office before it is distributed and/or displayed in the school or on school property.

### School Publications

Publications such as the school newspaper and yearbook are a part of the school curriculum. Editorial control remains in the care of school personnel. Any written material which is inappropriate for school violates the rights of others, and/or causes disruption of school is prohibited.

School authorities reserve editorial control over any student speeches/presentations/written material for any school activity or function.

### Emergency Drills/Evacuations

Drills for emergency evacuation of classrooms and the school are required by state law. Fire, tornado, and lockdown drills will be conducted on a regular basis. Students should become familiar with the procedures for evacuations from all locations in the school. During times of classroom and/or school evacuations, students should cooperate with and follow the instructions of school personnel and proceed to designated locations in a quiet, orderly manner.

### Electronic/Recreational Equipment/Personal Electronic Devices (PED's)

Students are not permitted to have radios, headsets, portable music players, video games, cell phones, ~~pager/beepers, palm pilots,~~ or other related electronic items at school. Students are permitted to listen to (at an appropriate noise level) portable music players on the school bus, but must be turned off and out of sight once the student has departed the bus/vehicle. Recreational items such as skateboards, collector cards (baseball, etc.), playing cards, "slam" books, laser lights, and similar items are not to be brought to school. In addition, students are not to have in their possession any type of permanent markers. Items which are not appropriate and/or permitted in school can be confiscated and brought to the office. **The school assumes no responsibility if any of these items are stolen when brought to school. All of the aforementioned devices/equipment will be confiscated by school personnel and will be brought to the principal's office and kept until a parent/guardian comes to school and picks up the**

**devices/equipment. This includes PED's that are not being used for educational reasons. If a student refuses to relinquish the aforementioned device, he/she will face severe disciplinary action (ie. out-of-school suspension).**

### **School Dances**

Dances sponsored by any group of the school and held at the school should be scheduled with the high school office. School rules will be in effect during the dance. A deputy from the sheriff's department will be on duty to help with supervision. Anyone suspected of using alcoholic beverages or other drugs will not be admitted and will be subject to disciplinary action. If a student leaves the building during a dance, he/she will not be readmitted. Each high school student can bring one guest 20 years old or younger to the dance but that student is responsible for the behavior of his/her guest. Junior high dances may be held for grades 7 and 8, senior high dances may be held for grades 9 through 12, and some dances may be for all students, grades 7 through 12. Junior high students may not attend the Homecoming dance or Prom. Students who display inappropriate or disruptive behavior can be requested to leave the dance and be subject to disciplinary action.

### **Athletic/Other School Events**

Students are encouraged to attend athletic and other school events such as concerts, plays, art shows, etc. Students must attend at least one-half day (four periods) in order to attend and/or participate in any events which are after the school day. Attendance at these events can increase school spirit and show support for those students who are actively participating. Students who attend are expected to behave in an appropriate manner. Students who attend athletic contests are expected to behave and demonstrate good sportsmanship. **In addition, students who attend athletic events are to remain in the gym when the contest is being played, and not be loitering in the hall or Commons. Students who leave the building are not to be readmitted.** Remember, both our athletes and our student fans should reflect well on our school.

### **Visitors**

Any visitor to the school during the school day must check and sign in at the main office. This includes parents, former students and alumni, vocational students, etc. Any approved visitors to the building must obtain and wear a visitor badge. Visitors will not be permitted to just "roam the halls". Visitors are expected to check in with the office and leave promptly when their business in school is completed. Visitors are not permitted to interrupt teachers who have class or disrupt classes in session. **Students will not be permitted to have visitors at lunch or any other time during the school day, unless approved by the office.**

### **School Resource Officer**

A deputy from the Shelby County Sheriff's Department will be in the building on a daily basis. He/she will assist with supervision, some discipline problems, and special projects. In some situations, he/she will be available to meet with students, staff, and parents.

### **Student Progress/ProgressBook**

Students and parents can check academic progress/standing on ProgressBook. This online service is available to anyone who has a computer with Internet access. Users will need an account user ID and a password to access ProgressBook. Since student academic progress is uploaded to ProgressBook on a daily basis, paper midterm reports will not be completed by teachers and mailed unless requested. Parents who have questions about academic progress of students should contact the school. Parents and students who have questions about ProgressBook should contact the director of technology.

### **Report Cards**

All report cards for the school year can be accessed through Progressbook. A parent may request a paper copy by calling the school office. If there are any questions about or errors on the report cards, please contact the high school office.

NOTE: Students who receive an “I”, or incomplete, for a grading period have two weeks into the next quarter to complete missing work from the previous grading period. Work which is not completed will be counted as “0/F” and calculated into the grade.

### **Parent/Teacher Conferences**

Parent/teacher conferences are scheduled on three dates during the school year. Parents are encouraged to attend these conferences and meet with the teachers of their choice. Students can also attend these conferences with their parents. Appointments can be scheduled through the high school office. **On days which parent/teacher conferences are scheduled, students will be dismissed at 2:00PM.**

### **Grading Scale/Grade Point Average (GPA)**

The grading scale used at Houston High School is as follows:

- |   |          |   |         |
|---|----------|---|---------|
| A | 100 – 93 | D | 74 – 65 |
| B | 92 – 85  | F | 64 – 0  |
| C | 84 – 75  |   |         |

Grade point average is calculated on a 4.0 basis as follows:

- |   |          |   |         |
|---|----------|---|---------|
| A | 4 points | D | 1 point |
| B | 3 points | F | 0 point |
| C | 2 points |   |         |

GPA is computed by dividing the total number of points earned by the total number of credits attempted. Grade point average is listed on report cards for each grading period. In addition, GPA is computed at the end of the year for grades 9, 10, and 11, and at the end of the first semester as well as the end of the year for seniors. Accumulative GPA is kept for grades 10, 11, and 12. Grade point average and accumulative GPA are used for listing on the honor roll, determination of the senior valedictorian and salutatorian, establishing class rank, awarding some scholarships, gaining acceptance to some colleges and universities, as well as other functions. For questions about student grade point average, contact the school counselor.

### **Selection of Valedictorian and Salutatorian**

Valedictorian and salutatorian accumulative ranking will be determined no later than the Wednesday before the date of graduation. The announcement of valedictorian and salutatorian is not to be made prior to this date. This date is used in the attempt to include all grades, including vocational school and/or postsecondary options coursework.

If for some unknown reason grade information from the Upper Valley Career Center or Edison Community College (or other postsecondary institution) is delayed or unavailable and these grades may be a factor in the determination of the valedictorian and/or salutatorian, the determination will be made no later than the Wednesday before graduation. In such an instance, the current grade averages for the fourth quarter (on the Wednesday before graduation) will be considered the final grades for the purpose of selecting the valedictorian and salutatorian.

### **State Assessments (if applicable)/SLO Incentive Program**

The following guidelines/ incentives have been put into place for students who took the State Assessments the spring of 2019, and SLO's for the 19-20 school year.

Any current 7<sup>th</sup>- 12<sup>th</sup> grade student is exempt from the last school day before Christmas break if he/she passed more than 50% of his/her State Assessments from the spring of 2019.

Any current 7<sup>th</sup>-11<sup>th</sup> grade student is exempt from the last day of school if he/she met OR exceeded the SLO growth target in more than 50% of the student's SLO administered classes. (Any student who was not present to take the pre-SLO assessments must achieve at least an 80% on all SLO post assessments.)

Example: John Smith met OR exceeded his growth target in 5 of the 7 classes on his schedule.

### **Honor Roll**

The honor roll will be listed for each of the four grading periods for the school year. Grade point average will be used to determine the honor roll. There will be three categories:

Highest Honors	4.0 (A's in all classes)
High Honors	3.999 – 3.5
Honors	3.499 – 3.0

Any grade of “D” or “F” for a grading period will make a student ineligible for the honor roll.

### **Grade Placement/Credits**

Junior high students (grades 7 and 8) must pass at least four of the five major subjects (language arts [includes English and reading], math, science, social studies) to earn promotion to the next grade. Students who fail more than one of the five major subjects will not earn promotion and are to be retained. Students who are to be retained may be given the opportunity to attend summer school with the purpose of being placed at the next grade level.

Senior high students (grades 9 through 12) will be classified by grade based on credits earned and year in high school. The following applies:

Freshmen	0 – 4.75 credits	first year of high school
Sophomore	5 – 9.75 credits	second year of high school
Junior	10 – 14.75 credits	third year of high school
Senior	15 & above	fourth year of high school

### **Scheduling for Classes**

All students will work with the school counselor for the scheduling of classes for grades 9 through 12. Students in grades 9, 10, and 11 will complete course requests for the next school year in February. Students in grade 8 and their parents will meet with the school counselor to review graduation requirements and prepare course requests for grade 9. After course requests are received from all students, the tentative master schedule of classes and teachers will be developed. Students should have their final schedule for the next school year completed by April 1.

**It is important** that course selections are carefully and thoughtfully completed. The classes which are chosen by the student, approved by the parent, and reviewed by the school counselor are to be on the student's schedule for the next school year. Planning by teachers and administrators and purchases of supplies are based on schedules completed in the spring. Changes are seldom made and then only by the approval of the principal and/or school counselor. **Please be sure of your selections!**

Any class changes which are made must be completed by the fifth day of school (or the fifth day of second semester for semester 2 classes) and approved by the school counselor and the principal.

Examples of reasons why classes may be changed include, but are not limited to:

- 1) A student failed a class the previous year;
- 2) A student is not scheduled for a class which is a requirement for graduation;
- 3) A student is scheduled into a class without having the required prerequisite;
- 4) A student wants to add a class in the place of study hall.

Examples of reasons why classes may not be changed include, but are not limited to:

- 1) A student wants to be in a class with another student;
- 2) A student has a personality conflict with a teacher;
- 3) A student has had poor grades in a class or with a certain teacher.

In the rare occurrence that a class is dropped and not replaced by another course, a determination will be made by the principal as to whether the grade posted for the class will be W/P (Withdrawn/Passing) or W/F (Withdrawn/Failing). W/P will have no reflection in grade point average or credits, while W/F will be recorded into the student's course history as course attempted, no credit earned, with a grade of “F” entered into the student's accumulative grade point average. Any class which is dropped after ten days and not replaced by another course will not be eligible for Withdrawn/Passing. The student will receive Withdrawn/Failing for the course. Any extenuating circumstances for dropping a course must be reviewed and approved by the principal.



### **Classes & Credit Flexibility**

To complete requirements for graduation and to receive a diploma, students at Houston High School may choose from among the following:

1. Successful completion of traditional classes (including UVCC classes).
2. Successful completion of educational options such as post-secondary enrollment options, online courses (such as Virtual Learning Academy), credit recovery courses, etc.
3. Demonstration of mastery (including testing out) for HHS classes using such methods as completing course tests and exams, completing research papers and/or projects, lab activities, independent study, completing a portfolio, etc.; and/or
4. Creation and successful completion of new course incorporating the appropriate Ohio Academic Content Standards and using such methods as mentorship, internship, service learning, educational travel, independent study, completing a portfolio.

The guidelines and procedures for 3 and 4 above are listed below:

1. Students will be required to apply/submit a proposal for each credit flex course to the high school principal or school counselor by May 1<sup>st</sup> of each school year. Each proposal must include: (1) description of the method to be used to earn credit via credit flexibility; (2) specific details outlining the learning outcomes for the proposed method [aforementioned #4 must be correlated to the Ohio Academic Content Standards]; and (3) detailed description of the method(s) used to demonstrate student mastery of the content to be learned. The proposal must be signed by the student and the parent/guardian unless the student is an emancipated student by Ohio law.
2. Proposals which are submitted will be reviewed by a committee which may be comprised of the following: principal, school counselor, and teachers of the specific subject areas. The committee will determine whether the proposal(s) are approved or rejected. For any proposal that is rejected, the student will be given information why the proposal was rejected. Students may make changes to the original proposal once and must resubmit the new proposal within 10 calendar days.
3. Students will earn a letter grade (may be determined by the committee) for any approved courses. The final grade will be calculated into students' accumulative grade point averages and appear on students' transcripts. Students will not be permitted to take this course/class over or in another form to improve the original grade. Approved courses must follow scheduling and graduation requirements, and meet extra-curricular eligibility requirements.
4. When a student decides to "test out" for a credit, the student has to fulfill the following two requirements:  
The student must pass an end-of-course exam or comparable commercialized test with a grade of 93% or higher. The student then must complete a portfolio that must be included in the proposal.
5. The lowest grade permitted for demonstration of mastery for any credit flexibility course is a 93%.
6. Students with approved credit flexibility courses are still required to attend Houston High School full time, unless release time is approved as part of the proposal or granted by the principal for work reasons.
7. Any and all costs which are a part of any approved course must be paid in full by the student.

### **College Credit Plus (formerly known as Post-Secondary Enrollment Options)**

Students in grades 9 through 12 have the opportunity to include college courses on their high school schedules. Students who are interested in this program should have a strong academic background, excellent study skills, and a good sense of responsibility. Information about this program is available each year during the month of February. College classes will become a part of the high school transcript of the student and the student can earn college credit while attending high school. The grades from any college classes taken will be a part of the student's grade point average. The combined schedule of high school and college classes must be arranged with the school counselor.

Students must turn in a copy of their college classes to the office and also sign in and out at the appropriate times for their schedule.

### **College Credit Plus (formerly known as Dual Enrollment)**

Students in grades 9 through 12 have the opportunity to enroll in the dual enrollment program in partnership with Edison State College. Dual enrollment allows students to earn high school and college credit while taking classes here at Houston High School. All requirements, deadlines, and corresponding tuition expenses will be made available the spring of each year.

### **Virtual Learning Academy (VLA)**

Students in grades 9 through 12 have the opportunity to enroll in the Virtual Learning Academy for the purpose of credit recovery at the expense of the parent/student. VLA is a web-based program in which credits can be completed at home, on-line (after school hours) or at school during the student's study hall.

### **Upper Valley Career Center**

Juniors and seniors have the opportunity to enter one or two-year vocational training programs at the Upper Valley Career Center in Piqua. Credits from these programs are accepted as credits towards graduation at Houston High School. Students who decide to attend the UVCC can drive to school or ride the UVCC bus to/from Piqua. These same students can also return back to Houston High School in the same manner. Students who are planning on riding the UVCC must board this bus at 7:54AM in the bus parking lot. UVCC students are encouraged to stay involved in afterschool activities. Students who decide to enroll at the UVCC are not permitted to return to Houston High School as a part time or full time student at any time during the school year. Juniors who attend the UVCC can return as a student at Houston during their senior year.

### **Graduation Requirements**

The following are the minimum graduation requirements at Houston High School:

<b>Subject Areas</b>	<b>Credits</b>	<b>Tests</b>
English	4	Passing scores on
Math	4	all tests as required
Science	3	by the Ohio Department
Biological/Life	(1)	of Education.
Physical	(1)	
Social Studies	3	
Am History	(.5)	
Am Government	(.5)	
Health	.5	
Physical Education	.5	
Business/Technical OR		
Fine Arts OR		
Foreign Language	1	
Additional Electives	5	
<b>Total</b>	<b>21</b>	

### **Early Graduation Policy**

Any student who would like to graduate in less than four academic years must notify the school counselor and the principal. Notification must be given in writing at least two semesters prior to the expected date of graduation. Credits for early graduation must be earned at the high school or at the career center. Credits from correspondence schools, colleges, or other schools will not be accepted unless approved by the principal.

## **STUDENT CODE of BEHAVIOR and CONDUCT**

The items in this Code are applicable to all students when under the authority of all school personnel during regular school activities, events, and functions whether on property owned, rented, and/or maintained by the Board of Education, or on property owned, rented, and/or maintained by another party. Additionally, the provisions of this Code shall apply to all students if the prohibited act(s) takes place on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the school.

This Code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, substitute teachers, librarians, teacher and school aides, monitors, school volunteers, tutors, secretaries, cooks, custodians, bus drivers, coaches, or any other authorized school personnel. All disciplinary consequences (except expulsion) are at the discretion of the principal.

Violation by a student of any one or more of the following rules of behavior and conduct may result in disciplinary action(s) which may include, but not limited to: verbal warning, Tuesday School, Saturday School, parental contact by telephone or letter, emergency/disciplinary removal from class, in-school restriction, out-of-school suspension, alternative school, referral to law enforcement and/or legal authorities, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

1. **Assault, assault and battery**, or any threat thereof to any school personnel, other student, or visitor;
2. **False alarms** including fire and/or bomb threats;
3. **Alcoholic beverages** – use, possession, concealment, transmitting, or being under the influence on school premises or property, during school activities, or school events off the grounds;
4. **Narcotic drug or other controlled substance and/or drug paraphernalia** – use, possession, concealment, buying, selling, transmitting, or being under the influence of these including, but not limited to marijuana, cocaine, as well as any counterfeit or “look alike” controlled substance or any prescription or non-prescription drug or medication, in accordance with school policy;
5. **Huffing or otherwise the inhaling of chemicals such as intoxicants, solvents, gasoline, mood-altering substances** or being under the influence of these chemicals due to huffing, on school premises or property, during school activities, or school events off the grounds
6. **Possession/use of tobacco products- possession, consumption, distribution, purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, “vapor devices”, and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.**
7. **Disruption of school** by use of violence, force, threat, harassment, noise, behavior, or disorderly conduct (this shall include the act to incite others towards acts of disruption);
8. **Arson or attempted arson**, and related offenses;
9. **Fireworks, explosives, and related items** – possession, concealment, use, or threatened use of these which are capable of disrupting the school and inflicting bodily injury;
10. **Weapons** – possession, concealment, use, or threatened use of any object which might be considered a dangerous weapon or instrument of violence (includes counterfeit or “look alike” weapons);
11. **Knife** – possession, concealment, use, or threatened use of this anywhere in the school, on any property of the district, or any school function (a student may be expelled for a period of up to one year for this violation);
12. **Firearm** – possession, concealment, use, or threatened use of this anywhere in the school, on any property of the district, or any school function (a student may be expelled for a period of up to one year for this violation);

13. **Repeated offenses and/or flagrant violations** of school rules and standards of appropriate, acceptable behavior;
14. **Violation(s) of state or federal statutes** on school premises or involving school activities;
15. **Violation(s) of school discipline** including detentions, Saturday School, in-school restriction, and/or out-of-school suspensions, etc.;
16. **Damage, destruction, defacement, or vandalism** of any school property (including school buses), private property on school premises, or at another school;
17. **Profane, obscene, indecent, and/or inappropriate communication** – use of this in either verbal or written form including words, pictures, signs, gestures, etc.;
18. **Insubordination and/or disobedience** in refusing to comply with the directions, instructions, requests, etc. of any personnel of the school;
19. **Truancy** from school including scheduled classes, field trips or other planned school activities, or other scheduled events during the school day without school authorization (that is, acceptable, approved, excused absences);
20. **Repeated tardiness** to school and/or to classes;
21. **Theft** of school property or equipment, of personal property of any school personnel, another student, or visitor (this includes property at school-sponsored activities);
22. **Fighting** among two or more students (this shall include inciting or encouraging others to fight);
23. **Verbally or physically threatening** another student or member of the staff or making threatening comments (this includes bullying or cyber-bullying as defined in board policy);
24. **Treating others with disrespect** or causing embarrassment or humiliation to others, including but not limited to name-calling, put-downs, or similar acts (this includes bullying or cyber-bullying as defined in board policy);
25. **Violating the space and possessions of others** (keep hands off others and their possessions, etc.);
26. **Violating the right to privacy of others** (example: having a camera or other device with picture-taking capabilities in a rest room, locker room, etc.);
27. **Extortion**, that is, taking something from someone else by force or intimidation;
28. **Gambling** for money, valuables, or other considerations;
29. **Falsely reporting incidents**, making false accusations, giving false information to school personnel, or dispersing false or misleading information about school personnel by means of any communication not limited to social media sites.
30. **Cheating** and related forms of dishonesty, including, but not limited to copying from another student or the teacher, allowing someone to copy material, cheat sheets or notes, getting and giving answers during a quiz or test (for this reason, students should not talk at all during the time of a quiz or test);
31. **Plagiarism**, that is, the act of directly copying someone else's work (from magazines, books, the Internet, etc.) without proper citation;
32. **Hazing and intimidation** by subjecting other students and school personnel to pranks, humiliation, threats, initiation rites, etc.;
33. **Leaving the school, school event, or school property** prior to the specified dismissal time without official authorization;
34. **Unauthorized throwing of any object** including, but not limited to snowballs;
35. **Misuse and abuse** of school property, equipment, and supplies;
36. **Harassment of others** on the basis of race, color, national origin, ancestry, citizenship, religion, beliefs, handicap, age, and/or gender;
37. **Any action or behavior which is deemed inappropriate and detrimental** by school personnel for proper school or school activity atmosphere including, but not limited to, rules which are listed in this handbook.

**NOTE:** The superintendent of schools may prohibit a student from attending and/or participating in the graduation exercises of the district as a result of a student's suspension, expulsion, or removal from school.

### **Civil Rights Compliance Officer**

If any student feels his/her civil rights have been violated, please contact the building principal or school counselor at 295-3010.

### **Students Who Are 18 Years or Older**

The rules of Houston High School apply to all students regardless of age. It is the policy of the school to notify parents of all students (including those 18 years of age or older) of any relevant and pertinent information. According to state law, students who are 18 years of age or older are not considered their own guardian for purposes of attendance and tuition.

### **Bullying/Harassment**

Bullying and/or harassment is a form of aggressive behavior which is serious enough to have a negative impact on another student(s) emotional, physical, or educational well-being. Bullying can be physical, verbal, or psychological in nature; and can take on a variety of forms, but the common feature is that it can make the victim feel uncomfortable enough to affect school success and emotional well-being. The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and bullying will not be tolerated. Any student (or student's parents) that believes he/she has been or is the victim of bullying should immediately report the situation to a teacher, counselor, and/or principal.

\*Please refer to Policy 5517.01 for more information regarding bullying.

### **Cheating**

Cheating is defined as using another person's assignment or turning in an assignment not completed and/or written by the student.

- 1<sup>st</sup> Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., a Tuesday School, and parents will be notified by the teacher.
- 2<sup>nd</sup> Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., a Saturday school, and parents will be notified by the principal.
- 3<sup>rd</sup> Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., an out-of-school suspension, and parents will be notified by the principal.

### **Plagiarism**

Plagiarism is the practice of taking someone else's works, words, and ideas and passing them off as one's own. To avoid this, students should refer to the following website: <http://owl.english.purdue.edu>

- 1<sup>st</sup> Offense Student will receive a maximum of 64% on the final assignment or project.
- 2<sup>nd</sup> Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., a Tuesday School, and parents will be notified by the teacher.
- 3<sup>rd</sup> Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., a Saturday school, and parents will be notified by the principal.
- 4<sup>th</sup> Offense Student will receive a 0/F on the assignment, quiz, test, project, etc., an out-of-school suspension, and parents will be notified by the principal.

### **Fighting (minimum consequences)**

- 1<sup>st</sup> Offense Student will receive a three- to five-day in-school restriction or out-of-school suspension depending on the circumstances.
- 2<sup>nd</sup> Offense Student will receive a five-day out-of-school suspension.

3<sup>rd</sup> Offense Student will receive a ten-day out-of-school suspension with a recommendation for expulsion.

**Tobacco Violations (includes items associated with tobacco, e-cigarettes, etc.)**

1<sup>st</sup> Offense Student will receive a three-day in-school restriction or out-of-school suspension.

2<sup>nd</sup> Offense Student will receive a five-day out-of-school suspension.

3<sup>rd</sup> Offense Student will receive a ten-day out-of-school suspension with a recommendation for expulsion.

**Alcohol/Drug Violations (minimum consequences)**

1<sup>st</sup> Offense Student will receive a ten-day out-of-school suspension (this penalty may be reduced if the student and parents agree to a professional evaluation of the student and/or the student and parents agree to professional counseling for the student).

2<sup>nd</sup> Offense Student will receive a ten-day out-of-school suspension and recommendation for expulsion.

3<sup>rd</sup> Offense Student will receive a ten-day out-of-school suspension and the Superintendent will initiate expulsion procedures.

For any violations involving alcohol or other drugs, law enforcement authorities (possible charges) and/or the Department of Motor Vehicles officials (possible suspension of driving privileges) may be contacted.

**Tuesday School**

Students who are assigned a Tuesday School for rule(s) violations can serve them on Tuesdays from 3:10-5:00PM. The rules for Tuesday School are as follows:

1. Be on time. You cannot leave until the Tuesday School time is over.
2. Bring school assignments and materials for study.
3. Bring paper, pencils, and other necessary materials.
4. Stay busy with school assignments the entire time.
5. Do not talk or cause any distractions or disruptions.
6. Make arrangements for transportation from school in the afternoon on the day of the Tuesday School.
7. Cooperate with the supervisor of the Tuesday School.
8. Failure to complete the assigned Tuesday School could mean Saturday School or other consequences

Notification of assigned Tuesday Schools will be mailed to parents of students.

**Saturday School**

Students who are assigned Saturday School for rule(s) violations will serve them on Saturday mornings from 8:30 – 11:30AM. The rules for Saturday School are as follows:

1. Be on time. You cannot leave until Saturday School is over.
2. Bring plenty of schoolwork. You will need assignments and review work to last the entire three-hour time period.
3. Bring school materials including paper, pencils, books, and other necessary items. Do not bring candy, beverages, radios, cards, magazines, or any other food, recreational, or inappropriate item.
4. Be ready to work. You will be in Saturday School for three hours and will be allowed only one short break. You will not be allowed to put your head down on the table and/or sleep.
5. Follow all rules, behave, and cooperate with the teacher in charge. Failure to do so can result in removal from Saturday School and other disciplinary action.
6. Students who do not complete their assigned Saturday School will be subject to additional Saturday Schools or other disciplinary action.

Notification of assigned Saturday Schools will be mailed to parents of the students.

### **Emergency/Disciplinary Removal**

Students may be removed from regular classes for a school day or part of a school day for any one of the following reasons:

1. Posing a threat and/or danger to persons or property;
2. Causing a disruption of the academic teaching/learning process;
3. Inappropriate behavior, lack of cooperation, and/or insubordination.

Students who are removed for one or more of the reasons listed above will usually stay in the in-school restriction room for a period of time but not more than the rest of the school day. Parents may be contacted after a student has been removed from the classroom. In some cases, the superintendent of schools may be consulted or law enforcement authorities may be contacted.

### **In-School Restriction**

Students who are assigned in-school restriction are to follow these procedures and rules:

1. The student will report to the office at the beginning of each day of the restriction and be under the supervision of office personnel/ISR supervisor the entire day.
2. The student will work on class assignments the entire time spent in restriction and/or complete work given by the supervisor.
3. The student will receive 100% of the earned grade on completed work.

A copy of the in-school restriction papers will be mailed to the parents and parents may be contacted by telephone by the principal.

### **Out-of-School Suspension**

Students who are assigned out-of-school suspensions are to follow these procedures and rules:

1. The student is not permitted in school buildings or on school property.
2. The student is not to attend any school functions.
3. The student is not permitted to be involved in any school activities including afterschool extracurricular activities.
4. The student will receive an unexcused absence for each day of the suspension.
5. The student will be permitted to complete and return class work, but will receive only 80% (0% in some situations, at the discretion of the principal) of the earned grade on completed work. Three days is the maximum time allowed to complete work missed for the time spent in suspension.
6. Days missed due to the suspension count towards the maximum allowable for the grading period.
7. Parents are to assume total responsibility for the actions and behavior of the child during the suspension.

The principal will attempt to contact the parents by telephone when a student receives an out-of-school suspension and a copy of the suspension papers will be mailed to the parents.

### **Alternative School**

Students who are placed in alternative school as a result of disciplinary action will follow the rules and procedures as set forth by the administration and faculty of the alternative school. Students will not be permitted to return to Houston High School unless approval is granted by the administration of both the alternative school and Houston High School.

### **School Bus Safe-Riding Rules**

1. Pupils shall be at the bus stop 5 minutes before the bus is scheduled to arrive.

2. Pupils must wait in a location clear of traffic and away from the bus stops. They should move to their "Designated Place of Safety" or 10 feet from the roadway. When the bus comes to a complete stop the driver will motion the students to proceed.
3. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
4. Pupils must go directly to their ASSIGNED seat.
5. Pupils must remain seated at all times, keeping aisles and exits clear.
6. Pupils must observe classroom conduct and obey the driver promptly and respectfully.
7. Pupils must not use profane language.
8. Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
9. Pupils must not use tobacco on the bus.
10. Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
11. Pupils must not throw or pass objects on, from, or into the bus.
12. Pupils may carry on the bus only objects that can be held in their laps.
13. Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
14. Pupils must not put head or arms out of the bus windows.

Due to full buses, students will not be permitted to ride home with another student.

#### **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE HARDIN-HOUSTON LOCAL SCHOOL DISTRICT**

The Hardin-Houston Local School District is pleased to make available to students access to our district computer network and the Internet.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the Hardin-Houston Local School District. Upon reviewing and signing this Policy as the students have been directed, each student will be given the opportunity to access the district's computer network and the Internet while at school. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign this Policy. The School District cannot provide access to any student who, if 18 years old or older, fails to sign the Policy as directed or, if under 18 years old, fails to have the signatures of the student and his/her parents or guardians.

For purposes of this Policy, "electronic tools" include, but are not limited to, computers, computer peripherals, Internet- and Intranet access, email, web development, network servers and tools, audio and video conferencing, digital and analog recording and editing machines, webcasting, software, printers, scanners and fax machines.

For the purposes of this Policy, "proper authorization" is defined as **prior** authorization directly, or indirectly, granted to a student by District or Building Administration **only**, or, where applicable, Upper Valley Career Center Administration.



For the purposes of this Policy, “access and/or use of electronic tools” is defined as directly, or indirectly, using school-provided electronic tools.

All access to, and use of, school-provided electronic tools by students are subject to this Policy and all other School Policies.

Due to the vastness of the types of information that can be captured on the Internet, the confidentiality of certain types of data and the significant cost associated with most electronic tools, the Hardin-Houston Local School District considers a violation of this Policy as a serious offense and the consequences assigned to an offender may be severe.

## **I. Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to a teacher, building principal, computer coordinator or the Director of Technology. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **Term of Permitted Use**

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer, computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the Hardin-Houston School District *before* they are given an access account.

## Acceptable Uses

### **Educational Purposes Only**

The School District is providing access to its computers, computer network and Internet for *only* educational purposes. If you have any doubt as to whether an activity is educational, you may consult a teacher, building principal, building computer coordinator or the Director of Technology for clarification.

### **Unacceptable Uses of Computers, the Computer Network, the Internet and All Electronic Tools**

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

- a. Accessing and/or using school-provided electronic tools without signing this Policy and, if under the age of 18, also having a legal parent/guardian sign this Policy. **There will be no exceptions.**
- b. Accessing and/or using school-provided electronic tools without being under the supervision of a teacher or administrator
- c. Using, or transmitting, content that contains profanity or other foul, inappropriate, abusive, or offensive language
- d. Using, or transmitting, content that could be construed as discriminatory, harassing, or derogatory of others based on their race, color, gender, age, national origin, mental or physical disability, or religious beliefs
- e. Using, or transmitting, content that contains pornographic material
- f. Using, or transmitting, content that is illegal
- g. Using, or transmitting, content that is libelous or is intended to injure a school, business or personal reputation through untrue or misleading statements
- h. Participating directly or indirectly in social networking sites and/or chat rooms, or using any Instant Messaging system without prior permission from a school authority. This includes MySpace, Facebook, YouTube or any other site of this nature.
- i. Installing, downloading, streaming, using and/or taking any actions that may adversely affect the integrity, functionality, or reliability of any District computer or the District's computer network. This would include the installation of hardware or software not authorized by the Director of Technology, and the streaming and/or use of music/movie files. Be aware that downloading and/or uploading certain file types, such as movies or MP3s, may also be a copyright violation.
- j. Creating and/or distributing computer viruses/worms and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user. This includes vandalism of any electronic tool, transmitting an excessively large email attachment (for those that this applies) or modifying a computer's display settings.
- k. Software piracy. Software piracy is defined as the illegal copying, illegal distribution or illegal use of software and is punishable by fine and/or imprisonment.
- l. Playing computer and/or Internet games without proper authorization. This includes gambling
- m. Users must respect the privacy of others. When using email, chat rooms, social media platforms, blog or other forms of electronic communication, students must not reveal personally identifiable, private or confidential information, such as home address or telephone number, of themselves or fellow students.
- n. Purposefully using these tools to establish connections that could allow unauthorized persons to gain access to the school's electronic systems.
- o. Using these tools to encourage the use of drugs, alcohol or tobacco

- p. Using these tools in connection with a personal or family business, for financial gain, for selling or buying anything, for soliciting others for activities unrelated to school business, or in connection with political campaigns or lobbying (With respect to political campaigns, the use of electronic communications tools for school-related elections as part of course work, is acceptable if proper authorization is obtained)
- q. Using these tools to infringe upon a copyright or violate a trademark or trade name. Be aware that forwarding email without the author's consent may be a copyright violation. Even if materials on the network and Internet are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
- r. Using these tools in a manner that jeopardizes the school's integrity, that violates the integrity of an entity with whom the school does business, or that is otherwise prohibited by laws and regulations
- s. Obtaining unauthorized access to the files, communications, or connection media of the District and/or of others. This includes using remote connection software, unauthorized cellular/smart phones and/or Internet Proxy websites.
- t. Attempting, or gaining, unauthorized access to data and/or taking any action that would compromise the security of any computer, computer network or messaging system. This would include the unauthorized release or sharing of passwords and the intentional disabling of any security and/or filtering features of the system, or participating in "hacking" activities.
- u. Using these tools to intimidate others, to interfere with the ability of others to conduct school business and/or interfere with the ability of a student's education, to create a hostile school environment, or any other use that is inconsistent with the school's professional image or with the health and safety of an individual. This includes any type of cyber-bullying.
- v. Accessing and using blogs or other Internet socialization or web communications sites without proper authorization
- w. Student are not permitted to use any free email service, such as gmail, yahoo mail, Hotmail, etc.
- x. Students may use school provided email for education purposes only. School emails are not considered private and can be searched by Principal, Superintendent, or Director of Technology at any time.
- y. Knowingly reading email intended for another user
- z. No student may use school system networks or provided email account, to send email to multiple users on issues not school-related. This use of email is considered spam and may result in disciplinary action and revocation of privileges.
- aa. Spamming. Spamming is defined as distributing a large quantity of unsolicited email with a disregard for whether the email is appropriate for the recipients
- bb. Creating an electronic communication so it appears to be from someone else, or using some other identifier that misleads a message recipient into believing that someone other than you is communicating.

## **Personal Electronic Devices (PEDs) and Bring Your Own Device (BYOD)**

SSID: HH-Guest

**\*\*No password required\*\***

The use of personal electronic devices on campus is a privilege which the school grants to any student who is willing to assume the responsibility of abiding by the guidelines set forth in this policy. This is part of the student's signed Acceptable Use Policy and does not replace that document in any way. All policies set in place in the Acceptable Use Policy continue to apply when the student uses his/her personal electronic devices on campus.

- 1) The following policies pertain to all Personal Electronic Devices (PEDs), including but not limited to laptops, PDAs, netbooks, tablets and any other approved computerized devices. MP3 players, ipods, Smartphones and cell phones, Google Glasses (or any like device), are **not acceptable** devices, during restricted times, and policies and procedures outlined in the Acceptable Use Policy must be followed. Any approved PED may be used in the classroom only with the express approval of the teacher. Teachers have the right to refuse to allow electronic devices in the classroom.
- 2) All audio/video functions must be disabled and may not be used on campus. **Web cameras and audio recorders can only be used with the teacher's permission for note taking. Pictures may never be taken of other students.**
- 3) Hardin-Houston Local School assumes no responsibility or financial liability for any damage the student or parent may incur, including but not limited to theft, physical damage, and loss of data or software malfunctions of personal electronic devices. If a device appears to have been stolen, the student will immediately report the incident to an administrator, who will determine the appropriate extent to which an investigation should occur.
- 4) Students may only use their personal electronic devices with a faculty member present and monitoring such usage. The student must adhere to any additional guidelines that the faculty member may require. The use of the device may in no way disrupt or distract from the learning environment.
- 5) The school is not responsible for providing technical support for the personal electronic device.
- 6) Shared use of PEDs as a wireless hotspot to circumvent the district's web filter is prohibited. Accessing the Internet with their devices utilizing their own cellular data plan or broadband service is strictly prohibited.
- 7) Student use of a PED on campus must be in support of education and research. It must be consistent with the educational objectives of Hardin-Houston Local School. At no time should the student use the device for anything other than an educational purpose under the direction of a staff member.
- 8) Administrators may search confiscated Personal Electronic Devices and examine the content of students' personal electronic devices when there is reasonable suspicion of unauthorized or illegal use of the devices, or violating the Acceptable Use Policy. Administration may turn the devices over to the proper authorities for further investigation when warranted.
- 9) If a student is suspected of violating the above policies or the Acceptable Use Policy, a school administrator will determine the appropriate course of action, including but not limited to:
  - a. Confiscating the device and holding it in the office until a parent/guardian comes to school to pick up the device.
  - b. Prohibiting the device from being brought on campus
  - c. Standard disciplinary actions such as detention, suspension, probation, and expulsion. Suspension of network access with district owned technology and Personal Electronic Devices may occur.
- 10) District students shall be permitted to access the district wireless network for their personal electronic devices. This access will be monitored by Hardin-Houston Local School and access to content will be filtered in accordance with the CIPA standards. The times at which the district

students may use the wireless network shall be determined and regulated by district administration at their desired discretion. The wireless network may be disabled at any time. A users' privileges to access the network may also be revoked at any time for any reason. Personal devices shall not impair the security of the Hardin-Houston Local School network. This expectation includes but is not limited to:

- a. Students are expected to maintain up-to-date antivirus and antispyware protection on all devices that are connected to the HH-Student network. Devices without up-to-date security programs may be denied access to the network.
- b. Students are expected to safeguard all network passwords. Students shall not share network passwords with others and should change passwords frequently. Students will notify an administrator immediately if they believe their students account has been compromised.
- c. Students shall log onto the network using their personal account only. Allowing others to use their account or using the accounts of others, with or without the account owner's authorization, is strictly prohibited. Students shall only use the HH-Student network while on campus and accessing the internet with their devices by utilizing their own cellular data plan or broadband service is strictly prohibited.
- d. Students shall not connect their PED to the wired network.

### **Internet Safety**

#### **General Warning; Individual Responsibility of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network and Internet may include the potential for access to material inappropriate for school-aged students and/or unintended communications with Internet Predators. Every user must take responsibility for his or her use of the computer network and Internet and stay away from inappropriate sites and not participate in inappropriate and potentially dangerous communications. Parents play an enormous role in helping children understand the dangers of the Internet and we ask that all parents help protect their children by taking an interest in where students go on the Internet both at school and at home.

#### **Personal Safety**

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address, telephone number, Social Security Number, etc. Do not use your real name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you meet on the Internet without your parent's permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a scheduled place or in a private setting.

#### **"Hacking" and Other Illegal Activities**

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal laws relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

#### **Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without permission of a parent or guardian, or if the student is 18 years old

or older, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet.

#### **Active Restriction Measures**

The Hardin-Houston Local School District utilizes filtering software and other technologies to prevent students from accessing content that is (1) obscene, (2) child pornography, or (3) harmful to minors. The School District also monitors the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such content or any other material that is inappropriate for minors.

#### **Privacy**

Network and Internet access is provided as a tool for your education. The Hardin-Houston Local School District reserves the right to monitor, inspect, copy, review and store, at any time and without prior notice, any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Hardin-Houston Local School District and no student shall have any expectation of privacy regarding such materials.

#### **Failure to Follow Policy and Disciplinary Action**

The use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District.

A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated.

As a general guideline for disciplinary action for students found to have engaged in prohibited use of school-provided electronic tools, the following penalties may be assigned:

- a. In addition to the consequences listed below, a student who is found engaging in inappropriate activity on the Internet may have his/her access to the Internet denied for any length of time, including his/her entire enrollment in Hardin-Houston Local School. This length of time will depend on the severity of student's actions on the Internet and this action may be assigned on a 1<sup>st</sup> offense.
- b. 1st Offense – 10 to 30 school-days loss of all computer / network privileges from the day the penalty is assigned. If this loss of computer privileges can not be completed due to the end of the current school year, the remainder of the penalty may be imposed the following school year.
- c. 2nd Offense – 30 to 60 school-days loss of all computer / network privileges from the day the penalty is assigned. If this loss of computer privileges can not be completed due to the end of the current school year, the remainder of the penalty may be imposed the following school year.
- d. 3rd Offense – 60 to 90 school-days loss of all computer / network privileges from the day the penalty is assigned. If this loss of computer privileges can not be completed due to the end of the current school year, the remainder of the penalty may be imposed the following school year.
- e. Once privileges are restored after a 3rd Offense, any subsequent violations would be automatically counted as a 3rd Offense.

- f. Notification to parents will be made after each offense.
- g. In addition to the penalties described above, a student may also receive detentions, Saturday School, suspension or expulsion from school and/or legal action may be taken against a student if the nature of the violation warrants this discourse.
- h. A serious violation of this Policy may result in immediate suspension of all privileges and 2nd or 3rd Offense penalties, or other penalties may be assigned even if the violation is a 1st-time offense, including permanent loss of all computer privileges for the remainder of the student's enrollment in the School District.
- i. Be aware that the transfer and use of certain types of materials is illegal and punishable by fine and/or imprisonment. If such misconduct is discovered, appropriate law-enforcement officials will be contacted and informed of the offense.

### **Warranties/Indemnification**

The Hardin-Houston Local School District makes no warranties of any kind, either express or implied, in connection with its provisions of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user arising out of an individual's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for their use and agreeing to indemnify and hold the School, the School District, the Western Ohio Computer Organization who provides the computer and Internet access opportunity to the School District, and all other administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through the purchases of goods or services by the user. The user agrees to cooperate with the School District in the event of the School's initiation of an investigation of an individual's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

### **Updates**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in law or technology. Such information must be provided by the user (or his/her parents or guardians) or such new Policy must be signed if the user wishes to continue to receive access to the School District's electronic tools. If, after you have provided your account information, some or all of the information changes, you must notify the building principal of these changes.

The latest version of the Acceptable Use and Internet Safety Policy can be found on either the Hardin-Houston Elementary or the Houston High School webpages found at [www.hardinhouston.org](http://www.hardinhouston.org).

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY**

### **Educating Minors**

Hardin-Houston Local School will educate 7<sup>th</sup> grade students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. This is to comply with CIPA requirements set forth for July 1<sup>st</sup>, 2012.

---

**Adopted:** January 8, 2001

**Revised:** June 17, 2019

**Legal References:** *Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)*

*Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])*

***ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965, AS AMENDED (20 U.S***