



**Holgate Middle School/High School  
STUDENT HANDBOOK 2021-2022**

**HOLGATE MIDDLE/HIGH SCHOOL  
801 EAST JOE E. BROWN AVE.  
HOLGATE, OHIO 43527**

**[www.holgateschools.org](http://www.holgateschools.org)**

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## HOLGATE LOCAL SCHOOLS

### GENERAL DISCLAIMER

Should the Ohio Revised Code, Ohio Department of Education, or the Holgate Local Schools Board of Education adopt new law or administrative rules, the rules and regulations of the Holgate Local Schools Handbook are secondary to the above-mentioned agencies. Holgate Local Schools Policy is superior to the Handbook and any changes made in Board policy will be followed if there is a conflict between the policy and the handbook.

### MISSION STATEMENT

The mission of Holgate Local School District is to provide opportunities for the development of skills, knowledge, and self-confidence, which will assist students in reaching their fullest potential, excelling as lifelong learners, and acting as responsible citizens.

### 2021-2022 SCHOOL CALENDAR

August 23	Teacher Work Day
August 24	1st Student Day
September 6	Vacation - Labor Day - No School
October 11	Vacation - Columbus Day - No School
November 1 and 4	P/T Conf.
November 5	No School
November 24-26	Thanksgiving Break
Dec. 22 – Dec. 31	Winter Break
January 17	MLK Day-No School/Teacher Wkdy
February 21	President's Day - No School
April 14 – April 18	Spring Break
May 26	Student's Last Day
May 27	Teacher's Last Day
May 29	Graduation

Make-Up Days if needed: Feb. 21, April 18, May 31, June 1 & June 2

### NONDISCRIMINATION POLICY IN THE EDUCATIONAL AND ACTIVITY PROGRAM

No student or employee, shall, on the basis of sex, race, color, creed, ethnic background or handicap be denied the benefits of, or be subjected to discrimination under any and all educational or activity programs operated by the Holgate Local School.

Principal	Holgate High School
Title IX Coordinator	801 E. Joe E. Brown Ave.
Section 504 Coordinator	Holgate, Ohio 43527
	(419) 264-2521

### REGISTRATION PROCEDURE

Registration should be viewed in terms of a student's four-year program rather than in terms of the next school year only. A student may complete registration according to the following schedule:

1. Once received, read the course registration booklet carefully. Give consideration to the course descriptions, prerequisites and credits.
2. Request the core courses you plan to take next year and the elective courses you plan to take during high school.
3. Include your parents in making your course requests online through the parent portal of PowerSchool.

4. Requests entered by the date in the course registration booklet will be taken into consideration during the schedule building process. However, students can see Mrs. Peck to add/adjust course requests any time after this date through the end of the year.
5. The counselor welcomes the opportunity to discuss registration with students and parents at any time.

**GENERAL COLLEGE ENTRANCE REQUIREMENTS**

Typically, colleges require the following minimum requirements among 21 credits:

English                    4 units with emphasis on writing skills  
 Science                    3 units with two of the units including a lab  
 Mathematics            4 units which include Algebra I, Geometry, Algebra II, and Advanced Math  
 Social Studies          3 units  
 Foreign Language      2 units in the same language  
 Visual or Performing Arts: Many colleges suggest one unit in this area

Entrance requirements do vary from college to college and also depend on the area of study. Students are advised to consult with the college for information regarding entrance requirements. This information is typically available on-line through the college/university, through college visits, and through college advisor visits to Holgate

**REGISTRATION POLICIES**

- 1) A full time student must carry at least five full academic units of credit with no more than 1 study hall.
- 2) Class standing of students will be based on the following:
 

Sophomores (10th year)	5 units of credit
Juniors (11th year)	10 units of credit
Seniors (12th year)	15 units of credit
- 3) Students who fail required subjects must repeat these subjects the following year.
- 4) Summer school courses from accredited schools will be accepted toward graduation requirements.
- 5) **Course changes will be permitted the first 5 days of school for compelling academic reasons.** No course changes will be permitted following the first week of the school year (or semester if a semester course) unless extenuating circumstances exist. Such changes will require approval of the principal.
- 6) Correspondence and outside credit: A student desiring to have credit awarded by a correspondence school or other outside source count for graduation must have the completed credit registered in the office of the high school principal no later than May 10 of the year of the proposed graduation. All such outside source credit must be approved in advance by the administration. The Holgate Local Schools will recognize no more than two (2) units of correspondence credit for graduation. Special circumstances will require prior permission from the school administration. Summer school classes may be available through Four County Career Center.

**Graduation Requirements class of 2021-2022**

		All students take end of course exams in:
English	4	English I and English II
*Science	3	Biology
**Math	4	Algebra I and Geometry
Health	0.5	
P.E. (unless waived)	0.5	
***Social Studies	3	Amer. History & Amer. Gov.
Fine Art, Business/Technology, or Foreign Language	1	
****Electives	5-6	
Total Credits	21	

\*Science units must include 1 unit of life science, 1 unit of physical sciences, and 1 credit advanced study.

\*\*Math must include Algebra II or equivalent.

\*\*\*Social Studies units must include ½ unit of American history, ½ unit of world history and ½ unit of American government.

All students must receive instruction in economics and financial literacy during grades 9-12. Students will earn this requirement through their American Government course.

All students must also meet one of the following pathways:

- 1) Earn a minimum of 18 points on seven end-of-course exams, with at least 4 from English, 4 from Math, and 6 from Social Studies and Science combined, or

Earn a “remediation-free” score on a nationally recognized college admission exam such as ACT or SAT, or

Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

- 2) Earn a passing score on Ohio’s High School Algebra I and English II tests AND earn two diploma seals (listed below), or

- 3) If a passing score is not received on the Algebra I and English II tests, receive additional supports for the subject area and retest at least once, AND

\*demonstrate two career-focused activities (WebXams, industry credential, Apprenticeship opportunities, WorkKeys, Ohio Means Jobs Readiness Seal), or

\*show evidence that you have signed a contract to enter a branch of the U.S. armed services, or

\*earn credit for one college-level math and/or college-level English course through College Credit Plus

\*AND, earn two diploma seals (listed below)

### Diploma Seals

Ohio Means Jobs Readiness Seal (Ohio)  
 Industry-Recognized Credential Seal (Ohio)  
 College-Ready Seal (Ohio)  
 Military Enlistment Seal (Ohio)  
 Citizenship Seal (Ohio)  
 Science Seal (Ohio)

Honors Diploma Seal (Ohio)  
 Seal of Biliteracy (Ohio)  
 Technology Seal (Ohio)  
 Community Service Seal (Local)  
 Fine and Performing Arts Seal (Local)  
 Student Engagement Seal (Local)

### Graduation Requirements class of 2023 and Beyond

English	4	All students take end of course exams in: English II Biology Algebra I and Geometry
*Science	3	
**Math	4	Amer. History & Amer. Gov.
Health	0.5	
P.E. (unless waived)	0.5	
***Social Studies	3	
Fine Art, Business/Technology, or Foreign Language	1	
****Electives	5-6	
Total Credits	21	

\*Science units must include 1 unit of life science, 1 unit of physical sciences, and 1 credit advanced study.

\*\*Math must include Algebra II or equivalent.

\*\*\*Social Studies units must include ½ unit of American history, ½ unit of world history and ½ unit of American government.

All students must receive instruction in economics and financial literacy during grades 9-12. Students will earn this requirement through their American Government course.

All students must also meet one of the following pathways:

- 1) Earn a passing score on Ohio's High School Algebra I and English II tests AND earn two diploma seals (listed below)
- 2) If a passing score is not received on the Algebra I and English II tests, receive additional supports for the subject area and retest at least once, AND

\*demonstrate two career-focused activities (WebXams, industry credential, apprenticeship opportunities, WorkKeys, Ohio Means Jobs Readiness Seal), or

\*show evidence that you have signed a contract to enter a branch of the U.S. armed services, or

\*earn credit for one college-level math and/or college-level English course through College Credit Plus

\*AND, earn two diploma seals (listed below)

### Diploma Seals

Ohio Means Jobs Readiness Seal (Ohio)  
Industry-Recognized Credential Seal (Ohio)  
College-Ready Seal (Ohio)  
Military Enlistment Seal (Ohio)  
Citizenship Seal (Ohio)  
Science Seal (Ohio)

Honors Diploma Seal (Ohio)  
Seal of Biliteracy (Ohio)  
Technology Seal (Ohio)  
Community Service Seal (Local)  
Fine and Performing Arts Seal (Local)  
Student Engagement Seal (Local)

### **CRITERIA FOR THE HONORS DIPLOMAS FOR THE GRADUATING CLASS OF 2021 AND BEYOND**

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences. Ohio students have the opportunity to choose to pursue one of six honors diplomas. Students must meet **all but one** of the criteria, unless it is a minimum graduation requirement under the chosen Honors Diploma.

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma\*
6. Social Science and Civic Engagement Honors Diploma

#### Academic Honors Diploma -

- Earn four units of mathematics, including algebra I, geometry, algebra II, and one higher level math course
- Earn four units of science, including two units of advanced science (advanced science – chemistry, anatomy, physics, CCP inquiry-based science course with laboratory experience)
- Earn four units of social studies, including American history, world history, American government/financial literacy course, and one additional social studies credit
- Earn either three units of one world language or two units each of two world languages
- Earn one unit of fine arts
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or a score of 1280 on the SAT (excluding the writing sections)

### International Baccalaureate Honors Diploma –

- Earn four units of mathematics, including algebra I, geometry, algebra II, and one higher level math course
- Earn four units of science, including biology, chemistry, and at least one additional advanced science (advanced science – anatomy, physics, CCP inquiry-based science course with laboratory experience)
- Earn four units of social studies, including American history, world history, American government/financial literacy course, and one additional social studies credit
- Earn either three units of one world language or two units each of two world languages
- Earn one unit of fine arts
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or a score of 1280 on the SAT (excluding the writing sections)
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus. To fulfill the field experience criterion, a student must complete a learning experience that is pertinent to his or her honors diploma area of focus. Experiential learning is focused on the application of academic and technical skills within a student's program of study. Experiential learning includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships and apprenticeships. Lab-based experiential learning should simulate real-work worksites and expectations. Students should receive regular supervision and follow-up that is documented.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus. Work that is contained in a portfolio documents the student's extensive knowledge and technical, critical-thinking and creative skills (representative of the student's honors diploma area of focus) that the student has learned. Students must get their portfolios reviewed and validated by external experts

### Career Tech Honors Diploma –

- Earn four units of mathematics, including algebra I, geometry, algebra II, and one higher level math course
- Earn four units of science, including two units of advanced science (advanced science – chemistry, anatomy, physics, CCP inquiry-based science course with laboratory experience)
- Earn four units of social studies, including American history, world history, American government/financial literacy course, and one additional social studies credit
- Earn two units of one world language
- Earn four units of career-technical courses
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or a score of 1280 on the SAT (excluding the writing sections) or Workeys 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus. To fulfill the field experience criterion, a student must complete a learning experience that is pertinent to his or her honors diploma area of focus. Experiential learning is focused on the application of academic and technical skills within a student's program of study. Experiential learning includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships and apprenticeships. Lab-based experiential learning should simulate real-work worksites and expectations. Students should receive regular supervision and follow-up that is documented.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus. Work that is contained in a portfolio documents the student's extensive knowledge and technical, critical-thinking and creative skills (representative of the student's honors diploma area of focus) that the student has learned. Students must get their portfolios reviewed and validated by external experts

- Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

#### STEM Honors Diploma –

- Earn five units of mathematics, including algebra I, geometry, algebra II, and one higher level math course
  - Earn five units of science, including two units of advanced science (advanced science – chemistry, anatomy, physics, CCP inquiry-based science course with laboratory experience)
- Earn three units of social studies, including American history, world history, American government/financial lit. course
- Earn either three units of one world language or two units each of two world languages
- Earn one unit of fine arts
- Earn two units with a focus in STEM. Courses labeled as STEM must include opportunities for project- and problem-based learning through the application of science, technology, engineering and mathematics. If used for mathematics credit, a single computer programming course may simultaneously fulfill the requirements for the fifth mathematics credit and a STEM elective. Use of one course to meet two criteria also may occur for STEM courses that align with science.
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or a score of 1280 on the SAT (excluding the writing sections)
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus. To fulfill the field experience criterion, a student must complete a learning experience that is pertinent to his or her honors diploma area of focus. Experiential learning is focused on the application of academic and technical skills within a student's program of study. Experiential learning includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships and apprenticeships. Lab-based experiential learning should simulate real-work worksites and expectations. Students should receive regular supervision and follow-up that is documented.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus. Work that is contained in a portfolio documents the student's extensive knowledge and technical, critical-thinking and creative skills (representative of the student's honors diploma area of focus) that the student has learned. Students must get their portfolios reviewed and validated by external experts

#### Arts Honors Diploma –

- Earn four units of mathematics, including algebra I, geometry, algebra II, and one higher level math course
- Earn three units of science, including one unit of advanced science (advanced science – chemistry, anatomy, physics, CCP inquiry-based science course with laboratory experience)
- Earn three units of social studies, including American history, world history, American government/financial lit. course
- Earn either three units of one world language or two units each of two world languages
- Earn four units of fine arts
- Earn two additional units with a focus in fine arts
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or a score of 1280 on the SAT (excluding the writing sections)
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus. To fulfill the field experience criterion, a student must complete a learning experience that is pertinent to his or her honors diploma area of focus. Experiential learning is focused on the application of academic and technical skills within a student's program of study. Experiential learning includes lab-based activities, co-ops, simulated



workplace, mentorships, internships, pre-apprenticeships and apprenticeships. Lab-based experiential learning should simulate real-work worksites and expectations. Students should receive regular supervision and follow-up that is documented.

- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus. Work that is contained in a portfolio documents the student's extensive knowledge and technical, critical-thinking and creative skills (representative of the student's honors diploma area of focus) that the student has learned. Students must get their portfolios reviewed and validated by external experts

#### Social Science & Civic Engagement Diploma –

- Earn four units of mathematics, including algebra I, geometry, algebra II, and one higher level math course
- Earn three units of science, including one unit of advanced science (advanced science – chemistry, anatomy, physics, CCP inquiry-based science course with laboratory experience)
- Earn five units of social studies, including American history, world history, American government/financial literacy course, and two additional social studies credits
- Earn either three units of one world language or two units each of two world languages
- Earn one unit of fine arts
- Earn three additional units with a focus in social sciences and/or civics
- Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or a score of 1280 on the SAT (excluding the writing sections)
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus. To fulfill the field experience criterion, a student must complete a learning experience that is pertinent to his or her honors diploma area of focus. Experiential learning is focused on the application of academic and technical skills within a student's program of study. Experiential learning includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships and apprenticeships. Lab-based experiential learning should simulate real-work worksites and expectations. Students should receive regular supervision and follow-up that is documented.
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus. Work that is contained in a portfolio documents the student's extensive knowledge and technical, critical-thinking and creative skills (representative of the student's honors diploma area of focus) that the student has learned. Students must get their portfolios reviewed and validated by external experts

All Honor Diploma requirements pre-suppose the completion of all high school diploma requirements of .5 units of Health, Physical Education, American History, and Government.

#### **STUDY HALL**

Study halls are provided as an opportunity for students to work on their school assignments. Students are required to have something to do in study hall at all times. Students will have no more than one study hall per schedule unless they have an I.E.P. or their College Credit Plus Schedule prohibits additional classes due to the 30 credit hour maximum.

#### **ON-LINE ACCESS TO STUDENT INFORMATION**

Students and parents are able to access information via the school website. Your "PowerSchool Parent Portal" account gives students and parents access to grades. Lunch account balances are also available via the website. You can access these links at [www.holgateschools.org](http://www.holgateschools.org). If you forget your password, please contact your building secretary.

#### **GRADING POLICY**

The grade point average (G.P.A.) of each high school student is computed according to the following procedures:

- 1) G.P.A. is figured on the semester grade given in each course.

- 2) All subjects are used in computing the G.P.A.
- 3) The point value of the grade is multiplied by the number of units and the total grade value points earned divided by the total number of units attempted.
- 4) Figuring G.P.A. example:

Grade Values		Units	Total Grade Value Points
A=4 points	x	1 Math	=4 points
B=3 points	x	2 (Eng. & Science)	=6 points
C=2 points	x	1 Art	=2 points
F=0 points		4 units total	12 points total

$$\text{G.P.A.} = \frac{\text{Total grade value points}}{\text{Total units}} = \frac{12 \text{ points}}{4} = 3.000$$

In the example shown, the student would have a G.P.A. of 3.000.

- 5) A student's rank in class is calculated according to the grades in all subjects taken in the 9, 10, 11, & 12<sup>th</sup> grades.
- 6) Rank in class is computed after six semesters and again after seven (Senior Recognition and Awards) and eight semesters.
- 7) District grading scale is as follows:

A+	97.5 - 100
A	94.5 - 97.4
A-	92.5 - 94.4
B+	90.5 - 92.4
B	84.5 - 90.4
B-	82.5 - 84.4
C+	80.5 - 82.4
C	73.5 - 80.4
C-	71.5 - 73.4
D+	69.5 - 71.4
D	65.5 - 69.4
D-	63.5 - 65.4
F	0 - 63.4

### **SEMESTER AND FINAL GRADE PROCEDURE**

To determine the semester grade: Semester exams may be required in some classes. When exams are used in determining a semester/final grade, the maximum weight of any single exam is 20 percent of the final semester grade. In addition, in order for a student to receive a passing grade for the semester when an exam is used, two (2) of the three (3) grades must be passing grades. However, this does not guarantee that two (2) of the three (3) passing grades will result in a passing grade for the semester.

Although +'s and -'s are used to determine the final grade, +'s and -'s on the final grade will not be used to figure a student's G.P.A. If students are not required to take semester exams, the semester grade is determined by averaging the two 9-weeks' grades. The final year grade is the average of the two semester grades.

### **HONOR ROLL**

Holgate High School and Middle School publishes three honor rolls each grading period. The requirements are as follows:

4.0 Honor Roll	4.0 G.P.A. in all subjects
3.5 Honor Roll	3.5 - 3.999 G.P.A. in all subjects, no D's or F's
3.0 Honor Roll	3.0 - 3.499 G.P.A. in all subjects, no D's or F's

### **ACCELERATION**

Four types of acceleration are available to qualified students:

1. Early entrance to kindergarten
2. Subject acceleration
3. Whole-grade acceleration
4. Early graduation from high school

Parents and teachers who wish to make a referral should contact the student's building principal. Referral forms may be found in each school building office and the district website. For more information, procedures, and referral forms, please refer to the Holgate Board of Education policy manual available in school offices and on the district website. Policy numbers are: 5409 Student Acceleration, 5112 Entrance Requirements, 5410 Promotion, Academic Acceleration, Placement, & Retention, 5464 Early High School Graduation

### **AWARDS**

Students in the Middle School and High School have numerous awards and incentives available to recognize achievement. Some of these awards have strictly academic criteria while others combine academic achievement with attitude, cooperation, participation, citizenship, and other qualities. Each spring an awards assembly is held for the Middle School and for the High School. These assemblies are sponsored by the student councils.

### **ABSENCES AND ATTENDANCE**

Regular attendance by all students is very important. In many cases irregular attendance is the major reason for poor school work. Therefore, all students will be urged to plan to shop, make dental appointments, do personal errands, and so forth, outside of school hours. The following are legitimate reasons for excused absences:

- A. Personal illness or medically necessary leave (a written physician's statement may be required)
- B. Illness in the family which necessitates the presence of the child
- C. Quarantine of the home
- D. Death or funeral attendance of a relative
- E. observation or celebration of a bona fide religious holiday
- F. out-of-state travel (up to maximum of (24) twenty-four hours per school year) to participate in a District approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student.
- G. Emergencies or circumstances which are judged by the Principal or Superintendent to be sufficient cause for absence.
- H. doctor, dentist, or driver's license appointment
- I. Farm work, when proper work absence forms are completed
- J. Service as a precinct officer at a primary, special, or general election in accordance with the program set forth in Policy 5725.

On the morning of a student's absence, parents or guardians must contact the school office before 10:00 a.m., unless the absence has been prearranged. Upon returning to school, the student must bring a note signed by his parents or guardians explaining the absence. If an absence is excused, the student will have an opportunity to make up missed work.

Make-up work must be completed in a timely fashion. Students will have as much time to make up work as they were absent. For example, if a student has an excused absence of 3 days, he will be allowed 3 days to submit make-up work. All work not made up will remain a zero grade. Exceptions to this rule can be made by the Principal in the case of an extended illness.

Students who are absent unexcused will not be allowed to make up missed work. Students who are absent from school or tardy and who do not provide a written excuse will be considered unexcused. Students arriving at school late or leaving early must sign in or out at the Principal's office.

Accordingly, to be eligible for participation in any athletic, extra-curricular, or co-curricular event/practice/rehearsal, the student must be in attendance four out of the eight academic periods (Academic Assist and lunch are not considered an academic period). The student may be excused from this requirement only if he/she has prior approval from the building Principal and provides verification in advance of the event that is preventing attendance for that given day. Exceptions may include absences such as funerals of immediate family members and college visits. Immediate family here is defined as parents, siblings, grandparents, aunts/uncles, cousins, permanent member of the same household. The time of school during the day must be excused in order to be eligible to participate.

### **Excessive Absences**

Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify barriers to regular school attendance.

Ohio law requires that if a student is absent with or without legitimate excuse from school 38 or more school hours in one school month, or 65 or more school hours in a school year, the following will occur: The Principal and the school's Attendance Officer will notify the child's parent, guardian, or custodian of the child's absences after the date of the absence that triggered the notice requirement.

### **Truancy**

Students who are absent a total of 30 or more consecutive hours, or 72 or more total hours for the school year will be required to bring an excuse from a medical authority to have subsequent absences excused. Excessive excused absences may be dealt with by parent conference followed by a referral to the proper authorities.

A student will be considered habitually truant if the student is absent without a legitimate excuse for 30 or more consecutive hours, for 42 or more hours in one (1) school month, or 72 or more hours in one (1) school year.

If a student who is habitually truant violates the order of a Juvenile Court regarding the student' prior adjudication as an unruly child for being a habitual truant, s/he may further be adjudicated as a delinquent child.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions:

- Assign the student to a truancy intervention program
- Provide counseling to the student
- May request or require the student's parent/guardian to attend a parental involvement program
- May request or require a parent/guardian to attend a truancy prevention mediation program
- Notify the Registrar of Motor Vehicles of the student's absences when applicable
- Take legal action

The Superintendent is authorized to establish an educational program for parents of truant students which is designed to encourage parents to ensure that their children attend school regularly. Any parent who does not complete the program is to be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

### **Vacations/Prearranged Absences**

For prearranged absences such as; vacations (up to 5 days), field trips, college visits (2 for juniors and seniors), etc. Make-up work will be given prior to the absence or when the student returns, at the teacher's discretion. Students will have as much time to make up work as they were absent. Contact the appropriate office for prearranged absence form/vacation form which must be turned in five (5) school days prior to absence. Any days beyond 5 vacation days will be considered unexcused absences. Therefore, no credit will be given for work missed during the unexcused portion.

### **NOVA Student Attendance**

Students who complete NOVA courses from home must sign into the NOVA program and work a minimum of 15 hours per week, including weekends. (Or an average of 3 hours per day for weeks in which school is not in session all five days). In the event a student is not signed in the appropriate amount of time, they will be considered absent from school and will follow the truancy/attendance policies. Students must spend as much time as necessary to complete the class by the end of the semester.

Students who work on NOVA courses from home will be required to return to the school campus if they are struggling towards successful completion or if they are failing courses. In this case, they will be required to attend in the school building and be present in the NOVA lab until they are caught up in the course and passing the course. Once caught up and passing, students may resume coursework from home. During the time they are required to be in the building working on coursework, all absences from school will count toward truancy and attendance requirements.

### **TARDINESS TO SCHOOL**

Any lateness to school will be counted as a tardy. All students late to school must report to the Main Office. For this tardy to be excused, there must be a note from the student's parents stating an acceptable reason. Failure to provide a note or a reason which is not acceptable will be counted as an unexcused tardy. Time missed due to late arrivals or early dismissals must be tracked and counted towards your student's attendance.

The following guidelines are established for each semester of the school year.

- a) All students who have not reported to their assigned classroom by the start of first period must report to the MS/HS office to sign in and receive a tardy slip.
- b) The following procedure applies to unexcused tardiness to school.
  - The first unexcused tardy during a semester, the student will receive a verbal warning.
  - The second and third tardy will result in a 30-min after-school detention.
  - The fourth and fifth tardy will result in a 60-min after-school detention.
  - Each further tardy will result in further discipline to be determined. Which could include in-school detention, out of school suspension, and/or referral to the juvenile court system.

### **TARDINESS TO CLASS**

Any lateness to class from second period through ninth period will be dealt with by each individual teacher according to their classroom rules. All students should report directly to the class they are scheduled for -- no admit from the office is required.

### **NEW STUDENTS**

Parents or guardians of students new to the school district will be required to show proof of legal custody of all students involved. Parents of students from divorced or separated families may be asked to provide legal documentation to be kept on file in the middle/high school office.

### **STUDENTS MOVING INTO THE DISTRICT ONCE SCHOOL BEGINS**

Absences from any school district a student attended during the year will follow them to the Holgate Local School District. Absences in the other school district will count toward the 72 hours maximum for the year at Holgate Local Schools.

### **EARLY DISMISSAL**

There are times when it is necessary for a student to leave school early for a doctor's appointment, etc.; however, this is highly discouraged. Students who are to leave early must bring a note to the office prior to the start of school in the morning.

They are to return to the office at the time of their dismissal and sign out. Students are not to leave school during the day for any reason without signing out in the office. Upon returning to school, if it is the same day the student must also sign in at the office.

### **ILLNESS**

Should you become ill during school, request permission from your teacher to report to the office. The Nurse/Principal will determine whether to send you home or have you rest in the clinic. No student will be sent home without parent permission as well. In order for the absence to be excused, the student must be seen by the nurse who will verify illness.

### **COLLEGE VISITATION**

Juniors and Seniors may be excused from school two days for the purpose of making college visitations. These days may not be scheduled during the month of May. Arrangements for college visitations should be made through the guidance office at least one week prior to the visitation. Seniors may be granted additional days for orientation, testing, or scholarship interviews. All college visitations require prior approval of the guidance counselor and principal in order to be excused.

### **ACTIVITY ACCOUNTS**

Each club or class organization has an account in the school activity fund. All purchases must be made by turning in a requisition signed by the activity treasurer and the advisor. A purchase order will then be issued for the purchase. The bill will then be paid by the school treasurer upon receipt of the items ordered. The treasurer of each organization must keep a record of all financial activities. A budget must be submitted each school year. All activity records must be turned in to the principal at the end of the year.

### **ADULT STUDENTS**

Adult students shall comply with all school attendance and discipline regulations as well as any special regulations which may pertain to adult students. Adult students may write and sign their own excuses to school only if they are officially registered as an independent student. Independent students may be required to provide a medical excuse. Falsification of information regarding attendance may result in disciplinary measures.

### **ANNOUNCEMENTS**

A daily bulletin containing announcements and attendance is distributed to classroom teachers each morning. Students who want announcements made about a school event must have them signed by the advisor of that organization and submitted to the office before 3:00 p.m. the day prior to the announcement. All announcements must be approved by the Principal.

### **STUDENT GUIDELINES FOR REASONABLE CONDUCT AND RESPONSIBILITY**

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of Holgate Local School District will conform to school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The Board of Education has a "zero tolerance" for violent, disruptive, or inappropriate behavior, including habitual truancy, and such behavior is prohibited as set forth in the Student Code of Conduct. The use of video surveillance may be used to identify any acts of misconduct.

### **SCHOOL'S RIGHT TO SEARCH**

Lockers, desks, or storage places provided for student use are, and remain at all times, property of Holgate Local School District Board of Education. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Random searches of lockers and vehicles may include the assistance of dogs trained to detect the presence of drugs. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone or other electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

### **SECURITY RECORDINGS**

The Holgate Local School District may record security footage on District property. This footage, which is recorded for the protection and welfare of the school community, typically contains images of many students, as well as District employees and other persons.

Security footage contains personally identifiable information about students. State and federal laws generally prohibit the release of this information, and the District has not designated the footage as "directory information" that may be disclosed without the prior consent of the students' parents or guardians.

Security footage, and the personally identifiable information contained on the footage, will be disclosed only when authorized by law or when the disclosure is made to school officials with legitimate educational interests. The footage otherwise will not be disclosed to any person.

### **TYPES OF DISCIPLINARY MEASURES**

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Restrict or remove privileges.
3. Assign detentions (before school, after school, lunch, full day).
4. Advise parents by telephone.
5. Advise parents by letter.
6. Hold conference with parents and student.
7. Refer student to counselor.
8. Refer student to psychologist, request psychological evaluation or participate in intervention program.
9. Remove student from class.
10. Withhold grades and/or transcripts (used only when a student owes the school money).
11. Assign Administrative Detention.
12. In-School Detention (1 to 10 days).
13. Suspend Out-of-School (1 to 10 days).
14. Recommend expulsion to the Superintendent.
15. Remove student from an activity or school organization.
16. Require restitution (in cases of stealing or property damage).
17. Notify police authorities.
18. Move to cite student to court.
19. Suspend driver's license for truancy.
20. Confiscating electronic devices and other prohibited objects.
21. Procedures for bullying established by the building administration.

### **DETENTION**

Detention may be held from 7:30 a.m. to 8:05 a.m. or from 3:05 p.m. to 4:35 p.m. in the teacher's room or the principal's office. Students who are unable to serve or fail to serve before or after school detentions may receive a suspension or Administrative Detention. All students will receive one day's notice for any detention assigned. If school is canceled or if a student is absent on a day that a detention is assigned, the detention will be served the next school day.

### **DEFINITION OF TERMS**

**DETENTION** - The holding of a student in a specified limited area before or after school, or during lunch.

**HEARINGS** - The opportunity for a student to give his/her side of the story. The hearing process and the forms you are requested to complete are designed to assure you of the due process to which you are entitled by law. If prior to or during the hearing, the hearing officer decides that you may be subject to suspension or expulsion because of the nature of the infraction, he will advise you in writing at that time.

**EMERGENCY REMOVAL** - Removal of a student from class whose presence poses a continuing danger to persons or property or an on-going threat of disruption to the academic process. This cannot exceed a 72 hour period.

**ADMINISTRATIVE DETENTION** - The holding of a student for up to three (3) hours per session on specified afternoons. Abuse of Administrative Detention rules or failure to attend an assigned session may result in additional Administrative Detention assignments or suspension. School work will be required during Administrative Detention.

**IN-SCHOOL DETENTION** - The holding of a student in a specified limited area for the entire school day with the exception of necessary rest room privileges and special education services. An in-school detention may be from one to ten days in length. School work can be made up for full credit during the in-school detention. This detention may be housed at Holgate School.

**OUT-OF-SCHOOL SUSPENSION** - The removal of school attendance privileges and all school activity privileges for a period from one to ten days. School work can be submitted, and credit will be awarded. To be suspended from school means that while you are suspended, you are not allowed to come to school, attend classes, co-curricular activities (Home or Away) or extracurricular activities (Home or Away). If available, the Northwest Ohio Opportunity School will be utilized as an alternative to Out-of School Suspension for suspensions that are 3 – 10 days in length. If a student is assigned to the Opportunity School, work will be given to the student to complete, and full-credit will be given for work completed. If assigned to the Opportunity School, a student may be transported by the district to and from the Opportunity School.

**EXPULSION** - The removal of school attendance privileges and all school activity privileges for more than 10 days. School work may not be submitted for credit during the time a student is expelled from school. A student expelled from school may not participate in any school activity for the duration of the expulsion.

**PRIVILEGES** – All activities such as extra-curricular events, assemblies, awards, incentives, dances, graduation ceremonies, etc. are considered privileges.

### **DUE PROCESS PROVISIONS FOR STUDENTS**

In all cases where disciplinary action is anticipated concerning a student, the student will be given an opportunity to tell his/her side of the story. The student will have the opportunity at an informal hearing to state his/her case.

In case of an emergency removal from a class or from school for more than twenty-four hours, a hearing will be scheduled within seventy-two hours and the student will be given the opportunity to challenge the reasons for removal and any further action that may be taken.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his/her parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his/her parents may appeal any decision of the Holgate School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his/her parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The



student and his/her parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to Henry County Court of Common Pleas.

According to the policy of Holgate School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Holgate School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Holgate Schools.

#### **CODE OF REGULATIONS FOR CONDUCT OF PUPILS**

This code of regulations is adopted by the Board of Education of Holgate Local School pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or extra-curricular activities pursuant to 3313.661 Ohio Revised Code.

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and may be used by school officials for educational purposes and safety therefore these records will remain in possession of the school/district. Students may receive discipline as a result of what is recorded.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment, intimidation or bullying of school personnel or other students during school and/or non-school hours. This includes harassment by cell phones, electronic means and dating violence.
5. Fighting
6. Hazing (to persecute, harass or humiliate another student and/or employee).
7. Abuse of another. Verbal abuse of another student or a verbal altercation.
8. Chronic misbehavior which disrupts or interferes with any school activity.
9. Failure to follow reasonable directions or commands by school personnel.
10. Disrespect to a teacher or other school authority.
11. Refusing to take detention or other properly administered discipline.
12. Skipping detention.
13. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
14. Forgery of school or school-related documents.
15. Cheating or plagiarizing.
16. Gambling, dice or card playing
17. Extortion of a student or school personnel.
18. The theft, attempted theft, or unauthorized possession of any school property or the personal property of another.

19. Arson or other improper use of fire.
20. Possession of matches or lighters or other similar devices.
21. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including any classroom item.
22. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to cigarettes, e-cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip, or using tobacco in any other form.
23. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
24. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally when the students involved cannot show a legitimate health or other reason for the use of such substances.
25. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers, e-cigarettes/devices etc.
26. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
27. Buying, selling, transferring, using, or possessing or being under the influence of any substance containing betel nut.
28. Electronic laser pointers are not permitted on school property at any time. Such items as MP3 players, CD players, beepers, pagers, two way radios, radios, electronic games, cameras or any other related electronic devices must be turned off and stored out of sight during the academic portion of the school day (8:10 am to 3:00 pm) Cellular telephones should be put away if not being used for academic purposes. Students may use their cell phones during their designated lunch period. (See Student Electronic Devices)
29. Using wireless communication devices that contain built-in cameras in locker rooms, classrooms, and/or bathrooms. Students are prohibited from using wireless communication devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
30. Use in any form of vulgar or improper language or hand gestures.
31. Publication, possession, or distribution of obscene, pornographic or libelous material.
32. Placing of signs and slogans on school property without the permission of the proper school authority.
33. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
34. Demonstrations by individuals or groups causing disruption to the school program.
35. Truancy
36. Tardiness.
37. Leaving school building/premises during school hours without permission of the proper school authority.
38. Upon initial arrival, leaving school property without permission.
39. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
40. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. that at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
41. Indecent exposure.
42. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
43. Turning in false fire, tornado, bomb, disaster or other alarms.
44. Inducing panic by a threat to do an act of violence, or initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing such report or warning is false.
45. Presence on school property with a communicable disease.

46. Failure to abide by rules and regulations set forth for student parking and driving on school grounds or in a school zone.
47. Any disruption or interference with school activities.
48. Willfully aiding another person to violate school regulations.
49. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
50. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
51. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
52. Sexual harassment, sexual imposition, sexting, or sexual assault. This includes but not limited to any and all forms such as verbal, nonverbal, physical, electronic, and cell phones.
53. Hitting, kicking, or other inappropriate physical contact with a school employee, student or other person.
54. Skipping of class, assemblies, school lunch period, or other required activities.
55. The eating of candy or consumption of beverages in school areas other than the school cafeteria without the principal's approval.
56. Engaging in any activity such as running, tripping, shoving, and throwing of objects or other "horseplay" that may endanger one or others.
57. Violation of the bus transportation rules.
58. A student shall not physically or verbally threaten another student, teacher or any school employee, or any person at a school-sponsored function.
59. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or while in the control or custody of the school district regardless of whether on or off of school premises, or at a school related activity regardless of location, shall be reason for expulsion, suspension or removal from school.

### **BULLYING**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. (ORC 3313.666)

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

Harassment, intimidation, or bullying means: any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

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

Deliberately making false reports about harassment, intimidation, bullying, and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

### **DRESS AND APPEARANCE CODE**

Students at Holgate Schools have considerable choice on their style of dress and appearance. Common sense and respect should prevail. Clothing must be neat, clean, and modestly worn. Hair must be well-groomed and clean. Shoes must be worn at all times. Sweat pants and athletic shorts are permitted. Baggy and loose fitting clothes should not inhibit a person's ability to walk safely. Any clothing or accessories that cause a disruption in the orderly function of the school are not permitted. The items contained in the following articles are forbidden and/or restricted as follows:

- 1) Clothing and articles that promote the use of tobacco, alcohol, or other drugs.
- 2) Clothing and articles with suggestive, offensive, or inappropriately worn decals, slogans or emblems.
- 3) Bandanas, dew rags, hats, hoods (up), or other head gear.
- 4) Clothing and articles that support or promote gang affiliation or activities.
- 5) Clothing, accessories, and articles that may cause injury to the wearer in class, shop, or lab, (i.e. wallet-chains, studded wristbands, and any other studded jewelry).
- 6) Backpacks and purses are to be kept in lockers.
- 7) Articles that may damage the building, equipment, or furniture.
- 8) Tank tops, "muscle shirts", or "see-through" articles. Sleeves are required on all shirts.
- 9) Exposed midriffs or low-cut tops revealing cleavage.
- 10) Tops, shirts, and pants that fail to cover undergarments. Appropriate undergarments must be worn at all times. Any tears in jeans or other pants, where skin is exposed, should be limited to below the mid-thigh area and not excessive in length or height. Holes on the backside of jeans are prohibited.
- 11) Biker shorts and frayed or torn shorts. Dresses, skirts and shorts are to be at mid-thigh in length.
- 12) When leggings, yoga pants, or tight-fitting pants are worn, the pants shall not be see-through or show any skin above the waist line, including when sitting down, raising your hand, or bending over.
- 13) Slippers
- 14) Outdoor garments (jackets and coats) are not permitted in the classroom unless the room is uncomfortably cold in the teacher's judgment.
- 15) Articles of clothing worn during spirit days and field trips must still conform to the guidelines regarding length and exposure of skin.

In accordance with the previous standards, administrators and teachers have the right to issue warnings and to refuse to admit to school or class those students who violate the Dress Code. Any class time missed due to violations of the Dress Code will be considered unexcused.

Students who choose not to abide by the dress code will be warned and required to call home to obtain appropriate clothing. If appropriate clothing is not obtained within a reasonable time as discerned by the principal, students will be provided clean clothing to wear for the remainder of the school day. Students who choose to disregard the dress code a second time will be given a 30 minute detention along with the need to change clothing. Disciplinary options beyond the second infraction may include the following: In School Detention, Out of School Suspension.

### **STUDENT ELECTRONIC DEVICES**

Electronic laser pointers are not permitted on school property at any time. Such items as MP3 players, CD players, beepers, pagers, two way radios, radios, electronic games, cameras or any other related electronic

devices must be turned off and stored out of sight during the academic portion of the school day (8:10 am to 3:00 pm).

Students are prohibited from using wireless communication devices in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are also prohibited from using a wireless communication device to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their wireless communication devices to receive such information.

### **High School Policy (Grades 9-12)**

As each student is being provided with a school-issued device for academic purposes, personal electronic devices, including cell phones and smart watches (those with communication capabilities), are disruptive and are strictly limited in Holgate High School from the time you arrive in the building until you exit it. Possession of a wireless communication by a student is a privilege that may be forfeited by any student that engages in misuse of this privilege. This will be routinely reinforced by school district administration and staff members. Holgate Local Schools do acknowledge that while cell phones have become a part of our culture, the integrity and security of the educational system must be maintained.

High School Students will be permitted to possess and use cell phones under the following guidelines:

- Cell phones may be used in the cafeteria during lunch periods and in the hallways between classes.
- Cell phones may NOT be used during class periods.
- Every classroom has a hanging cell phone pocket holder. Students are required to place their phones in the pockets at the beginning of every period and pick them up at the end of each class period.

### **Middle School Policy (Grades 6-8)**

As each student is being provided with a school-issued device for academic purposes, personal electronic devices, including cell phones and smart watches (that have communication capabilities), are disruptive and are strictly prohibited in Holgate Middle School from the time you arrive at the building until the time you exit it. This will be routinely reinforced by school district administration and staff members. Holgate Local Schools do acknowledge that while cell phones have become a part of our culture, the integrity and security of the educational system must be maintained. Student cell phones/personal electronic devices should be left at home as this is the only sure way to avoid a potential policy violation, loss, or theft. In the event that a cell phone/personal electronic device does accompany the student to school, the device should be turned off and left in the student's individual locker.

**ALL CELL PHONES MUST BE TURNED OFF AT ALL TIMES AND SHOULD NOT BE OBSERVED ON THE STUDENT FROM THE TIME OF ARRIVAL AT THE BUILDING UNTIL THE DISMISSAL TONE. ANY CELL PHONE OR OTHER PERSONAL ELECTRONIC DEVICE OBSERVED MAY BE CONFISCATED.**

Any violation of the MS/HS cell phone policy will be handled as follows:

Cell phone usage during restricted times includes, but is not limited to: making a call, answering a call, checking messages, text messaging, use of social media, checking for a signal, taking a picture, and having the phone ring (or noticeably vibrate).

**1st Offense:** The student's cell phone may be confiscated by staff, given to administration and parents notified. The student will receive a warning. Administration will discuss with the student about future violations and penalties of progressive discipline. The student can pick up his phone from the office at the end of the school day.

**2nd Offense:** The student's cell phone may be confiscated by staff, given to administration and parents notified. The student may receive an after-school detention. Administration will discuss with the student about future violations and penalties of progressive discipline. The cell phone may remain in the possession of the administration until the parent comes to the office to pick it up.

**3rd Offense:** The cell phone will be confiscated by staff, given to administration and the parents shall be notified of the violation. Administration will contact the parents regarding the third violation of the district cell phone policy, and the student will be assigned an in-school detention. The student's cell phone will be returned only to a parent/guardian of the student. Additional offenses will be treated in the same manner and may result in further discipline.

### **COMPUTER/ON-LINE SERVICES**

Technology can greatly enhance an instructional program, as well as provide efficiency for users. Holgate Local School District provides students with access to computer equipment, software and network services

to be used as tools to support learning, collaboration, and educational research related to the District curriculum. The use of this technology is a privilege, not a right.

Use of the District network includes Internet access. The Internet is not designed exclusively for the use of children. The Holgate Local School District, through the Northwest Ohio Computer Association (NWOCA), restrict access to inappropriate or offensive materials. NWOCA filters web content with firewall systems that meet CIPA (Children's Internet Protection Act) mandates, but it is impossible to control the quality of all materials that might be accessed. We firmly believe that the value of information and interaction available through the network far outweighs the possibility that users may encounter material that is not consistent with the educational goals of the district. While Internet access is filtered throughout the District and is subject to supervision, it is possible that students might occasionally access inappropriate material either deliberately or by accident. District guidelines for Internet use prohibit access to material that is inappropriate in the school environment.

The District computer network is to be used in a responsible, efficient, ethical, and legal manner. In order for students to use the District computer network and the Internet, students and their parents or guardians must first read, understand and sign the following Acceptable Use Policy. This is a one-year contract that must be renewed every school year. The School District reserves the right to refuse access to the computers and the Internet.

### **Technology Resource Use**

The computers, network, and technology systems of the School District are intended for educational uses. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, users should know that a third party might view materials. All communications and information should be assumed to be property of the District.

#### **Acceptable uses of technology resources:**

- Students will respect the proper care and functions of the equipment and immediately report any hardware or software problem, security problem, or network abuse to the teacher or school personnel in charge, or it will be assumed that the student is responsible.
- Students will respect the privacy of fellow students, which includes not touching the mouse, keyboard, or work of another student without permission, either on individual machines or documents on the server. Consequences will occur if a student inappropriately alters the work of another student.

#### **Unacceptable uses of technology resources, which are prohibited under any circumstances:**

- Use District technology equipment, software, and network services without teacher supervision.
- Share a network account or password with another person or leave an open file unattended or unsupervised.
- Use someone else's account or attempt to access another user's files.
- Engage in actions detrimental to the operation of hardware, software, or network.
- Create or change configurations on computers or network.
- Access or "hack" unauthorized hardware, software, or network.
- Access inappropriate material or share information about inappropriate material with other students.
- Use vulgar, derogatory, or obscene language, or language that may be hurtful to another person or that may constitute personal attacks or harassment of another person.
- Use District technology or network services for personal, entertainment, political, or commercial purposes.
- Waste resources, i.e., paper, ink, server space, network bandwidth, etc.
- Alter any program, hardware, or software.
- Abuse printers, printing, or other peripheral devices.

- Download, copy, or store any files, software, shareware, or freeware.
- Engage in actions that cause damage, impair effective use, or defeat the protective security software.
- Access personal email accounts (hotmail, yahoo, AOL, etc.), chat rooms or other means of direct electronic communication over the District network.
- Agree not to submit, publish, display, or retrieve/download any inappropriate material, including but not limited to material that is offensive, abusive, obscene, contains profane language, sexually explicit, sexually threatening, racially offensive or illegal.
- Agree not to use the electronic devices that contain built-in cameras in locker rooms, classrooms, and/or bathrooms.
- Agree not to use electronic devices to capture, record, or transmit the words and/or images of any student, staff member, or other person in the school while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images during school hours, on school bus, or any school-related function.
- Not attempt to harm, modify, gain unauthorized access to District systems or data, destroy software, or interfere with system security.
- Not use the network in a way that would disrupt the use of the network by others, including downloading, storing, distributing, or sharing any software or digital file (such as movies, music, or text) in violation of copyright laws.
- Not use electronic mail in any manner that is contrary to District policy.
- Not use the system to make any unauthorized purchases or to conduct any non-approved business.

#### **Consequences of Irresponsible Use**

Consequences for individuals violating the Acceptable Use Policy vary depending on the nature and seriousness of the violation (See Student Handbook). Consequences might include disciplinary action (ie detention, suspension, expulsion from school), suspension and/or revocation of network and/or computer privileges, and/or involvement of law enforcement agencies. Students may be responsible for the damages/theft/loss of school property.

#### **Warranties/Indemnification**

The Holgate Local School District makes no warranties of any kind, whether expressed or implied, in connection with its provision of access to and use of its technology, computer networks, and the Internet provided under this Policy. The Holgate Local School District will not be responsible for any claims, losses, damages, or costs (including attorney fees) of any kind suffered, directly or indirectly, by any user resulting from the use of technology and the electronic network. The user takes full responsibility of his/her use. The user agrees to indemnify and hold the Holgate Local School District, its employees, and the Northwest Ohio Computer Association harmless from any and all loss, costs, or damages resulting from the use authorized under this agreement, including but not limited to any fees or charges incurred through purchases of goods or services by the user over the electronic network. The user agrees to cooperate with the District in the event of the District initiating an investigation of a user's misuse of his/her access to the computer network and the Internet, whether that use is on a District computer or on another computer outside the School District's network.

#### **STUDENT DRIVING**

The rules below apply to all students who operate any type of vehicle on the way to or from school, school activities or on school grounds. Violation of these rules may result in removal of driving privileges and/or discipline measures as specified in the Conduct Code. Student driving and student parking is a privilege extended to those exhibiting good judgment and responsibility in the operation and supervision of a vehicle. Although parking areas are provided as a convenience, they, as well as any vehicles in them, are subject to school supervision, control and search.

- 1) The basic rule is a simple one - Vehicles must be operated in a responsible manner at all times.
- 2) All motor vehicles must be individually registered in the principal's office, unregistered vehicles may be towed at owner's expense.

- 3) Students shall not park motor vehicles in any area designated as off-limits to student vehicles. The student lot is the east lot near the athletic field house.
- 4) Students shall not loiter in vehicles on school grounds. Upon arriving, students shall park their vehicles in a proper parking space, leave the parking lot area and report to the building. Students shall not go to vehicles during the school day without permission from the principal.
- 5) The transporting of other students off school grounds when they do not have permission to leave will be considered as serious an offense as leaving.
- 6) All state and local traffic laws must be obeyed.
- 7) When a student drives to school you must accept the consequences for your inability to get to school on time. Mechanical breakdown, weather conditions, and other similar incidents will not be acceptable reasons for excused tardiness.
- 8) No contraband, such as but not limited to, alcoholic beverages, tobacco, illegal drugs, drug paraphernalia and weapons, are to be kept in any vehicle. Motor vehicles are subject to searches by the administration or their designee.

### **BUS TRANSPORTATION**

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses. Students will:

- 1) Be on time for the bus in order to permit the bus to follow the time schedule.
- 2) Be careful in approaching bus stops - walk on the left toward oncoming traffic; be sure the road is clear both ways before crossing the highway and wait in a location clear of traffic and away from the bus stop. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
- 3) Sit in assigned seats in the bus and show reasonable conduct in a manner similar to that shown to a teacher in a classroom.
- 4) Move to assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
- 5) Obey the driver promptly and cheerfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
- 6) Not use profane language.
- 7) Refrain from eating and drinking on the bus except as required for medical reasons.
- 8) Not use or possess tobacco or e-cigarettes on the bus.
- 9) Not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- 10) Not throw or pass objects on, from, or into the bus.
- 11) Stay in assigned seat and keep noise to a minimum by not engaging in loud talking or laughing. Confusion diverts the driver's attention and may result in a serious accident.
- 12) Keep head, feet, and hands to self and inside the bus at all times. Windows are intended for light and ventilation.
- 13) Open windows only with permission of the bus driver.
- 14) Never sit in the driver's seat or handle the switches which operate bus safety equipment.
- 15) Be courteous to fellow students and to the bus driver.
- 16) Treat bus equipment as you would treat valuable furniture in your home. Damage to seats and other parts is unnecessary and always costly. You may be held responsible for any damages.
- 17) Remain in assigned seat until the bus stops to unload; wait for signal from the bus driver and then cross the road in front of the bus.
- 18) Students are prohibited from using wireless communication devices to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- 19) Leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- 20) If your child rides a bus to one of the bus stops in town, please remind them to wait until the bus pulls away from the stop before they begin to walk home.



21) Comply with the established school rules and regulations as defined in the Code of Regulations for Conduct of Pupils as adopted by the Board of Education of Holgate Local Schools pursuant to 3313.661, Ohio Revised Code.

22) The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct and Bus Rules.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his forfeiting the privilege.

### **EMERGENCY DRILLS**

We will conduct various emergency drills for fire, tornado, and safe school, for the purpose of planning for an emergency situation should one ever arise. While it is easy to view these drills as just drills, each must be taken with the seriousness that it may be an actual emergency. Routes and procedures are posted in each classroom and should be reviewed. A Power Announcement could be sent to registered parents in the event of a delayed start, an emergency release, or the need for parents to pick up students at designated times.

### **EMERGENCY PROCEDURES FOR TORNADO WARNING**

- 1) The tornado siren will be activated.
- 2) The student in the seat nearest the door should open door and lead students out into the area posted on the classroom wall. Teachers will follow the group and take attendance register or class record with them.
- 3) Students should go to an inside wall in corridors away from windows and squat on the floor next to the wall keeping their heads on their knees.
- 4) Groups will stay together in corridors until authorized to return to their room or until dismissed.

### **FIRE DRILL PROCEDURE**

- 1) All personnel must leave the building.
- 2) Students are to exit their room single file in a quiet and orderly manner and leave the building through the exit assigned to their classroom. They are to remain outside with their teacher until told to return to the building.
- 3) Teachers should be sure that all windows are closed, lights turned out, and the door closed before leaving the building. All teachers should check their roll once their class has cleared the building and report to the principal that all students are accounted for, or the names of those who are missing.
- 4) During the lunch period, students in the cafeteria should leave the building through the exit assigned to the cafeteria. Other students who have been excused for lunch, but who are not in the cafeteria, should leave the building at the nearest exit and report to the cafeteria area outside the building. Teachers on their lunch break should leave the building at the nearest exit and report to the cafeteria outside the building.

### **SAFE SCHOOL DRILL-LOCKDOWN**

- 1) Students and teachers immediately move into the closest classroom.
- 2) When halls are empty (last person) close and lock the door.
- 3) Cover the window in the door with paper if possible.
- 4) Stay Away from the door(s) and window(s).
- 5) NO Noise
- 6) Cafeteria monitors at lunch time would move students into the choir/band rooms.
- 7) Cafeteria Staff would lock all kitchen doors.
- 8) Do not open door for any reason.
- 10) Have class roster present with those absent and those from other rooms.

### **SAFE SCHOOL DRILL-INTRUDER**

Periodically, we may have drill simulations in which staff/students respond to a potential violent intruder in the building. Responses could include emergency exit, hiding in appropriate location or using distracting/barricading strategies if in the presence of a violent individual. These drills may be practiced with the assistance of local law enforcement.

### **CLASS DUES**

Class dues for the high school students will be \$6.00. The funds go directly into the class account to be used for class projects, the prom, graduation, and class trips. Middle school class dues will be \$3.00 and go directly to their class account.

### **FEES**

Because of the cost of certain programs, a fee is necessary to help defray the expense of consumable items. Fees will be collected in the high school office. Students will be asked to pay fees and purchase books before school in the office. Receipts will be given for all payments. Make all payments with cash/checks/money order.

To be eligible to participate in any activity listed below a student must pay current school fees and all delinquent school fees from prior years by September 15<sup>th</sup> of each school year. As an alternative to paying delinquent fees in full, parents will have an opportunity to enter into an installment plan agreement with the district which allows parents to make incremental payments of \$10 per month/per child during the months of September – May to reduce prior years' outstanding fees (forms can be found in the office). However, payment of the current year's fees is required.

#### **Extracurricular Activities Affected:**

Clubs

Middle and High School Dances (Including Homecoming and Prom)

Homecoming Court

Non-Academic Field Trips

Class Officer Activities

NHS/Student Council Activities

Camp Willson

All Middle/High School Athletics

Elementary PTO Events

Elementary Sports/Activities

### **FREE AND REDUCED LUNCHES**

The Holgate Local Schools offer a free and reduced lunch program. Forms and explanations of the program are available in the office.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

(FERPA): The Family Educational Rights and privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parent certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has a right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;

Other schools to which a student is transferring;

Specified officials for audit or evaluation purposes;

Appropriate parties in connection with financial aid to a student;

Organizations conducting certain studies for or on behalf of the school;  
Accrediting organizations;  
To comply with a judicial order or lawfully issued subpoena;  
Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-LEARN (1-800-872-5327) (voice). Individuals who use RDD may use the Federal Relay Service ([/about/contacts/gen/index.html#frs](#)).

Or you may contact: Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

### **GUIDANCE**

A guidance counselor will be available for all students to supply information, counsel, and help schedule. Scholarship information, career information, and College Board testing help or registration may be obtained in the guidance office.

### **HALL PASSES**

Students are expected to be in class at all times class is in session. Students are not to be in the halls, at their lockers, or in the rest rooms during class. Any student who is in the hall during class time must have a hall pass.

### **LIBRARY - MEDIA CENTER USE**

The high school library has books, magazines, reference materials and computers available. Do not hesitate to ask the librarian for assistance in locating materials. If the particular materials you need are not located in our library, we will attempt to secure them for you.

Students are to be in the library-media center only when using the facilities. Permission to visit the library may be obtained from the study hall teacher or by a written pass from a classroom teacher, with prior consent from the librarian.

Books or magazines are not to leave the library without being properly signed out. Magazines may not leave the reading area without specific permission from the librarian. Should a student be negligent in returning materials or improper in behavior, library privileges may be denied.

### **LOCKERS AND LOCKER ROOMS**

Student lockers are provided. The lockers and contents are subject to search at any time by members of the administration, their designee or law enforcement agencies. Any materials found in such a search that may be against school rules or may be illegal may subject the owner to school discipline, legal action, or both. There is no expectation of privacy. Random searches have a positive impact on reducing drugs and other criminal activity. We strongly advise that students do not keep valuables in their lockers. Please keep them with you or do not bring them to school. If you wish to put a lock on your locker, you may rent one from the principal's office. Do not place stickers, tape or write on any part of the locker. Doing so may result in damage to the locker and a fine being imposed.

Students are not to be in the locker rooms unless they are changing for a physical education class or athletic practice or contest.

### **LUNCH HOUR**

ALL students are required to go to the cafeteria for lunch. Students will remain in the cafeteria until released by the noon supervisor. All food is to be eaten in the cafeteria. Students may not have pop or snacks in the halls or classrooms at any time. Cheering, singing, banging on tables and other means of disruption to the school atmosphere will not be tolerated. Charging will no longer be allowed.

### **OFFICE**

The high school office exists for service and for the conducting of official school business. Should a student have a problem please notify the secretary or principal and they will help you. Students are not to be behind the counter in the office unless specifically directed to do so. The telephone in the office is for official business and not for social calls.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be scheduled near the end of the first grading period. These conferences will be scheduled to try to meet the needs of those parents who work early and late shifts. Students will not attend classes when conferences are held during the school day. All parents are encouraged to attend these conferences during those days. Parents may, of course, schedule a conference at any time during the school year.

### **TEXTBOOKS**

Textbooks are issued by the teacher at the beginning of the course. Students are responsible for the books assigned to them and should keep them covered at all times. Students will be required to pay for missing textbooks or any damage to textbooks when they are turned in at the end of their use.

### **VISITORS**

Parents, friends, etc. may visit the school from time to time with administrative approval. All visitors must report to the principal's office before going elsewhere in the building, a visitor's pass will be issued at the main office. School-aged visitors are permitted only when both the Holgate student's parents and the visitor's parents receive prior permission from the administration. Holgate students are responsible for the behavior of their guests.

### **VOCATIONAL SCHOOL STUDENTS (FOUR COUNTY CAREER CENTER)**

Those students attending Four County Career Center are encouraged to participate in home school activities, clubs, and class offices whenever possible or feasible.

Students should read the daily announcements posted on their assigned bulletin board at Four County and sent to their Four County email address. If they have any questions, they may stop in the high school office before school.

Special announcements will be made over Four County's public address system when necessary.

Students may be brought back early for one pep session during football and one during basketball seasons and for other special occasions as needed.

There will be class meetings scheduled during the year at the high school. We will provide opportunities for Four County students to have input in any decisions that affect their class.

We also like to know about special events that might involve our students at Four County. Please inform the high school office of special honors or special events.

### **WEIGHT ROOM**

The weight room is open specific hours during the summer and is available for students involved in programs during specific after school hours. These facilities are also made available to members of the community when the need arises.

Students are not permitted to use the weight room during school hours for training purposes. School time is to be used for school work and studies. Arrangements can be made with the principal should a student be under the orders of a physician need to use such equipment for rehabilitation purposes. Persons are never to use the weight room or machines unless they are dressed in athletic attire. Street clothes are not permitted. Use care and pride when using the weight room. Show respect for both the equipment and the condition of the room. Students are never to use the weight room without approved adult supervision.

### **WORK PERMITS**

Work permits are available in the high school. Completed forms should be submitted to the high school office at a minimum of three days prior to work beginning. Work permits are not needed for eighteen year old students.

### **AUTOMOBILE PICK-UPS**

Parents who pick up their middle/high school students after school should pick up their students at the east end of the building. Students should exit the east doors and walk to the front corner of the building to be picked up from their parent. This will allow the busses to enter/leave without congestion and will allow the elementary students to leave without congestion.

### **ACCIDENTS**

All accidents to either persons or property in the school building, on the school grounds, at practice sessions, or at any school sponsored event must be reported to the principal.

### **MEDICATIONS**

**Administration of Prescription Drugs to Students:** Section 3313.713 of the Revised Code requires Boards of Education of each school district to adopt a policy on the administration to students of drugs prescribed by physicians.

Each teacher must use careful judgment concerning what might constitute negligence and take necessary steps to eliminate any possibility of negligence. School personnel shall not diagnose and shall never administer any medication except for the following:

- 1) The prescription medicine to be administered at school must be received by an authorized designated person in the original container in which it was dispensed by the prescribing physician or licensed pharmacist.
- 2) Non-prescription drugs should be sent in original container with only the quantity needed for one day. Student will be responsible for administering his/her own non-prescription drugs.
- 3) Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event, or program sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal must have received copies of these required written approvals.
- 4) Notification of a student's need for medication and/or special attention relative to his health should be recorded on the student's emergency medical procedure card.
- 5) Parents are required to notify the office of any change in health status of their child.
- 6) Teachers will never keep any type of medication for a student.

### **EMERGENCY MEDICAL FORMS**

Each student is required to have the parent complete an emergency medical form for school use, plus a form for each sport in which the student is enrolled. These forms are extremely important as they give the school directions and authorization, if necessary, to provide for emergency treatment for the student in case of an accident or sudden illness. Return the forms promptly to the office, and notify the school should any change take place during the course of the year.

### **ILLNESS AT SCHOOL**

Students who become ill at school shall report to the Principal's office. Their parents, guardians or close relatives shall be notified before they are allowed to leave school. In order for the absence to be excused, the student must be seen by the nurse who will verify illness.

### **STUDENT INSURANCE**

Students are offered the opportunity to purchase accident insurance at the beginning of the school year. If an insured student is injured, he/she should request a claim form in the office.

### **REGULAR SCHEDULE**

Students will not be allowed in the building prior to the arrival of our buses at 7:45 a.m. unless under the direct supervision of a staff member. Only those students who have physical education first period are allowed in the gym before school.

8:10 - 8:54	Period 1
8:57 - 9:38	Period 2
9:41 - 10:22	Period 3
10:25 - 11:06	Period 4
11:06 - 11:36	Middle School Lunch
11:09 - 11:50	High School Period 5
11:39 - 12:20	Middle School Period 5
11:50 - 12:20	High School Lunch
12:23 - 12:48	Academic Assist
12:51 - 1:32	Period 6
1:35 - 2:16	Period 7
2:19 - 3:00	Period 8

### **TWO HOUR DELAY SCHEDULE**

10:10 - 10:40	Period 1
10:43 - 11:13	Period 2
11:16 - 11:46	Period 3
11:49 - 12:19	High School Period 5, Middle School Lunch
12:21 - 12:51	High School Lunch, Middle School Period 5
12:54 - 1:21	Period 4
1:24 - 1:54	Period 6
1:57 - 2:27	Period 7
2:30 - 3:00	Period 8

### **THREE HOUR DELAY SCHEDULE**

11:10 - 11:30	Period 1
11:33 - 11:53	Period 2
11:56 - 12:16	Period 3
12:19 - 12:49	Middle School Lunch, High School 5 <sup>th</sup> Period
12:52 - 1:22	Middle School 5 <sup>th</sup> Period, High School Lunch
1:25 - 1:47	Period 4
1:50 - 2:12	Period 6
2:15 - 2:35	Period 7
2:38 - 3:00	Period 8

All students are expected to leave the building after dismissal by 3:10 p.m. unless they are involved in extra-curricular events. In that case, they should have all their books and go directly to their assigned areas. No students are to be back in the halls after their extra-curricular activity has ended. The building is locked at 4:00 p.m.

### **SCHEDULE CHANGES**

Schedule changes are strongly discouraged. A student wishing to make a schedule change must first receive the approval of parents, guidance counselor, and the principal. All schedule changes must be made through the guidance office.

### **SCHOOL CLOSINGS OR DELAYS**

Should inclement weather or system failure cause school to be canceled or delayed, announcements will be made on the following radio stations:

Defiance FM	WDFM	98.1
Defiance AM	WONW	1280
Napoleon FM	WNDH	103.1

### **SCHOOL DANCES**

Student groups are encouraged to hold evening and after game dances as methods of raising funds as well as having a social activity. The following rules are in effect at Holgate dances:

- 1) Once a student has entered a dance, he or she must remain. Once a student leaves, he or she will not be allowed to return.
- 2) Students must wear appropriate clothes for the occasion. Special dress codes may be adopted for certain dances.
- 3) High school dances are for high school students only, and no middle school student may attend.
- 4) Middle school dances are for middle school students only, and no elementary or high school students may attend.
- 5) A high school student may bring a date/guest from another school; however, the Holgate student is responsible for the guest's conduct. Any guest who is not a Holgate student must be registered with the sponsor of the dance. Otherwise, Holgate dances are closed dances. Guests must be under the age of 21.
- 6) Faculty sponsors are expected to plan and chaperone all dances planned by their group.
- 7) No drinks are allowed to be brought into any school dance.

### **STUDENT COUNCIL - CLASS OFFICERS**

Student council members and class officers will be elected in the spring for the following school year for the high school. Middle school student council members and officers will be elected at the beginning of the school year.

### **STUDENT TRIPS AND TRAVEL**

Travel by students whether local or distant is not school sponsored unless such travel is either provided by District-owned or leased vehicles, or otherwise provided for by the District; or, approved by formal action of the Board of Education and escorted by District employees who have been specifically authorized in writing by the school administration to participate in the trip in order to supervise students. The Board of Education does not and cannot prohibit student participation in non-school sponsored trips promoted by individuals or organizations so long as the trips do not interfere with student involvement in the regular school curriculum.

Further, the Board of Education does not and cannot warrant, guarantee, or take any position as to the reliability of any individual or organization that sponsors and solicits students to participate in non-school sponsored trips, or as to the quality of such trips. Students who participate in non-school sponsored activities, parents who authorize student participation, and the sponsors of such activities, share responsibility for any consequences that arise from such participation. The Board of Education does not accept any responsibility for non-school sponsored activities.

Employees of the Board of Education who solicit students to participate in non-school sponsored trips and related activities are acting outside the scope of their employment and official responsibilities, and are not acting as employees or agents of the School District.

The Board cannot be aware of all non-school sponsored trips in which students, parents or staff members acting as individuals may become involved. Therefore, the Board cannot accept any responsibility for notifying participants that such activities are not school sponsored. It is the responsibility of each participant to determine whether a particular trip is school-sponsored, and whether school-sponsored or not, make an independent assessment of the risks involved. The Superintendent stands ready to answer all inquiries as to whether a particular trip is school-sponsored.

### **ATHLETIC PARTICIPATION**

Before an athlete may participate in any athletic program, he or she must have a current physical signed by a licensed physician, a parent-signed liability release, an insurance coverage form, signed Code of

Conduct, an Emergency Medical Form, and signed Drug-Testing Informed Consent Agreement. Students must meet academic eligibility standards as established by the O.H.S.A.A. and Holgate Board of Education.

### **EXTRA-CURRICULAR PARTICIPATION**

Before a student may participate in any competitive extra-curricular program/club, he or she must have a signed Code of Conduct, an Emergency Medical Form, and signed Drug-Testing Informed Consent Agreement. Please refer to the Drug-Testing Policy information in the Student-Athletic Handbook, District Website, and/or Board Policy for specific information.

### **WEEKLY ELIGIBILITY REQUIREMENTS**

(Eligibility checked every Friday)

In order to be eligible, a student in grades 7, 8, 9, 10, 11, or 12 must not be failing more than one subject or have failing grades in the same subject for three or more consecutive eligibility periods in the same grading period.

A failing average in the same subject for three or more consecutive weeks will result in the student being declared ineligible for the following week. Failing averages in more than one subject during a week will result in the student being declared ineligible for the following week.

There shall be no extra credit work, special tests or other considerations given to individuals to ensure their eligibility. Make up policies for tests and other work is at the option of each individual instructor. The grade is to be computed on a cumulative basis of the work completed, graded, and input into the grading system from the beginning of the grading period to the time the eligibility report is pulled on the last day of each week. (The weekly report from Four County Career Center will be used for weekly eligibility.) The grade is accumulative through the grading period; each grading period will begin a new accumulative grade for the student.

A weekly eligibility period begins at midnight Sunday and ends at midnight the following Sunday.

When a student is declared ineligible, he or she is still expected to attend team activities, to travel with the team to away games and to sit with the team but not in uniform. If any student is declared ineligible prior to the time school is dismissed for vacations, the student remains ineligible until such time as school resumes and eligibility is again determined.

### **GRADING PERIOD ELIGIBILITY**

Students in grades 7 - 12 are prohibited from participating in interscholastic extracurricular activities for the grading period if they receive two failing grades in the previous grading period or if they have less than a 1.5 G.P.A on a 4.0 grading scale during the previous grading period.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. Students must also meet academic eligibility requirements of the Ohio High School Athletic Association.

### **YEARLY ELIGIBILITY REQUIREMENT**

To be eligible, a student/athlete must be currently enrolled and have received passing grades in a minimum of 5 one-credit courses, or the equivalent, in the immediately preceding grading period. Students taking post-secondary options must also comply with these standards.

### **MUSIC ELIGIBILITY REQUIREMENTS**

Nine weeks eligibility will be determined on the same basis as other extra-curricular activities except for those activities that have been identified as co-curricular. Co-curricular activities include O.M.E.A. Marching Band contests, Fall Concert, Christmas Concert, Winter Concert, O.M.E.A. Large Group Contest, O.M.E.A. Solo & Ensemble Contest and the Musical/Play.



All other eligibility requirements of the Holgate Local School District are a part of this policy. If students are not permitted to participate in a co-curricular event because of academic ineligibility, their music grade will not be affected.

### **HOLGATE HIGH SCHOOL ATHLETIC/CHEERLEADING CODE OF CONDUCT**

Participating in athletics/cheerleading/managing/and stat activities at Holgate High/Middle School is a privilege, not a right. All students are expected to behave appropriately at all times when taking an active part in the extra-curricular programs. Their behavior is a reflection on themselves, their families, their activity, their school, and their community. If students engage in conduct (i.e. misdemeanor and felony violation of the O.R.C.) on or off school property that is felt to be demeaning to their role as a participant in the extra-curricular programs, they may be denied the right to participate in that activity. The code of conduct is in force year round throughout a student's entire athletic/cheerleading career beginning with the first year the activity is offered. This is inclusive of summer and off season times.

Rules which govern student behavior during school hours will also apply when students participate in the extra-curricular programs both on and off school property. Students may be denied participation for violations of the student conduct code. If a percentage suspension consequence is determined to be in effect, the coach/advisor and administration will determine the affected activities. Concurrent activities will result in concurrent suspensions.

All student athletes will be subject to adhere to the drug-testing policy in the Athletic Handbook along with all other policies in the Athletic Handbook.

Any student-athlete violating the Athletic Handbook and/or the student code of conduct will be subject to any and/or all of the following consequences:

Likewise, if a student is using, possessing, selling, dispensing, having the odor on his/her breathe, showing signs of use of any tobacco substance, e-cigarettes, drugs (including marijuana), hallucinogens, alcohol, volatile chemicals, look alike drugs or any similar substance on or off school property, the student will be subject to the following consequences:

- I. **SELF REFERRAL (a student/athlete turns himself/herself in):**
  - A. A meeting with the student/athlete, parents or guardian, and coach advisor must be held with the athletic director and /or principal attending
  - B. The student/athlete must go through school approved appropriate counseling or attend an insight group (an approved program which would cover many areas including drug education and feelings).

Once self-referral occurs, the student/athlete must go through A. and B (B only if tobacco, e-cigarettes, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance). Once the student/athlete goes through self-referral and a second violation occurs during the student's athletic career, the student/athlete goes directly to the second offense. Program arrangements, transportation and cost are at the expense of the student/parent. Self-referral option may only be used once in a student athlete's athletic/activity career.

- II. **INVESTIGATIVE SELF REFERRAL (a student/athlete admits to a violation to the coach/advisor or administration upon questioning)**
  - A. A meeting with the student/athlete, parents or guardian, and coach must be held with the athletic director and/or principal attending.
  - B. The student/athlete must go through a school approved appropriate counselor or insight group (an approved program which covers many areas including drug education and feelings).
  - C. The student/athlete will serve a 10% game/activity suspension with carry over in the next athletic/activity schedule. This suspension may be carried over to a different sport/activity if necessary to complete the suspension requirement.

Once Investigative Self-Referral is selected, the student/athlete must go through A, B, and C (B only if tobacco, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance). Once the student/athlete goes through investigative self-referral and a second violation occurs during the next 24 months, the student/athlete goes directly to the second offense. Program arrangements, transportation and cost are at the expense of the student/parent.

### III. NON-SELF REFERRAL

- A. First offense occurs when the student/athlete does not self-refer (either type) and has broken the code of conduct:
  - 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the athletic director and/or principal attending.
  - 2. The student/athlete will miss 30% of the current season with carryover up to a maximum of 30%. (Post season play such as playoffs, tournaments, etc. count towards working off the penalty and the student/athlete would not be allowed to participate.)
  - 3. The student/athlete must go through approved counseling or attend an insight group.
  - 4. A first offender who is not participating in a sport/activity at that time must miss 30% of his/her next sport/activity. The student/athlete must also complete Rule #3. Program arrangements, transportation and cost are at the expense of the student/parent.
- B. Second offense occurs within 24 months of the first infraction (occurs when any type of self-referral or a first offender has broken the code of conduct again):
  - 1. A meeting with the student/athlete, parents or guardian, and coach/advisor must be held with the athletic director and/or principal attending.
  - 2. The student athlete will miss 60% of the current season with carryover up to a maximum of 60%. (Post season play such as playoffs, tournaments, etc. count toward working off the penalty and the student/athlete would not be allowed to participate.)
  - 3. The student/athlete must go through approved counseling or insight group. (only if tobacco, e-cigarettes, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance).
  - 4. A second offender who is not participating in a sport/activity at that time must miss 60% of his/her next sport/activity. The student/athlete must also complete Rule #3 (Rule #3 only if tobacco, e-cigarettes, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance). Program arrangements, transportation and cost are at the expense of student/parent.
  - 5. The student/athlete must go through a drug assessment and complete recommendations (only if tobacco, e-cigarettes, drugs, hallucinogens, alcohol, chemicals, look alike drugs or any similar substance). Assessment, arrangements, transportation and cost are at the expense of the student/parent.
- C. Third (fourth and beyond) offense within 24 months of previous offense.
  - 1. Any third (fourth and beyond) infraction within 24 months of the second (previous) infraction will result in denial of participation (suspension) for twelve months from date of infraction.

All decisions will be reduced to written form for any type of consequence issued.

### CLARIFICATIONS

#### Self-Referral:

--An athlete approaches the coach, advisor, trainer, athletic director or administrator and admits violating the code of conduct. This self-referral must occur before any type of investigation is started by coaches, administration or law enforcement agencies.

--Self-Referral is a first offense option that may be used only once in a student/athlete athletic/activity career.

#### Investigative Self-Referral:

- A coach/advisor suspects a violation and confronts an athlete and the athlete admits to breaking the code.
- A person tells the coach/advisor that an athlete has been seen violating the code. The coach confronts the athlete and the athlete admits to violating the code.
- Investigative self-referral option may only be used once in 24 months.

Self-Referral and Investigative Self-Referral are first offenses and any type of additional violation is a second offense. An athlete cannot use both types of self-referrals in a 24 month time period.

**Non-Self-Referral:**

- Any other violations that the athlete does not self-refer or where there is not an investigative self-referral.