

A POSITIVE ATTITUDE WINS

The faculty and staff of Memorial Middle School are proud to serve 7th and 8th grade students from the Darby and Davidson attendance areas. Our school is a Coalition of Essential Schools' member and concentrates on family as the focus of education with students. We are only as strong as the families we serve. We welcome your involvement in the education of your son/daughter. With a total enrollment of approximately 700 students, our school offers a diversified curriculum aimed at meeting the needs of students displaying a wide variety of skills and abilities, interests and socio-economic backgrounds. Go Jaguars!!!

Best Wishes,

Douglas S. Lowery,
Principal

DISTRICT MISSION STATEMENT

In concert with family and community, the Hilliard City School District will empower all graduates to thrive in the 21st century.

WELCOME TO MEMORIAL MIDDLE SCHOOL

Hilliard Memorial Middle School is a family comprised of caring individuals who make every effort to create and maintain a feeling of "becoming and belonging" within our student community. We believe that motivating children to learn independently and grow socially is paramount to the school experience. With help from faculty, staff, parents, and community, these goals are accomplished. Together we provide a safe nurturing environment where meaningful work and an appreciation of individual differences are fostered with dedication, integrity, and professionalism.

YOUR MEMORIAL MIDDLE SCHOOL HANDBOOK

This handbook is intended to provide basic information to you, not only at the beginning of the school year, but from time to time throughout the year. Please read it carefully now, share it with your parents, and be prepared to refer to it from time to time. This handbook is intended to be used as a reference manual containing the most commonly needed middle school information. A complete set of Board of Education policies is available in the school library and office.

MEMORIAL MIDDLE SCHOOL DAILY TIME SCHEDULE

7:25 AM	Doors open.	Students may enter building and report to the gym entrance if weather is inclement.
7:30 AM	Warning bell	Indicates five minutes until tardy bell. Students may go to lockers, office, or guidance office and on to the homeroom.
7:35 AM	Tardy Bell.	All students should be in assigned seats prior to the sounding of the bell. Late arrivals are to report to the office.

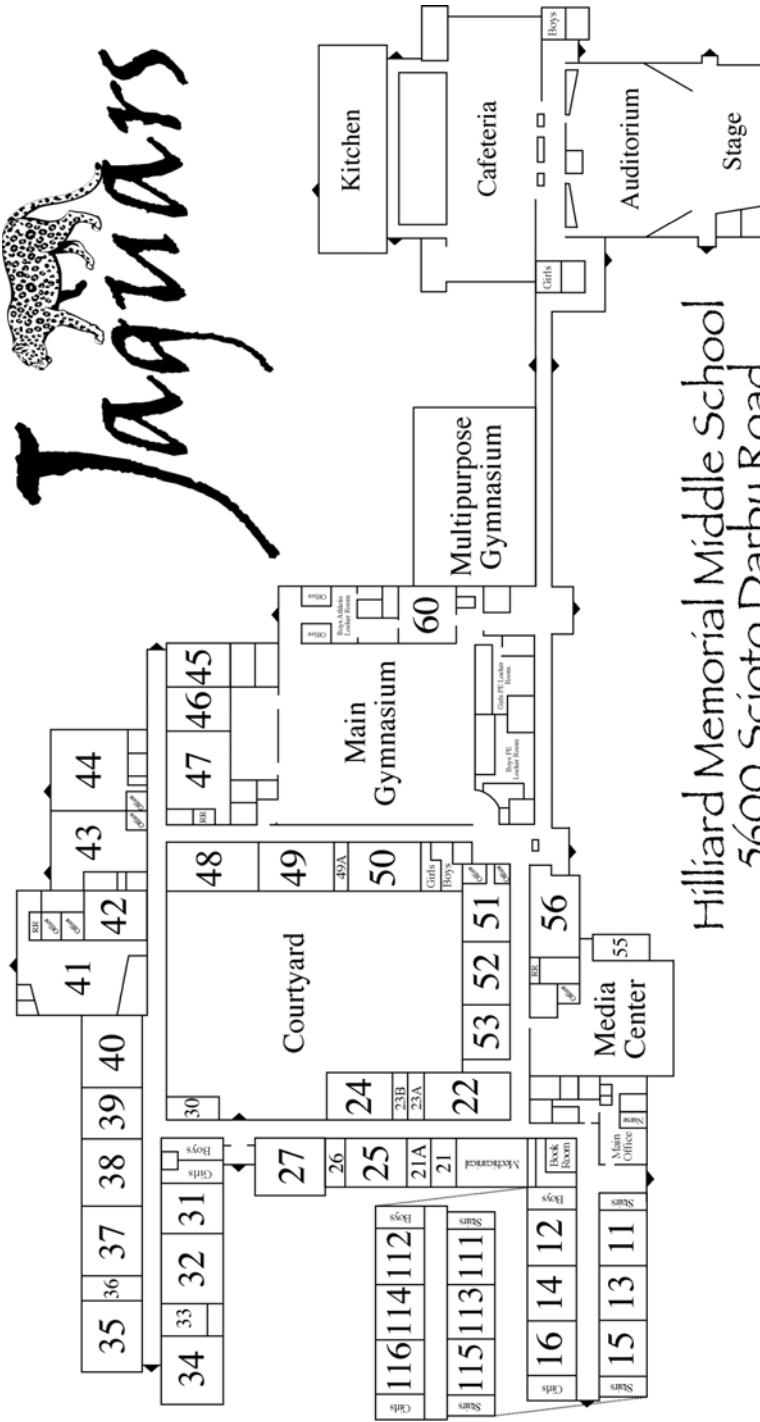
REGULAR BELL SCHEDULE

	<u>6th Lunch</u>		<u>7th Lunch</u>
1st period	7:35 – 8:15		7:35 – 8:15
2nd period	8:18 – 9:11	with announcements	8:18 – 9:11
3rd period	9:14 – 9:54		9:14 – 9:54
4th period	9:57 – 10:37		9:57 – 10:37
5th period	10:40 – 11:20		10:40 – 11:20
6th period	11:23 – 11:53 Lunch		11:23 – 12:03
7th period	11:56 – 12:49 with Channel One	Lunch	12:06 – 12:36
8th period	12:52 – 1:32	with Channel One	12:39 – 1:32
9th period	1:35 – 2:15		1:35 – 2:15

ASSEMBLY BELL SCHEDULES

<u>A.M. Assembly Bell Schedule</u>		<u>P.M. Assembly Bell Schedule</u>	
Assembly	7:35 – 8:17	Period 1	7:35 – 8:10
Period 1	8:20 – 8:55	Period 2	8:13 – 8:48
Period 2	8:58 – 9:33	Period 3	8:51 – 9:26
Period 3	9:36 – 10:11	Period 4	9:29 – 10:04
Period 4	10:14 – 10:49	Period 5	10:07 – 10:42
Period 5	10:52 – 11:27	Period 6	10:45 – 11:20
Period 6	11:30 – 12:05	Period 7	11:23 – 11:58
Period 7	12:08 – 12:43	Period 8	12:01 – 12:36
Period 8	12:46 – 1:21	Period 9	12:39 – 1:14
Period 9	1:24 – 1:57	Team Center	1:17 – 1:30
Team Center	2:00 – 2:15	Assembly	1:33 – 2:15

Announcements and Channel One will be during Team Center



Hilliard Memorial Middle School
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 Phone 334-3057 Fax 334-3058

STUDENT HANDBOOK

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TORNADO DRILL

Each year middle school students are instructed on procedures to follow in case of an impending tornado. One or more drills will be held to familiarize students with these procedures and to help them learn of the shelter areas to be used.

VISITORS

Parents are encouraged to visit school. We ask that if they plan to visit a class, they make arrangements with the teacher a day or two in advance. All visitors to the school must report to the office. School-aged visitors are not usually permitted to attend school in company of a student.

FIRE ALARM

Students will be informed as to what signal constitutes a fire alarm. When the signal is given, all students are to leave the building by the exit assigned for the room. Your teacher will direct you to the proper exit. Students are to observe the following during emergency evacuation:

1. Use the directed exit.
2. Walk fast, but do not run.
3. Keep your hands to your sides.
4. Stay in single file.
5. Be quiet during fire drills so that you can hear all directions that may be given.
6. Do not stop in front of doors or on the steps.

CLASSROOM EXPECTATIONS

MATERIALS

Students will always be expected to have proper materials when they report to classes. Proper materials include a three-ring notebook with pencil pocket, subject dividers, and a supply of notebook paper. This notebook is to be carried to each class and home each day. It will be the focus for the organization of all study materials. In addition, most classes will require a textbook. Teachers will provide information pertaining to other required materials.

CONDUCT

Each teacher will explain what the rules are for a particular class. Follow those rules and your conduct will be acceptable.

PENALTIES FOR CLASS TARDINESS AND MISCONDUCT

Penalties for infractions of school rules vary depending on the nature of the infraction, previous record, and Board of Education policy. Teachers may assign detention for such things as tardiness to class, failure to bring assigned materials, failure to do assigned work, and other classroom misconduct. Such detentions may be served after school under the supervision of the teacher.

TEXTBOOK CARE

In most classes, students will be issued a textbook for use for one semester or the entire year. Upon receiving a book, look through it carefully, making notes about damage caused by previous users. Make note of the page number and the damage. Also, be sure to enter your name in ink in the place provided. This is extremely important so that your book can be returned if it is lost or stolen. Each year many students go without textbooks for long periods of time because they have failed to put their names in their textbooks.

Protective book covers will be available to you during the opening weeks of school. These attractive covers will not only allow you to "show your school colors," but will also save dollars for book fines in the spring.

THE SCHOOL STORE

Daily, before school starts (before the 7:35 tardy bell), students may visit the school store located in the main gym lobby area, to purchase school supplies and materials. Notebooks, pencils, pens, erasers, reinforcements, pencil pouches, and other necessary classroom items are for sale by the school's OWA class.

NOTIFICATION/ADVANCE HOMEWORK ASSIGNMENTS

If a student is absent from school for three (3) or more days, the parents may call the school office requesting assignments (excused absence). Assignments will then be available in the office after school the next day. Parents are encouraged to use the infonet as a means of retrieving assigned work.

HOMEWORK – (BOARD POLICY)

Homework is an important part of the educational process and is valid if it has the following objectives:

1. Promotes growth in self-responsibility and self-direction in learning.
2. Promotes good work habits.
3. Enriches and extends school research experiences.
4. Brings students in contact with out-of-school learning resources.
5. Helps students budget time.
6. Provides essential practice in developing skills.

In general, homework is to be used as a positive learning experience for students, and never as punishment for disciplinary reasons.

Homework assignments are to be made in accordance with the regulations approved by the Board. Homework definition: Work assigned to the student to be accomplished without direct supervision and guidance by the teacher. It may be accomplished during study halls, independent study time allotments, as seatwork during reading group sessions, or outside school hours.

Teachers shall consider the following factors when making homework assignments:

1. The grade level of the student.
2. Level and degree of difficulty of the subject being studied.
3. Maturity level of the student.
4. Instructional needs of the student.
5. Purpose of the assignment and its relation to the objectives of the course of study.
6. Length of the assignments and the amount of time that will be required to complete it.
7. Homework demands being made in other subject areas.
8. Availability of required materials.
9. Homework should be limited over weekend and holiday periods.

It is the responsibility of the school staff to assure quality and value in homework through making assignments that are:

1. An outgrowth of classroom instructions.
2. Clear and definite in purpose.
3. Clearly related to the objectives being pursued in classroom.

Principals will be responsible for:

1. Communicating the Board Policy on homework to staff members, students, and parents.
2. Reviewing the Board Homework Policy to the total school staff.
3. Encouraging parents to communicate with the school if a student's homework assignments are excessive or not sufficiently challenging to the student, according to parent's view.
4. Monitoring the implementation of the homework policy.

Teachers will be responsible for:

1. Teaching independent study skills.
2. Making specific assignments.
3. Checking, reviewing, evaluating, and/or grading student homework, according to the teacher's individual methods, in keeping with a system that is clearly explained to the class.

Students will be responsible for:

1. Completing assigned homework as directed.
2. Returning homework to the teacher by the designated time.
3. Submitting homework assignments which reflect careful attention to detail and quality work.

Parent's responsibilities include:

1. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of homework assigned.
2. Indicating an interest about assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
3. Supporting the school in regard to the student being assigned homework.
4. Requesting assignments for students when long-term absences are involved.

It is understood that it is not the parent's responsibility to have to give a great deal of assistance to the student in completing homework. It is the school's responsibility to make homework instructions clear and provide, when necessary, a short period of supervised study or a period of questioning to insure that the student understands the assignment.

INTERIM REPORTS

Supplemental reports will be sent home each grading period to parents. This interim report consists of a checklist form to indicate to parents the progress a student is experiencing.

GRADE AVERAGING POLICY

In a full-year required course, a student in grade 7 or 8 must receive at least one passing grade the second semester or receive an F for the final grade average in that course.

PROMOTION AND RETENTION OF STUDENTS K-12

The promotion of each student is determined individually. The decision to promote a student or to retain a student in a grade is made on the basis of the following factors. The teachers takes into consideration: reading level, mental ability, age, physical maturity, emotional and social development, social issues, home conditions and grade average.

Promotion procedures demand continuous analysis and study of the cumulative student case history records. Guidelines may include the following elements:

1. A student receiving passing grades/grade level competency in reading, social studies, mathematics, science and English is promoted.
2. A student having failing grades not meeting grade level competency in reading, mathematics and English at the end of each year has his/her case evaluated by the teachers, guidance counselor and principal for placement.
3. A student having failing grades not meeting grade level competency may be assigned to the next higher grade based on discretion only with approval of the principal.
4. A student having passing grades, "D" or above, throughout the year is not failed.
5. Documentary and anecdotal evidence should be available to justify retention.

SECONDARY 7-12 PROMOTION AND RETENTION

Students shall be promoted from one grade to the next higher grade when they have achieved the skills and/or knowledge necessary to accomplish the work in the next higher grade level.

In grades 7 and 8, when a passing grade is attained in all subjects but one, a student shall be placed in the next higher grade. To be promoted to the next higher grade, a student in grades 9 through 12 must meet the credit requirements established in policy JECD, Assignment of Students to Class.

Students who fail to complete their work or who demonstrate unsatisfactory academic progress may be required to repeat a subject or a grade level.

A student in grades 7 or 8 who receives failing, incomplete, or less than satisfactory marks in two or more subjects may be retained in that grade for the subsequent school year. A student in grades 9 through 12, who fails a subject for the year, shall not receive credit for that subject and may be required to repeat the subject for proper credit. A student who fails a subject the second semester may fail the subject for the entire year, regardless of the first semester grade.

Any student who is truant for more than 10% of the required attendance days of the current school year and has failed two or more of the required curriculum subject areas in the current grade is retained, unless the student's principal and the teachers of the failed subject areas agree that the student is academically prepared to be promoted to the next grade level.

"Academically prepared," as used in the policy, means that the principal, in consultation with the student's teacher(s) has reviewed the student's work and records and has concluded that, in his/her judgment as a professional education, the student is capable of progressing through and successfully completing work at the next grade level.

PERFECT ATTENDANCE RECOGNITION

Memorial Middle School values the efforts of students and parents in recognizing the importance of regular school attendance. The school staff recognizes those students who, each nine weeks, maintain perfect attendance to school. Letters of congratulations, morning announcements, and newspaper press releases highlight those students who achieve this distinction. Students who maintain perfect attendance for the school year receive special recognition at the end of the year.

UNEXCUSED ABSENCES

An unexcused absence, whether resulting from truancy or other unacceptable reasons, eliminates the opportunity to earn credit for work missed. This shall not preclude the student from completing assignments to keep current.

Disciplinary action may result from unexcused absences.

HONOR ROLL

Following each grading period an Honor Roll posting will include names of students who have achieved All "A's" and "B's" or All "A's" and "B's" and one "C" during the grading period. Special recognition will be awarded to students who have achieved All "A's" during the grading period.

GRADUATION REQUIREMENTS

Student work completed prior to the 9th grade is applied towards graduation credit if the course is taught by a licensed teacher and is designated by the Board as meeting the curriculum requirements.

Currently Algebra I, Geometry and Foreign Language are the only subjects that students may earn high school credit by successful completion.

STUDENT RECOGNITION PROGRAM

Memorial Middle School takes PRIDE in recognizing students who display positive schoolwork during the year. Periodic **TEAM RECOGNITION ASSEMBLIES** are scheduled to reward students who achieve honor roll status, maintain perfect attendance, demonstrate outstanding homework skills, or display quality work in the classroom. Certificates are presented by team teachers during the recognition assemblies and award winners are introduced to fellow team members.

Awards for artistic achievement, improvement, special effort, and positive attitude are also included in the school's recognition program.

CONDUCT (STANDARDS)

Memorial Middle School students, as part of the Memorial family, are expected to live up to high standards of personal conduct. Such standards are important for personal pride and achievement as well as school pride and reputation. A few students displaying inappropriate behavior can damage the reputation of the entire school.

STUDENT DISCIPLINE (BOARD POLICY)

The discipline procedures of the district shall be based on the premise that every student attending school is able to differentiate between right and wrong, that every student is aware that he/she is attending school primarily to learn and profit through the course of study, and that constituted authority and school regulations are necessary for the proper conduct of the schools.

The Board recognizes that it has a solemn obligation to protect the public property entrusted to its care and to protect the rights and privileges of those students who sincerely desire to learn and who make an honest effort to do so. Any student who demonstrates that he/she is unable to differentiate between right and wrong, or who has no apparent desire to profit from the course of instruction, or who has no regard for the rights of other students, or any combination of the above is subject to severe disciplinary action including exclusion from school.

DETENTION

Teachers and administrators may assign after-school detention for misconduct, irresponsibility, or

attendance related matters. A one-day advance notice is required. It becomes the parents' responsibility to arrange transportation.

LUNCHTIME PRIVILEGE REMOVAL

Students may have their lunchtime privileges removed for a period of time for misconduct, irresponsibility, or matters pertaining to attendance. When this occurs a student must report to an assigned room during his/her lunchtime and remain there the entire period. The student may bring a packed lunch or buy lunch if he/she desires to eat during the detention. Parents will be notified when an excessive number of lunchtime penalties occur.

DENIAL OF PRIVILEGES

Students who accumulate numerous disciplinary referrals may be restricted from attending one or all of the following activities: social functions, athletic contests, field trips, assemblies, or school sponsored clubs.

SATURDAY SCHOOL

Saturday School is considered an opportunity for a student to serve a penalty without loss of academic standing or loss of valuable instructional time.

A student may be assigned to attend Saturday School as a consequence of the following disciplinary infractions:

1. Excessive tardiness to school or class.
2. Unexcused absence from school or class.
3. Excessive disciplinary referrals.
4. Failure to serve teacher assigned, after school detentions.
5. Failure to serve noon detentions assigned by an administrator.
6. Other school rule infractions or violations of policy.

Once a student is assigned to a Saturday School Session, the following rules will apply:

1. Students must be at school by 8:00 a.m.
2. There will be no talking among students once the supervisor calls the session to order.
3. Students will remain seated unless otherwise directed by the supervisor.
4. A student wishing to ask a question will raise his/her hand and wait until the supervisor attends to the questions.
5. A restroom break of 5 minutes will be permitted to each student.
6. Each student is to bring sufficient school-type work to remain the entire 3-1/2 hours. Sleeping, listening to radios or other electronic gadgets, playing with toys, and eating or drinking are not permitted.

Violation of any of these rules will result in the student being dismissed and additional sessions added. Failure to serve the assigned session will result in out-of-school suspension.

Transportation will be the responsibility of the student and/or parent. Students will be admitted in the building at 7:55 a.m. and dismissed at 11:30 a.m.

STUDENT CONDUCT – (ZERO TOLERANCE)

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform with school regulations and accept directions from authorized school personnel. The Board has "zero tolerance" of violent, disruptive or inappropriate behavior by its students.

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

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct that are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and Local ordinances.

The student Code of Conduct is made available to students and parents and is posted in a central location within each building.

SUSPENSION, EXPULSION, OR REMOVAL (BOARD POLICY)

The following types of misconduct shall most ordinarily result in suspension, expulsion or removal:

1. The possession, use; arranging or attempting to purchase, offering to sell, or transmit; or being under the influence of any narcotic drug, hallucinogenic drug, intoxicant of any kind, or "look alike" drug.
2. Theft or damage or destruction of personal or school property, or possession of stolen or personal or school property, including copyrighted materials.
3. An act or threatened act of arson, initiating without cause a fire alarm, reporting of a fire, or reporting of an impending bomb or catastrophe.
4. Use, possession, and/or transmission of dangerous weapons, fireworks, or explosives.
5. Threaten act of physical violence with a dangerous weapon.
6. Gambling on school property.
7. Possession and/or transmission of pornographic materials.
8. Sexual contact, defined as any touching of an erogenous zone of another.
9. Sexual harassment, assaults, acts, or gestures directed toward students or other individual.
10. Ethnic intimidation as defined in this handbook.

The following types of misconduct may result in suspension, expulsion or removal:

1. Disruption or interference with curricular or extracurricular activities.
2. Insubordination, including intentional interference with the teacher's conduction of the class, failure to obey a reasonable request, or failure to identify oneself to school personnel when requested.
3. Inciting to riot or to disrupt the operation of the school.
4. An act or threatened act of physical violence, including fighting, whereby the perpetrator causes, attempts to cause, or seriously threatens to cause physical harm to another while in the custody and control of the school or in the course of a school-related activity.
5. Use of profane, vulgar, or other improper language.
6. Violation of special rules of conduct for school buses.
7. Violation of the smoking policy including smokeless tobacco products.
8. Establishment and conduct of clubs and organizations without official approval.
9. Stealing, and/or cheating on tests or other school assignments.
10. General misconduct and misbehavior, disrespect, and/or inappropriate social behavior.
11. Publication, display and/or distribution of unauthorized materials.
12. Tardiness to class or school.
13. Truancy and other unexcused absence from class or from school.
14. Fraud or forgery of school or parental documents.
15. Inappropriate or bizarre attire, or violation of rules as set forth in student handbooks.
16. Failure to accept discipline or punishment.
17. Disobedience or misconduct as elsewhere defined or violation of such other regulations as may be duly adopted by the Board.
18. Misuse of Technology/Computers.
19. At the September 22, 1998, Board of Education meeting, the Board passed a resolution that laser pointers are banned from school buildings, school vehicles and on school property with the exception of usage by an adult or someone supervised by an adult for educational purposes. The banning of laser pointers, from this time forward, will be stated in the Student/Parent handbooks.

INFORMING STUDENTS OF EXPECTATIONS

Each student in the Hilliard City School District shall receive annually, a copy of current policies, rules, regulations, and procedures commonly known as a student/parent handbook.

The student/parent handbook shall contain among other information, a list of those acts for which a student may be suspended, expelled, removed, or otherwise disciplined.

A copy of the types of misconduct, which may result in suspension or expulsion, shall be posted in a central location in each school.

Copies of the policy pertaining to suspension and expulsion shall be available to all students upon request.

DANGEROUS WEAPONS IN THE SCHOOLS

The Board is committed to providing the students of the District with an educational environment that is free of the dangers of firearms, knives, chemical devices and other dangerous weapons.

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

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis.

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

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

The Superintendent may establish a community service program that may be performed in conjunction with, but not in place of, an expulsion imposed upon a student who brings a firearm or knife onto school property. The option of imposing community service in lieu of extending the expulsion into the following school year cannot be extended to a student who is expelled for doing so.

Students who wish to enroll in the Hilliard City Schools under Ohio Revised Code 3313/64 or 3313.65 but who have been expelled from another school district under Ohio Revised Code 3313.66, and the expulsion has not expired, may be offered an opportunity for a hearing with the Superintendent of the Hilliard City Schools.

The Superintendent may temporarily deny admission to the Hilliard City Schools until the expiration of the expulsion period.

DRESS AND APPEARANCE

In an effort to promote uniform and consistent enforcement, the Hilliard Board of Education has adopted the following dress and appearance guidelines.

The Hilliard City Schools Board of Education believes that school dress should be such that it ensures the health, welfare and safety of the members of the student body and enhances a positive image of our students and their schools. Any form of dress or grooming that attracts

undue attention or violates the previous statement is obviously unacceptable. Students will be prohibited from carrying beepers, cellular phones or wearing personal stereo devices in school. The following dress code rules are provided to students to assist them in selecting clothing and grooming practices that shall serve as an indication of their pride in themselves and in their school and should be considered in effect during the regular school day as well as at any academic awards or presentation activities.

1. Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements.
2. Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include, but not be limited to, inappropriate or bizarre dress; distracting hairstyle or color; distracting body piercing; or gang related dress (including bandanas) or gang related jewelry. No extraordinary hair coloring is permitted.
3. In addition, the following dress items shall not be permitted:
 - a. Extremely short shorts (boys and girls)
 - b. Tube tops
 - c. Halters
 - d. Bare midriffs (boys and girls)
 - e. Bare feet
 - f. Clothing with profane, violent, suggestive, racially intimidating or offensive pictures and/or lettering
 - g. Clothing that advertises or bears the logo of alcohol, drug or tobacco products
 - h. Indiscreet patches on clothing (boys and girls)
 - i. Hats (except for religious or health reasons)

It is expected that parents will assist their students in compliance with this dress code policy. Violation of this policy may result in suspension or expulsion. Modesty should apply in all situations.

ETHNIC INTIMIDATION

The Board of Education of the Hilliard City School District recognizes that, in order to create an environment conducive to learning and to best facilitate the learning process, all students, regardless of their race, color, ancestry, national origin, or religion, have the right to an education in an atmosphere free of all forms of disparagement and intimidation. The Board further recognizes that certain acts against persons or groups because of a person's or group's race, color, ancestry, religion, or national origin, for the purpose of inciting and provoking bodily injury, intimidation, or harassment, poses a threat to the order and safety of our schools and has a negative effect on the learning environment in the schools.

This policy of the Board of Education is subject to enforcement and or disciplinary action:

1. On any property owned, leased by, or under the control of the Board of Education, including vehicles used for the transportation of students.
2. At any school-sponsored or sanctioned activity or event away from or within the district.

Disciplinary Actions

Violations of this policy will be cumulative over the course of the school year and punishment shall, most ordinarily, be administered as follows:

1. First Offense
 - a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
 - b. The student will be assigned a three to five (3-5) day suspension.
2. Second Offense
 - a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
 - b. The student will be assigned a five to ten (5-10) day suspension.
3. Third Offense

- a. Parents will be notified and the student will be removed from school, by the parents, for the remainder of the day.
- b. The student will be assigned a ten (10) day out-of-school suspension and may be recommended for expulsion.

INTERROGATIONS AND SEARCHES (BOARD POLICY)

Interrogations of Students by Law Enforcement Officers

Before any interrogation of a student on school grounds by a law enforcement officer (except in suspected child abuse cases), the student's parents must be notified by a school administrator. Lacking consent from the parent and appropriate legal documentation, the law officer shall be advised to make arrangements directly with the student's parent to coordinate such questioning.

Search and Seizure

Search for dangerous or illegal items or evidence of a violation of the law or school rules is a proper means of protecting the interests of students, parents, and employees of the school district. Administrators and teachers shall be authorized to conduct searches when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the School District. The measures adopted for the search will be reasonable related to the objectives of the search and will not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Lockers are the property of the Board of Education. Lockers and the content of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. A copy of this policy must be posted in a conspicuous place in each school building that has lockers.

SUSPENSION APPEALS

A student remains suspended or expelled for the duration of the suspension or expulsion or until action is taken on any appeal.

Any request for an appeal of a suspension or expulsion must be made within 24 hours after receipt of the suspension/expulsion notice to the superintendent of schools. In-School Suspensions CANNOT be appealed per Board of Education Policy.

Any appeal hearing must be scheduled within one week of the date of the suspension/expulsion, unless the superintendent grants an extension of time at the request of the student and/or his parent or guardian.

HILLIARD STUDENT DRUG, TOBACCO AND ALCOHOL POLICIES REGULATIONS

Definitions

For purposes of these policies and regulations, the following definitions shall apply:

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substances, and clove cigarettes.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distribution, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance not normal for the particular student (determination by school authorities as to what constitutes "under the influence" is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual (even if not for profit) any alcohol, drug or tobacco products.

Extra-Curricular: Extra-curricular activities are those activities sponsored by, supported by, and identified by the Board and are an extension of the "normal" school day. Activities included are: all athletics, instruments and choral groups, student council, drama, cheerleading, all school clubs, school-sponsored and board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student's membership can be retained, but his/her participation will cease). This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar Year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school recognized sport, club or activity.

Policy Statement

It is the Board of Education's primary concern that education, co-curricular and extracurricular programs for all students proceed in an orderly and non-disruptive manner. Sale, use, or possession of drugs, counterfeit drugs, alcohol, or tobacco by students is an obstacle to this objective and interferes with the rights of students to receive quality academic instruction.

The Board recognizes that use of illicit drugs and unlawful possession and use of alcohol is wrong, harmful and illegal. It also recognizes that individuals who are experiencing problems with alcohol and other drugs need assistance, which may vary; the District is committed to working cooperatively with student and family to help provide beneficial alternatives. Information will be available about drug and alcohol counseling and rehabilitation and re-entry programs for students. Such District resources as student groups, parent groups, school psychologists, student assistance coordinator, core team and special transitional programs are to be encouraged, made available, and recommended. Students and parents will also be given information about outside agencies and encouraged to take advantage of their services and programs. Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions through Parent/Student Handbooks. Compliance with these standards of conduct is mandatory for students.

Hilliard students shall not possess, use, sell, give or otherwise transmit, or be under the influence of any drug or alcohol. They shall not possess or bring on school property tobacco products, matches, lighters, or other paraphernalia normally associated with tobacco use. Tobacco use by students is prohibited in school buildings, in school vehicles, and on school grounds, at all times. Any type of drug paraphernalia is prohibited in school buildings, in school vehicles, and on school grounds. All items will be subject to confiscation.

This policy is subject to enforcement and/or disciplinary action:

1. On property owned, leased by, or under control of the Board, including vehicles for transporting students.
2. On any public or private property during scheduled school hours including recess, lunch and class changes.
3. At any school-sponsored or sanctioned activity or event away from or within the District.

Actions set forth below will be considered normal disciplinary measures for each category and occurrence or offense and shall be administered in accordance with the policies and regulations of the Board.

Students who voluntarily request assistance or counseling/self referral in situations where no offense, as specified below, has been detected, will not be subject to disciplinary action based on information divulged.

Where an offense, as specified below, has been detected, violations of school policy will not be excused because the student has requested counseling.

Offenses and violations of this policy are accumulative:

1. During a student's participation in educational, co-curricular and extra-curricular activities at the elementary years (K-6).
2. During a student's participation in educational, co-curricular and extra-curricular activities at the middle school years (7-8).

3. During a student's participation in educational, co-curricular and extra-curricular activities at the high school years (9-12).

According to state law, the Superintendent has the option of notifying the registrar of motor vehicles or Franklin County juvenile judge whenever a student is suspended or expelled for drug and/or alcohol possession or abuse. This may result in the loss of the student's driver's license.

STUDENT DRUG, TOBACCO AND ALCOHOL REGULATION

Offenses and Disciplinary Action

A. Selling or distributing any quantity of drugs and/or alcohol

1. First Offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Consultation with the parent(s) and student emphasizing available counseling services for drug assessment will be conducted.
 - d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
 - e. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.
 - f. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.
2. Second and subsequent offenses:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Consultation with parent(s) and the student emphasizing available counseling services for drug assessment will be conducted.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
 - e. The student will be suspended out of school for ten (10) days and will be recommended for expulsion.
 - f. Parking privileges will be removed for one calendar year (365 days), where applicable, as of the date of the offense.

B. Possession and/or use of drugs and/or alcohol

1. First offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted. Following the consultation, parents and student must agree to one of the following options: 1) The student shall be suspended out of school for seven (7) days – or – 2) The student will be suspended out of school for a minimum of five (5) days if the student and parents ask for and receive an assessment in a certified drug/alcohol counseling program within ten calendar days. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations – or – 3) The student will be suspended out of school for three (3) days if they complete all of the assessment requirements in B.2. above and the student and parents must agree to complete, within thirty (30) calendar days, a minimum of nine (9) hours by the student and at least one parent, of alcohol, drug education as agreed to by school officials. A written copy from the assessment must be sent to the school officials including the findings of the evaluation and the student agrees to carry out the recommendations.
 - d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
 - e. Parking privileges will be removed for one calendar year (365 days), where

- applicable, as of the date of the offense.
2. Second offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
 - d. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
 - e. Parking privileges will be removed for one calendar year (365 days), where applicable.
 - f. The student will be suspended out of school for ten (10) days and may be recommended for expulsion.
 3. Third offense:
 - a. Parent(s) will be notified immediately.
 - b. The police shall be notified.
 - c. Parking privileges will be removed for one calendar year (365 days), where applicable.
 - d. Consultation with parent(s) and student emphasizing the availability of counseling services will be conducted.
 - e. The student will be suspended out of school for ten (10) days and recommended for expulsion.
- C. Possession of drug paraphernalia
1. First offense:
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned a three (3) days out of school suspension.
 - d. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
 2. Second offense:
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned five (5) days out of school suspension.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
 3. Third offense:
 - a. Parent(s) will be notified immediately.
 - b. The item(s) will be confiscated.
 - c. The student will be assigned a ten (10) days out of school suspension.
 - d. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school year.
- D. Possession and/or use of tobacco, matches, lighters, or other paraphernalia. No student shall possess or use tobacco. Failure to comply will result in disciplinary action:
Possession/Use of Tobacco
1. First offense:
 - a. Three (3) days out of school suspension. If student chooses to enroll in a smoking cessation program coordinated by the principal/designee, out of school suspension will be reduced by two (2) days.
 - b. The student forfeits his/her privilege to any leadership positions for one calendar year (365 days).
 2. Second offense:
 - a. Five (5) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder

- of his/her school career.
3. Third offense:
 - a. Ten (10) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Possession of Matches, Lighter, Paraphernalia

4. First offense:
 - a. Three (3) days time out room.
 - b. The student forfeits his/her privilege to any leadership position for one calendar year (365 days).
5. Second offense:
 - a. Three (3) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
6. Third offense:
 - a. Five (5) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.
7. Fourth offense:
 - a. Ten (10) days out of school suspension.
 - b. The student forfeits his/her privilege to any leadership positions for the remainder of his/her school career.

Follow-up Services

Upon return from residential or outpatient treatment, the following support services will be provided:

1. Student, parent(s), Student Assistance Coordinator, counselor and administrator (when available) may have a readmission conference to develop educational plans.
2. It will be recommended to parents that they attend parent support group meeting(s), i.e., AL-ANON, Tough Love.
3. Student may be required to attend eight (8) weekly support group meetings in school unless a treatment facility and/or student assistance coordinator recommends otherwise. The student may remain in the student support group after this requirement is satisfied. Where a student support group does not exist, the student will have contact with the guidance counselor or student assistance coordinator for a minimum of eight weeks.

Due Process Procedures

A participant suspected of violating any of the above-mentioned regulations will be afforded the rights of students being considered for suspension or expulsion from school under the District's Code of Student Conduct if removal from a curricular activity for twenty-four hours or more is contemplated.

This policy will be included in all student handbooks.

Costs: All costs for any rehabilitation program or counseling for a tobacco, alcohol, or drug problem under these regulations shall be the responsibility of the student.

Relationship of these Policies and Regulations to the District's Code of Student Conduct

These policies and regulations supplement the District's Code of Student Conduct and are administered independently of that Code. A violation of these regulations may also independently violate the Code of Student Conduct and result in suspension or expulsion from school or removal from curricular or extra-curricular activity under the provisions of that Code in addition to any disciplinary penalty that may be called for under these regulations.

Costs: All costs for any rehabilitation program or counseling for a tobacco, alcohol, or drug problem under these regulations shall be the responsibility of the student.

EXTRA-CURRICULAR DRUG, TOBACCO AND ALCOHOL POLICY STATEMENT

Definitions

For purposes of these policies and regulations, the following definitions shall apply:

Alcohol: Any liquor, wine, beer, or other beverage containing intoxicating substances.

Drugs: Any drug, including illegal drugs, narcotics, hallucinogens, cocaine, amphetamines, steroids, barbiturates, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for unauthorized purposes, counterfeit (look-alike) substance, and clove cigarettes.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distribution, or facilitating the use of drugs, including, but not limited to, pipes, roach clips, syringes, hypodermic needles, and cocaine spoons or kits.

Tobacco: Any product with tobacco as an ingredient that is smoked, chewed, inhaled, or placed against the gums.

Under the Influence: Manifesting signs of substance abuse, such as staggering, reddened eyes, odor of alcohol or drugs, nervousness, restlessness, falling asleep or dozing, memory loss, abusive language, or any other behavior or physical appearance not normal for the particular student (determination by school authorities as to what constitutes "under the influence" is distinct and separate from any such determination by the courts).

Distributing: Making available to or passing on to another individual (even if not for profit) any alcohol, drug or tobacco products.

Extra-Curricular: Extra-curricular activities are those activities sponsored by, supported by, and identified by the Board and are an extension of the "normal" school day. Activities included are: all athletics, instruments and choral groups student council, drama, cheerleading, all school clubs, school-sponsored and board-approved trips, and National Honor Society. (Because of the rules of the National Honor Society organization, the student's membership can be retained, but his/her participation will cease). This list is not all-inclusive. Students must agree to adhere to any additional rules established by the advisor/coach of the activity in which the student participates.

One Calendar year: One calendar year is defined as 365 days from the date of the infraction.

Leadership Position: Any elected or appointed office in a school recognized sport, club or activity.

Philosophy

The Board of Education recognizes the value of extra-curricular activities in the education process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom.

The Board believes extra-curricular activities are an integral and important part in the development of a student's educational program. Participation in extra-curricular activities is encouraged. Students who volunteer to participate in extra-curricular activities are expected to accept the responsibility accompanying this privilege of participation by maintaining a higher degree of conduct.

The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups.

Purpose

The purpose of this policy is to give all students participating in athletic programs and interested persons a guide to the operation of interscholastic extra-curricular athletics of the Hilliard City School District. Students participating in athletics will be expected to adhere not only to the specific rules, regulations, policies and procedures set forth in this policy, but also to those special rules set forth for each sport.

Policy Statement

The Board recognizes that the use of alcohol, drugs and tobacco has a negative effect on behavior, learning and performance. In addition, such use affects fellow participants, family members and other significant individuals in one's life. The Board further recognizes that representing Hilliard in any contest is a privilege, not a right, that calls for students to demonstrate the highest qualities of leadership and citizenship throughout the entire year. Therefore, a year-

round code of conduct is established for students involved in extra-curricular events.

Hilliard students shall not possess, use, sell, give, or otherwise transmit, or be under the influence of any drug, alcohol, or tobacco as a member in any school sponsored extra-curricular activities during their school career.

This policy is to be subject to enforcement and/or disciplinary action for twelve (12) months of the year. Violations shall be determined on the basis of significant, relevant evidence. Additionally, offenses in violation of this policy are accumulative:

1. During a student's participation in extra-curricular activities at the elementary level (K-6).
2. During a student's participation in extra-curricular activities at the middle school level (7-8).
3. During a student's participation in extra-curricular activities at the high school level (9-12).

Elementary school accumulation ends at the conclusion of the 6th grade. Middle school accumulation ends at the conclusion of the 8th grade. High school accumulation begins with 9th grade and concludes with high school graduation.

According to state law, the Superintendent has the option of notifying the registrar of motor vehicles or Franklin County juvenile judge whenever a student is suspended or expelled for drug and/or alcohol possession or abuse. This may result in the loss of the student's driver's license.

ATHLETIC RULES AND REGULATIONS

Participation in extra-curricular activities with the Hilliard City School District is not a right but a privilege that may be regulated by the Board of Education. It is required that students participating in athletic activities become familiar with and understand the rules and regulations required of students participating in athletic activities within the Hilliard City School District. Students participating in athletic programs are required to abide by the rules and policies as set forth in this policy at all times regardless of whether or not the student is on school grounds, attending a school function or activity, on private property, or at a private party.

Students participating in athletic activities must become familiar with and understand the rules and regulations for students participating in athletic activities. Students are expected to abide by all rules and regulations as well as any and all other training rules or organization rules associated with the athletic activity. Violation of these rules and regulations and/or the Hilliard City School District Code of Conduct is prohibited and will result in disciplinary action. Such disciplinary action could lead to suspension, expulsion, or removal from school and/or the athletic activity in accordance with these rules and the Ohio Revised Code. The Student Code of Conduct and all extra-curricular organization rules shall be posted either in a team locker room or the team's central location in the school building.

It must be understood by all students and their parents/guardians that a condition to participating in the athletic program at the Hilliard City School District requires a commitment to follow the rules, regulation, policies and procedures established by the district for the implementation of its athletic program. It should also be understood that a student who violates these rules, regulations, policies and procedures shall face disciplinary action. Such disciplinary action may include removal from participation in athletic activities and possible suspension, expulsion and removal from school pursuant to the Student Code of Conduct and Ohio Revised Code 3313.66. A student removed from participation in athletics shall be given an informal hearing with the building principal.

All students who have been denied participation for a season or longer shall forfeit any athletic awards earned for the activity for that season from the Hilliard City School District or any other association as a result of participation in the athletic activity.

STUDENT USE/MISUSE OF TECHNOLOGY

Technology is used to support and enhance instruction. Students will be expected to use it responsibly and appropriately. Access to networks, including the Internet, is provided in order to allow students to obtain information and interact with others. The school district retains the right and responsibility to regulate and monitor network access that is obtained through the use of school equipment and school-provided access channels.

Specifically, the following behaviors are unacceptable:

1. Copying software in violation of copyright laws.

2. Transmitting, viewing, or using profane, obscene, or sexually explicit material.
3. Destruction of or tampering with another's property including electronic property. This includes obtaining, sharing, and/or misusing the passwords and access codes of others.
4. Threatening or harassing others through electronic media.
5. Attempting to bypass or bypassing security measures that are set up to safeguard information and protect files.
6. Tampering with the files that are specifically restricted. Such files include but are not limited to those that contain student information such as grades, course history, test scores, and personal data as well as files containing school district personnel and financial records.

Students engaging in any of the behaviors described above are subject to severe penalties including:

1. Denial of access to computer and network equipment and resources.
2. Verbal or written reprimand.
3. Detention.
4. Suspension.
5. Criminal charges.
6. Expulsion.

GENERAL

BICYCLES

Students may ride bicycles to school. Bicycles are to be parked in the racks provided. Bikes should always be locked and chained to the rack. Do not chain bikes to school signs.

CARS

Some students arrive at school by car. Cars may use the school driveway in front of the building. After school students should be picked up at the same location.

MOTOR VEHICLES

Middle school students are prohibited from operating motor vehicles on school grounds. This includes mopeds and motorcycles.

WALKERS

There is no school patrol for middle school students. All students who walk to and from school are expected to observe usual safety procedures. Also, students are expected to use public walkways and not cut through or damage private property.

LEAVING SCHOOL GROUNDS

Once a student arrives AT school, whether by walking, bicycle, bus, or other means, he/she is not to leave unless authorized by school personnel. The procedure for an early dismissal is outlined under attendance procedures. Students are not to loiter in parking lots before and/or after school.

OFFICE

The office is a place to transact school business and every student is welcome to come in for that purpose. The principal, assistant principal and three secretaries are housed in the main office of the middle school; each is willing to help with any problem you have during a normal school day. When reporting to the office, please remember the following:

1. When in the office, be courteous and quiet.
2. If you are requested to report to the office, report directly.
3. If you have not been summoned, you must obtain a pass from your teacher.

GUIDANCE SERVICES

A counselor is available at all times during the day to assist students in solving problems or in making decisions. All individuals have the need from time to time to plan courses of study, get information about occupations, study alternatives for senior high education, solve problems of a social nature, or other personal problems. These are the types of services that are called guidance.

If scheduling permits, students may also be invited to participate in small group discussions and

guidance activities during their study hall periods.

The guidance counselor directs the testing program, which includes ability achievement tests. The counselor will discuss the test results with the student either in a classroom situation or privately in the guidance office.

Parents or students may meet with the counselor to discuss any problem that relates to the student or the school situation. Appointments should be made by the student in the morning before going to team center. Such appointments can be made by putting a note on the counselor's desk or in the counselor's mailbox, or through the guidance secretary. Appointments may be scheduled for homeroom, study hall, or lunch. Students will be seen during a class only in an emergency situation.

MEDIA CENTER

The library is open daily from 7:30 to 2:15. It is for the students' use and should be used frequently. Seventh graders will be given an orientation to the school library soon after the start of school. All students are encouraged to make full use of the library. The procedure for using the library will be discussed in your Language Arts classes. Library books may be checked out for three weeks at a time and renewed for an additional week if necessary. Fines will be assessed for overdue books.

LOCKS AND LOCKER

Each student will be assigned a locker and lock to store personal belongings such as books and materials. These locks and lockers are as secure as your efforts to keep your combination known only to yourself. Each year hundreds of dollars of possessions are lost or stolen because of carelessness with locks and lockers. Make certain your lock is locked when you leave your locker and be sure to report any problem to the office. Only school related items should be brought to school.

All students are to be out of the locker area by 10 minutes after the dismissal bell at the end of the day. You will find that your locker will operate best and keep your belongings safe if you follow these precautions:

1. Do not release your combination to anyone.
2. Do not "set" your lock so that it can be opened by dialing only the last number.
3. Always be sure that nothing obstructs the door or the latches in such a way that you must force the door closed.
4. Avoid leaning or hanging on the door once it is open.
5. Close the door gently and turn the lock dial a couple turns upon closing the locker. Do not slam the door.
6. Promptly report any problem you have with your locker to the office.

Important: Students found guilty of abusing their assigned lockers, causing damage or need for repair, will forfeit their locker privilege for a determined period of time. In addition, a repair charge will be assessed.

ALL STUDENTS SHOULD UNDERSTAND THE LOCKERS ARE THE PROPERTY OF THE SCHOOL. In accordance with policy and recent court decision, please be aware that lockers are to be used for storage of items; however, the school retains the right to check the locker periodically or when probable cause to inspect the contents exists. Disciplinary action may result from misuse of lockers.

LOST AND FOUND

The office manages lost and found articles in the school. If you have lost something, please check with the office personnel for assistance. Don't wait for long periods of time before checking for lost articles.

LUNCH PERIOD

Each student is assigned a lunch period. Before going to the cafeteria, your books must be taken to your locker. The cafeteria is too crowded for books.

Options and prices pertaining to the food service program will be reviewed in team center at the beginning of the year. Students may bring packed lunches. Packed lunches should always be

labeled with the student's name. The office will notify students by note of lunches or lunch money turned in to the office. Lunches or lunch money will not be delivered to the classroom.

The middle school has a closed lunch period. Students ARE NOT TO LEAVE THE BUILDING AT LUNCH TIME UNLESS ACCOMPANIED BY A PARENT and with an early dismissal note approved by the principal or assistant principal.

PLEASE clean off your eating area so that others may have a clean place to eat. Students may use commons restrooms before or after eating under the direction of lunch supervisors. Students are NOT permitted to be in the locker area or in any "classroom areas" of the building during lunch period without written permission from the cafeteria supervisors.

Every student must report to the cafeteria within 5 minutes after being dismissed for lunch. Every student must report to the cafeteria during his/her lunch period whether the student plans to eat or not.

Failing to leave the eating area clean, failing to report to the lunchroom on time or other lunchtime misconduct, may result in lunchroom restriction. Lunchroom restriction means that a student is assigned to a specific table where he/she is to sit his/her entire lunch period.

PHOTOGRAPHS

Annually school pictures are taken in the summer and fall. Parents will receive notification approximately two weeks prior to the date. Memorial Middle School reserves the right to use these pictures for cumulative records and in the publication of the student yearbook. Occasionally, students who participate in various sports or clubs are photographed and recognized by the local newspaper. If you don't wish to have your son or daughter's picture published by the newspaper, please notify the school office before November 1st.

REPORT CARDS

Report cards will be issued after each nine weeks of instruction. Report cards will be issued to students to take home and need not be returned to school. The last report card is mailed after school closes for the summer.

Students will receive letter grades of A, B, C, D, or F with optional plusses or minuses in each subject.

Explanation of letter grades is listed on the report card form. A letter grade of "I" indicates that some part of the nine weeks' grade is incomplete and must be made up. All work should be made up within 2 weeks after the end of the grading period when possible. Incomplete work not made up within this time period may result in a failing mark being recorded.

Students may also receive printed teacher comments on their grade cards. Parents should pay careful attention to these comments as they represent an additional source of communication.

PROFICIENCY STUDY HALL

Study halls, which may be part of some student's schedules, provide a place to read, study and prepare assignments. Each person must work individually so as not to disturb others in their work. Some students need to plan for one or two hours of work at home. Learn to budget your time.

TELEPHONES

A pay telephone is provided for students needing to place calls for reasons other than illness or emergencies. Students are not to call home if ill, BUT MUST REPORT TO THE OFFICE. The secretary will call if arrangements must be made for the student to leave school. The office telephones are not generally for students' use. They may be used by students for school business with permission of the principal, assistant principal, a teacher, or secretary.

HEALTH SCREENINGS

Health Screenings are conducted by the HCSD nursing staff in accordance with Ohio Department of Health and Ohio Department of Education guidelines. Seventh graders will be screened for adequate vision. Referral forms will be mailed to parents when visual acuity is tested at 20/40 or worse.

Eighth graders will be checked for scoliosis. Referral forms will be mailed to parents when a follow up evaluation by a physician is recommended.

MEDICATION

Administration of Medicine by School Personnel (Board Policy)

The Hilliard City Schools recommend and encourage parents to make every effort to medicate their children at times other than the regularly scheduled school day. If it is necessary for students to receive medication during the school day, it will be done in accordance with the following:

1. The school nurse or an appropriate person appointed by the building principal will supervise the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
2. The board-approved medication authorization form must be signed by the prescribing physician and parent before any prescription or non-prescription medication can be administered.
3. The parent or guardian must submit a new authorization form signed by the physician if any of the information originally provided changes.
4. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement will be liable in civil damages for administering or failing to administer the drug, unless he acts in a manner which would constitute "gross negligence or wanton or reckless misconduct.
5. No person employed by the Board will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Medication – Self-Administered – Grades 7-12

1. Students in grades 7-12 may self-administer a non-prescription/over the counter medication at the parent's discretion. The student's parent must send a note with the student stating the name of the medication, dose, time it is to be taken, date it is to be taken and then signed by the parent. This note must be presented to an administrator for their signature. The student may only carry a one-day supply of medication on his/her person. No such medication shall be given to another student.
2. School personnel will not be responsible for administration or supervision of self-administered medication.

HILLIARD CITY SCHOOLS – NON-DISCRIMINATION STATEMENT

No student shall, on the basis of sex, marital or parental status, pregnancy, race, color, national origin, religious belief, or handicap, be denied the opportunity to participate in, or obtain the benefits of any educational program offered by the Hilliard City School District.

A copy of the procedure by which a student (or his/her parent) may formally lodge a complaint of discrimination is available in the school office, the school library, and the office of the Superintendent.

To be certain that all non-discrimination policies and procedures are administered properly, the Board of Education has appointed Assistant Superintendent, Leslie McNaughton, to act as coordinator of such policies and procedures. Concerns or questions may be directed to her office at 5323 Cemetery Road, Hilliard, Ohio 43026, telephone (614) 771-4273.