

# HAMILTON

LOCAL SCHOOL DISTRICT

**Hamilton Township High School  
STUDENT HANDBOOK  
2023-2024**



*“Every Ranger, Every Reason, Every Day”*

# HAMILTON

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## LOCAL SCHOOL DISTRICT

### Superintendent's Message

#### **Hamilton Township High School**

1105 Rathmell Road  
Columbus, OH 43207  
Phone (614) 491-8044 ext. 1800  
Fax (614) 492-1495  
Matthew O'Hearn, Principal  
Jessica Wills, Assistant Principal  
Allyson Price, Director of Alt. Programs

#### **Hamilton Middle School**

755 Rathmell Road  
Columbus, OH 43207  
Phone (614) 491-8044 ext. 1500  
Fax (614) 491-0260  
Jeff Endres, Principal  
Jennifer Coalter, Assistant Principal

#### **Hamilton Intermediate School**

765 Rathmell Road  
Columbus, OH 43207  
Phone (614) 491-8044 ext. 1600  
Fax (614) 492-1059  
Kelly Altiers, Principal  
Charles McCutcheon, Assistant Principal

#### **Hamilton Elementary School**

745 Rathmell Road  
Columbus, OH 43207  
Phone (614) 491-8044 ext. 1300  
Fax (614) 492-1499  
Tyler Rush, Principal  
Melissa Seiler, Assistant Principal

To all of our Rangers,

On behalf of our Board of Education, district administrators, faculty, and staff; I would like to welcome you to a new school year in the Hamilton Local School District.

As we make our way through this school year, I ask that you push yourself to do your best every day. It is up to you to give your best effort, show kindness to your classmates and teachers, and have a positive impact while you are in our schools.

Trust the process. Stay engaged. Stay involved. There are many opportunities throughout the year for you to learn and grow as a student through classroom lessons, during district-sponsored extracurricular activities, or by being involved in community service initiatives. It is my hope that every student takes full advantage of programming offered in each of our schools.

Finally, I want to ask that when you have a question or need assistance with something in our district, please communicate with us directly. We are here to help and serve our community. Contact your teacher, building secretary, building principal, or district administrator with any questions or concerns so we can provide the answers directly.

I hope you have a great school year. Go Rangers!

Sincerely,  
Mark Tyler, Superintendent

<b>TABLE OF CONTENTS</b>	<b>Page</b>
General Information	3
School Calendar	3
Daily Schedule	3
Records/Directory Information	4
Visitors	7
Volunteers	7
Lunches / Breakfast / Cafeteria	8-9
School Phone	9
Curriculum and Grading	10
Progress Book	13
Homework	15
Programs/Organizations/Clubs	14
Athletics/Extracurriculars	14
Driving and Parking	14
Attendance Policy	15
Dress and Grooming Policy	19
Conduct Policy	20
Bus Conduct Policy	27
Emergency Operations Plan	27

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## GENERAL INFORMATION

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**SCHOOL CALENDAR 2023-2024** - Please follow [this link](#) to the Hamilton Local School District 2023-2024 calendar

### **HTHS Parent/Teacher Conferences**

August 10, 2023(Open House), October 12, 2023, January 25, 2024, March 21, 2024

\*All conferences will be held from 4:00 P.M. – 7:30 P.M.

### **Alma Mater**

Oh Hamilton,  
We love your green and gold.  
Oh Hamilton,  
We're here to say  
We know you'll fight  
'Til you have victory  
And all your enemies have gone away.  
Our loyalty is yours forever more.  
Our voices sing to you with loudest cheers  
And as we onward go to victory,  
We'll sing your name a thousand years.  
Ralph Juniper  
Faculty Member 1946

### **RANGER PLEDGE**

**Everyday I am SAFE, RESPECTFUL and RESPONSIBLE.**

**I will be in charge of my behavior and learning.**

**I am RESILIENT. I will persevere through challenges and setbacks to achieve my goals.**

**I am a RANGER.**

### **School Hours**

The school will open at 6:45am. No students are permitted in the building until 6:45 am. Students who arrive before this time must remain in the cafeteria until dismissed by the cafeteria supervisor. Once students arrive on school property, they are to enter the building and remain on school property. Students may go to their locker after 7:10 a.m. and must be in the classroom by 7:20 a.m. All students are expected to be out of the building by **2:30 p.m.** unless they are engaged in a supervised after school activity.

<b>Daily Schedule</b>		<b>Assembly Schedule</b>		<b>Late Arrival Schedule</b>	
<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>	<u>Period</u>	<u>Time</u>
1	7:20 - 8:02	1	7:20 - 8:02	1	9:20 - 9:55
2	8:06 - 8:53	2	8:06 - 8:48	3	9:59 - 10:32
3	8:57 - 9:39	3	8:52 - 9:57	4	10:36 - 11:08
4	9:43 - 10:25	4	9:31 - 10:06	5	11:12- 11:45
5	10:29 - 11:11	5	10:10 - 10:45	6	11:49 - 12:22
6	11:15 - 11:57	6	10:49 - 11:24	7	12:26 - 12:59
7	12:01 - 12:43	7	11:28 - 12:03	8	1:03 - 1:36
8	12:47 - 1:29	8	12:07 - 12:42	9	1:40 - 2:15
9	1:33 - 2:15	9	12:46 - 1:25		
		Assembly	1:25 - 2:15		

## **Records/Directory Information**

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act ([FERPA](#)) and Ohio law. The Hamilton Local School Board of Education defines the following data in the student records as directory information: name; address; date and place of birth; extracurricular participation, achievement awards or honors; weight and height of members of athletic teams; dates of attendance, and date of graduation. Directory information will be released without the consent of the student or the parent unless the school has been notified *in writing* not to release such information.

## **Photographic Notification**

Periodically, candid group photographs of student activities are taken at Hamilton Local Schools. If parents/guardians do not wish to have their child included in such photographs, they must notify the school office in writing.

## **School Website**

Hamilton Local Schools operate and maintain web sites as valuable information resources for students, parents, staff, and community members. Please visit our web site at [www.hamiltonrangers.org](http://www.hamiltonrangers.org). From here you can access individual building web pages and ProgressBook to monitor your child's academic progress.

## **Textbooks**

Textbooks have been adopted and purchased by the Board of Education to be used in implementing the approved graded courses of study. Students will have the opportunity to use the textbooks by receiving one for personal use for the length of the course, or may use one from a classroom set of books. In classes where books are issued to each student, the teacher will make a record of the book number and name in front of the textbooks where it is indicated. Pen should be used to avoid the name being erased and the book being used by another student. The student becomes responsible for any textbook assigned and/or used by him/her during the length of the school year. The cost of repair or replacement will be assessed against the student responsible for the lost or damaged book. Records and grade cards will be withheld from students who do not meet such obligations.

## **Textbook Repair/Replacement**

The following guide will be used to cover repair and replacement costs of damaged and/or lost textbooks.

Normal Wear	No Charge
Damaged	*\$10.00
Damaged beyond future use or lost	Replacement cost

\*This is a minimum charge that can be adjusted to reflect the actual amount of the damage

## **Media Center**

Our Media Center is open during school hours, and students are encouraged to make good use of this facility. The media specialist will review procedures for the use of the media center during orientation sessions. All materials checked out from the Media Center must be returned. Lost materials and/or late fees must be paid for or grade cards and/or records will be withheld. Students may lose privileges due to inappropriate behavior.

## **Clinic/Nurse**

Parents are responsible for informing the school of their child's specific health concerns, medical diagnoses, and medications. This information should be provided on the emergency contact information at the beginning of each school year and be updated, using the new online portal (<https://hamiltonrangers-oh.finalforms.com/>), throughout the year as changes arise.

We have a district nurse who is available for consultation regarding the management of your child's health concerns at school. The nurse travels between buildings throughout the school day and is on call at all times for emergencies. If you need to speak with someone regarding your child's health, please call 614-491-8044, ext. 1500.

## Medications

The majority of medications for students should be administered at home (i.e.- those ordered once, twice, or three times a day). However, there may be instances in which it is necessary for a student to take medication during the school day whether it is scheduled or on an as needed basis. For medications requiring administration at school, the following procedures must be followed:

1. The parent/guardian and the licensed prescriber (physician, dentist, advanced practice nurse, or physician's assistant) must complete the required sections of the Medication Consent Form. A consent form for each medication, prescription or over-the-counter, must be completed and returned to the school before trained school personnel will administer any medication. This form can be obtained in our school's main office and on our district website under the Important Forms & Links or Student Registration sections. **Please note: There is one general form for use with most medications, one form to permit students to carry asthma inhalers, and one form to permit students to carry epinephrine pens.**

2. All medication must be delivered to school by the parent/guardian. Prescription medications must be received in the pharmacy container labeled with the prescribing information matching the information provided on the completed Medical Consent form. Over-the-counter medications must be received in the original, unopened container labeled with the student's name. **Students are not permitted to carry or transport medications with the exception of asthma inhalers and epinephrine pens with the proper consents in place.**

3. Parents are responsible for picking up unused medications at the end of the school year. These will not be sent home with the student. Any medications not picked up by the beginning of the next school year will be disposed of.

4. New request forms must be submitted each year and whenever there is any change in the medication order by the licensed prescriber (i.e.- changes in the dose or time).

## Contact Information Changes

Parents/guardians are responsible for immediately updating any changes in phone number or address using the online procedure as established by the district. This is necessary to maximize the safety of your child. To access your child's information, visit <https://hamiltonrangers-oh.finalforms.com/>.

If you don't have access to a computer, please stop by our main office (775 Rathmell Road) and we will help get you set up. It's quick and easy. If you have any questions about this system, you can contact our main office at 614-491-8044 ext 1800.

## Accidents and Illness

If a child has an accident or becomes ill at school, a parent will be notified to come and get the child. If a parent cannot be contacted, the alternate person on the emergency contact information will be notified. Any student who has a fever of 100.4 degrees or greater, vomiting, diarrhea, or signs and symptoms of a possible communicable disease will be sent home. Please keep students with a possible or known communicable disease home until they are symptom-free or have been treated for at least 24 hours. **Only the persons whose names appear on the emergency card will be permitted to pick up or release a child from school because of injury or illness. Before we will release a child, a photo ID must be presented and the name should match what is on the emergency card. Students under the age of 18 years must be signed out by a person identified on their emergency contact information. No student under the age of 18 years will be permitted to leave school unaccompanied based on a telephone call to the school office, nor without prior written consent of a parent or guardian.**

## Student use of mobility assistive devices

The parent/guardian of students that require the use of a mobility assistive device in school; for example, crutches, wheelchair, cane or walker should provide documentation to the school nurse from a hospital or medical practice. This documentation should include the name of the hospital, or medical practice (with contact information) and can be accepted from the following: physician, nurse practitioner, physician's assistant, nurse (RN, LPN), physical therapist, school athletic trainer, other paraprofessionals, case manager, or office manager. To provide a

safe environment this documentation (and other related documentation) should include the following:

- Reason for use
- Duration (length) of use (with dates)
- Ability to use stairs
- Any activity restrictions
- Any special instructions

A student with a long-term disability does not require additional documentation each school year unless there is a change in use of their mobility device.

The school nurse will review the documentation and develop a plan to accommodate the student during the day to include field trips. The parent/guardian must provide the mobility assistive devices.

Please contact the school nurse should you have any questions or concerns.

### **Immunizations**

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless he/she presents written evidence that they have received the required immunizations by such means as approved by the Department of Health, pursuant to the powers granted by the Ohio Revised Code or unless such student presents a written statement from his parents or guardian objecting to such immunization because of medical or religious grounds. However, if an outbreak occurs, the student will be excluded from school. All new students entering the district from a foreign country are required to have a TB test. Immunization clinics are provided by the Franklin County Health Department and the Columbus Health Department for a nominal fee.

### **Supplemental Student Accident Insurance**

The Hamilton School District recognizes that students may suffer injuries in the course of attendance at school. Accordingly, the District provides insurance coverage as authorized by Ohio law and makes available to parents insurance coverage for other incidents. The District is not permitted to use public funds for insurance to cover injuries sustained in the course of attendance at school and is immune from damage as is authorized by Ohio law and Chapter 2744 of the Ohio Revised Code and the Sovereign Immunity Law of the State of Ohio.

The Board provides parents the opportunity to purchase group insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by students in school, on school grounds, at an activity sponsored by the school, while traveling between home and school or in any activity round-the-clock. The purchase of this program is optional. The Board requires, as per Board of Education Policy JHA, that students participating in interscholastic school athletics be covered by some type of accident insurance. The insurance may be the accident policy which has been approved by the Board or a similar policy type acquired elsewhere by the student or his/her parents. The requirements of this policy are contained in the district athletic handbook.

The Board maintains insurance coverage for injury resulting from accidents sustained in the course of transportation under the authority of the Board.

### **Halls**

Students should be in the halls only at the beginning and close of school and while moving from one class to another, unless they have special permission or special duties that require them to be there. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is never permitted. A student must have an approved hall pass in order to be permitted in the hall during class time.

### **Signs/Advertising**

All signs which are to be placed on the outside or inside of school property must be approved by the building administration.

### **Outside Building**

Students are not permitted outside the building or on other school building properties during school hours unless accompanied by a staff member or have written permission from staff or administration.

## **School Visitors**

All adult members of our community are welcome to visit the school. However, an appointment must be scheduled prior to the visit. **State law requires that any person visiting the school report directly to the school office. Once the visitation has been approved, each visitor must sign in.** Each visitor will then receive a school pass that must be worn and remain visible during the visit. This procedure will assist in providing a safe environment for all students. Visitors are not permitted to attend lunch in our cafeteria. Parents are encouraged to keep open communication with classroom teachers. Teachers have regularly assigned times when conferences can be scheduled. Any conference with teachers should be scheduled in advance.

## **Volunteers**

On behalf of Hamilton Local Schools, we appreciate all of our volunteers that work with us. We recognize that parents and other community members are our partners and that our goals are shared ones. Please understand an approved volunteer does not have open access to school buildings and there's no guarantee an approved volunteer will be contacted to volunteer. The volunteer must have approval from an administrator of the building for any activities in which they will participate. Adults who wish to volunteer must complete the following and have it approved by administration: [Volunteer Checklist](#)

## **Child Custody/Divorced Parents**

The school wants to cooperate with the parents of our students, but we must do so according to Ohio laws.

Sometimes parents have disagreements and make requests of school personnel regarding releasing children during the day. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school, not necessarily the wishes of one parent or the other. The adult checking the child out must sign for the child's release. Parents have an obligation to inform the school anytime the custody of a child changes. The school officials will need to see and copy court orders pertaining to a child's custody.

## **Non-Custodial Parent Records Access**

A divorce or change in custody does not change the rights of a natural parent to their child's records. A non-custodial parent may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school. Stepparents have no legal rights to records, reports, or conferences unless these rights are granted by the custodial parent.

## **School Fees, Course Fees, and Fines**

Students attending Hamilton Local Schools are required to pay a \$50.00 student supply fee in addition to any other course fees that may apply. In accordance with board policy, report cards, records and diplomas will be withheld for those students who have not met financial obligations and/or have not returned all school/district property.

**THE STUDENT SUPPLY FEE OF \$50.00 HAS BEEN WAIVED BY THE BOARD OF EDUCATION FOR THE 2023-2024 SCHOOL YEAR.**

## **Technology Fee**

Students attending Hamilton Local Schools in grades 1 through 12 are required to pay a \$25 Technology Fee per year. Families that qualify for free lunch are not required to pay this fee. See "Lunch Program" below on how to submit for the Federal School Lunch Program.

## **Pay to Participate Activity Fees [Waived for the 2023-2024 School Year]**

Students who choose to participate in the following activities are required to pay, in accordance to each family situation, the appropriate amount. The following activities require a \$75.00 per season activity fee.



- \*District-sponsored Athletic Teams
- \*Cheerleading (one time yearly fee)
- \*Drama-School Play
- \*Band-Competitive Marching

There will be a **\$225.00** maximum per student per year and a family maximum of **\$450.00** per year. The “Pay to Participate” program does not apply to all activities related to a course of study or those groups/clubs that meet predominantly during the school day. If you need further details concerning our Pay to Participate Activity Fees, you may contact the Office of Athletics at 491-8044 ext. 1808 or the Director of Bands/Drama at 491-8044 ext. 1842. The Pay to Participate Activity Fee form can be found in our Important Forms & Links section of our district website.

All activities related to the course of study and those that meet predominantly during the school day are not affected by the “Pay to Participate” program. This includes strength and conditioning since it is part of the athletic team program.

### **Fundraising and Selling in the School**

Students may participate in only school-approved fundraisers when soliciting within the school. Items are not to be brought into the school to be sold. Money and/or merchandise are not to be exchanged between students unless it is part of an approved fund-raiser.

Fund Raising and selling may be approved for school related activities only. Fund raising, selling or buying without principal approval is prohibited.

### **School Lunches**

Each school provides the opportunity for students to eat a well-balanced hot meal. The cost for our school lunch for **2023-2024** is \$3.00. An a-la-carte lunch is also available, and the price for each item will be posted. Students bringing their lunch from home will eat in the cafeteria and may buy additional food or drink items, if desired. All food items are to remain in the cafeteria. Hamilton Local Schools participates in the Federal School Lunch Program.

Our online application for this program is made available to you through our new Hamilton Final Forms Parent portal. Visit [Final Forms](#), login to your Hamilton Final Forms account, and click on the Free & Reduced Lunch Application. If you haven't set up an account at this time, please do so as soon as possible and complete your child's forms. If you have any questions about our lunch program, please contact Mrs. Way at 614-491-8044 ext. 1860.

### **Breakfast Program**

We are happy to offer a free, filling, and nutritional breakfast to those students who need to eat breakfast at school. All students are encouraged to take advantage of our breakfast program.

### **Cafeteria/Fee Payment and Account Systems**

**EZPay** is an easy, convenient, and secure way to pay for school meals and all other fees. Available online via a secure web portal, EZPay allows you to quickly add lunch money to your child's account and pay for all fees that are associated with your child's education or activities. Creating your EZPay account is a very simple process. All you need is a valid email address, your child's student number (contact their school to get it if you don't have it), and a couple minutes to complete the registration process. EZPay allows you to make payments using a debit or credit card. You can access EZPay by clicking on the EZPay logo located on our district or school website home page. You may also access EZPay by searching the keyword "EZPay" in the search box on our website. The district uses a computerized accounting system that allows students/parents to pre-pay for lunch.

## **Student Dining**

Hamilton Local Schools has a closed lunch policy in which no student will be permitted to leave school for lunch. Additionally, parents and/or guests are not permitted to join students for lunch, nor are students permitted to order lunch to be delivered by an outside vendor. Administrative discretion will be used in emergency situations. Students are to report directly to the cafeteria at their assigned time and may go to the restroom or locker with permission from the assigned teacher/supervisor. Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students will go through the cafeteria line and pay for their choice of food. Students are to remain in the cafeteria until they have been dismissed. At no time are pupils allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch hour.

## **Lockers (6<sup>th</sup> – 12<sup>th</sup> Grade)**

All students will be assigned a locker. Lockers are property of the Hamilton Local Board of Education. Lockers carry no expectation of privacy for the students who occupy them and should not be shared amongst students. Students are responsible for the contents of the locker they have been assigned. Lockers can be reassigned at any time by administration. School lockers and their contents are subject to search by school authorities at any time and without warning.

## **School Telephone**

Student use of the school phone is allowed only after approval by the secretary or principal and will be kept to a minimum. The school reserves the right to refuse the use of its telephone for unnecessary calls. The school secretary will place all approved student initiated calls. Any charges for directory assistance, line interruption, etc., will be billed to the student's parents/guardian.

## **Book Bags/Backpacks/Purses/Handbags**

Book bags/purses/handbags and backpacks are permitted in the building; however, they must be placed in the student's assigned locker until the conclusion of the day. Clear bookbags are permitted during the school day.

## **Dances**

Dances may be scheduled during the school year for students to socialize in a controlled school setting. Dances may be used as fund-raisers for school clubs and organizations, or as incentives for students. A dance is a school event which requires the cooperation of all attending. It is the school's way of showing appreciation for good student behavior and adherence to the rules, regulations and attendance policies.

Students may be denied the privilege to attend the dances for reasons including, but not limited to behavioral, academic, or attendance concerns. **Only current Hamilton Township High School students are permitted to attend high school dances. In order to bring a guest, students must register the guest in the main office one week prior to the day of the dance and the guest must meet all of the requirements listed on the registration form.**

The Student Code of Conduct and Dress and Grooming Policies are enforced during all school-sponsored activities.

## **Assemblies**

At various times during the year the school will conduct assemblies. These assemblies are special activities held during the school day to educate as well as foster student interest and involvement. They are chosen to enrich units of study or provide positive motivational messages. Improper behavior may result in removal from current and future assemblies. Textbooks and other materials are to be left in the classroom unless otherwise instructed. Attendance at non-mandatory assemblies may be denied due to behavior, academic or attendance concerns.

## Field Trips

The teachers at Hamilton Township High School may plan extended field trips for students. The purpose of these trips is to extend the curriculum and provide opportunities for students that cannot happen in a regular school setting. Participation in these trips is a privilege students can earn by exhibiting responsible and cooperative behavior throughout the school year. Students may be denied the privilege to participate in these trips due to behavioral, academic, or attendance concerns. Decisions regarding participation are made by the principal with input from teachers.

**The Student Code of Conduct and Dress and Grooming Policies are enforced during all school-sponsored activities.**

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## CURRICULUM AND GRADING

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### Academic Requirements

#### For students graduating in 2021 and beyond:

Twenty and one-half units of credit and proficiency in all areas of the state graduation test shall be required for graduation. The minimum requirements shall include the following:

English.....	4 units
Math.....	4 units (1 unit of Algebra II or its equivalent)
Social Studies.....	3 units (½ unit of American History, ½ unit of World History, 1 unit of Government)
Science.....	3 units (1 unit of Physical Science, 1 unit of Life Science, 1 unit of Chemistry, Physics or other physical or space science, or Advance Biology)
Health.....	1/2 unit
Physical Education.....	1/2 unit
Electives.....	5 units (selected from any one or combination of the following: World Language, Fine Arts, Business, Career-Technical Education, Family and Consumer Sciences, Technology or additional English, Math, Science, or Social Studies Courses not otherwise required.

All students must receive instruction in economics and financial literacy during grades 9-12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

Career and Community Service Project....1/2 unit

Students graduating in 2023 and beyond must show competency by earning a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once. If testing is not their strength, there are three additional ways to show competency - demonstrate two career-focused activities, enlist in the military, or complete college coursework.

Students graduating in 2023 and beyond must also show readiness by earning two diploma seals, choosing those that line up with the student's goals and interests. These seals give students the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school. See the school counselor for further information.

### Credit Flexibility

Hamilton Township High School provides students the opportunity to show what they know and that they are ready to move on by learning in ways that are not limited solely to seat time in our high school building. Ohio Senate Bill 311 allows our students to earn credit in the following ways.

**Option A: Complete coursework as has been done in the past**

**Option B: Test out or otherwise show mastery of course content**

**Option C: Pursue an educational option such as senior project, distance learning, postsecondary coursework, internship, service learning, or research-based project**

One aspect of the credit flexibility plan is that it acknowledges that students learn at different rates while responding differently to varying instructional strategies. Credit flexibility allows students to demonstrate their understanding and skills according to their unique learning styles and experiences. More information about Credit Flexibility at Hamilton Township High School can be found by following the "Credit Flexibility" link on our school website.

### **Credit Recovery**

Credit deficient students may make up some of their missing credits by taking courses through a district-approved curriculum provider. Students should see a school counselor for more information.

### **College Credit Plus**

Ohio's new College Credit Plus can help students earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university through College Credit Plus is free. That means no cost for tuition, books or fees. If students choose to attend a private college or university, they may have limited costs. Students can choose to take College Credit Plus courses from any college that offers a course that would benefit their future.

### **Independent Study**

Independent study is available to students who would like to take personal responsibility for learning a subject of personal interest or as a possible alternative to scheduling conflicts. In each case, it is the student's responsibility to find a teacher willing to give the time and direction required for an independent study.

### **AIM (Advisory, Intervention, Motivation)**

The purpose of AIM (Advisory, Intervention, Motivation) is to help students acquire skills to have a successful transition to high school, maintain successful habits throughout their high school experience and prepare them for Enlistment, Employment or Enrollment after high school.

In AIM, it is the student's responsibility to:

1. Listen to announcements; watch and listen to announcements if displayed on the Newline board.
2. Bring a pass if requesting to meet with another teacher for academic assistance.
3. Be quiet in the hallway.
4. Complete all activities assigned by the advisor and join your grade level Google classroom.
5. Check the student handbook to review and follow directions for specific grades.
6. Actively work on Career and Community Service Program activities.
7. Be courteous and respectful when receiving instruction in another room. Do not disrupt or distract students who are in the advisor's room.
8. Be courteous and respectful when students from other classrooms are receiving instruction from an advisor.

### **Schedule Change Policy**

Schedule changes have a serious effect on class size, teacher assignments and the master schedule; thus, important decisions regarding scheduling need to be made by students and their families during spring scheduling. Only in extreme circumstances will adding or dropping be permitted after the first five days of each semester. Any changes to a student's schedule after this date will require the recommendation of the school counselor, parental consent, teacher permission and approval of the Principal or Assistant Principal. Unless extenuating circumstances exist, students dropping a course after the first week will result in a grade of withdrawal-fail.

## Academic Honors

Students with a G.P.A. of 3.0 or higher and no grade of D, F or Incomplete on their report card will be awarded the special recognition of the Honor Roll.

## Honors Diploma

Students may earn an honors diploma by meeting certain requirements. See a counselor for more information.

## National Honor Society

The National Honor Society is composed of those juniors and seniors who have demonstrated the highest levels of achievement in the areas of scholarship, leadership, service, and character. Students become eligible to apply for this organization at the end of the second semester of their sophomore year by earning a cumulative G.P.A. of 3.25 or higher. Those who are eligible will receive an invitation to apply. An evaluation procedure will be used to determine those students who have earned membership. Students are notified of membership at a school-wide ceremony. Members must uphold the standards set forth by the National Honor Society throughout their school career.

## Criteria for Placement

For official records, student class placement will be determined based on the following number of credits:

Freshman = Students having less than 5 credits

Sophomore = Students having at least 5 credits but less than 10 credits

Junior = Students having at least 10 credits but less than 15 credits

Senior = Students having 15 credits or more

## Grade Point Average

To calculate grade point average, assign the following point value to all grades earned: 93-100% (A = 4), 90-92% (A- = 3.75), 87-89% (B+ = 3.25), 83-86% (B = 3), 80-82% (B- = 2.75), 77-79% (C+ = 2.25), 73-76% (C = 2), 70-72% (C- = 1.75), 67-69% (D+ = 1.25), 63-66% (D = 1), 60-62% (D- = .75), 0-59% (F = 0).

Add the total of all points earned and divide by the number of credits enrolled.

For Honors Courses, the following 4.5 point scale will be used: A = 4.5, A- = 4.25, B+ = 3.75, B = 3.5, B- = 3.25, C+ = 2.75, C = 2.5, C- = 2.25, D+ = 1.25, D = 1, D- = .75 and F = 0 points.

For Advanced Placement Courses, the following 5 point scale will be used: A = 5, A- = 4.75, B+ = 4.25, B = 4, B- = 3.75, C+ = 3.25, C = 3, C- = 2.75, D+ = 1.25, D = 1, D- = .75 and F = 0 points.

Students must take the AP exam for each course in order to receive weighted credit.

## Grading Procedures

Quarter Grades are based on the following percentages:

Coursework - 20%

Benchmark Progress - 80%

Semester course grades will be based on the following percentages:

For Semester 1

Q1 grade - 40%

Q2 grade - 40%

CBA 2 - 20%

For Semester 2

Q3 grade - 40%

Q4 grade - 40%

CBA 4 - 20%

Final grades for year long courses are calculated by the average of the Semester 1 and Semester 2

## **Grade Reports**

Grade reports are posted online within one week after the end of each grading period.

## **Progress Book: Parent Access**

Parents/Guardians have on-line access to their child's academic progress. Teachers enter daily attendance and grades into Progress Book (a web-based system for reporting student information) and then parents/guardians can login and view it. Please be aware, however, that student grades and/or test results may not be entered on a daily basis. Teachers need time to collect, grade, and input the information, so please be understanding. Please contact the teacher directly with concerns.

To access your child's information:

1. From a web browser go to: <https://pa.metasolutions.net/district>
2. Click on the Hamilton Ranger icon.
3. Enter your username and password (contained in the access letter sent home from the office).
4. Please go to the "My Account" tab after you login for the first time and enter your email address in the contact information area. Also, you can change your login name and password (to something easier to remember) and link any of your additional children to the same account.

## **Homework**

Homework serves to share knowledge of material being covered with parents. Homework may be assigned to pupils to provide additional practice in subject areas, or to give opportunities to work on special projects. Questions regarding homework should be directed to the teacher involved. It is suggested that a place, time, and work area be provided at home for the student to establish and encourage good study habits. Many assignments are designed to encourage and promote parent/student/school interaction.

## **Assessments**

In addition to the AP Exams and end-of-course assessments, students have opportunities to take optional assessments such as the PSAT, ACT, SAT, select college placement tests, and ASVAB.

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## **STUDENT SERVICES AND GUIDANCE**

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The High School Guidance Department is staffed with full-time counselors. The school counselors are available to help make the student's years at Hamilton Township High School successful and satisfying ones. Every student and parent is encouraged to take advantage of the services offered through the guidance and counseling department. The counselor provides services in the following areas:

- Confidential help with individual concerns (academic, organizational skills, study skills, issues with friends, family, school, stress management, etc.)
- Group counseling
- Peer mediation and conflict resolution
- Consultation on parenting issues
- Assistance and participation in parent-teacher conferences
- Linkage to community resources
- Records and Information
- Placement
- Evaluation
- Post-secondary education/training

## **Individuals with Disabilities**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. A student can access special education services

through the proper evaluation and placement procedures. Parent/ guardian involvement in this process is required. To inquire about special education services and placement, parents/guardians should contact the Special Education Department at the Administration Building at 614-491-8044 ext 1235.

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## **PROGRAMS/ORGANIZATIONS/CLUBS**

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Hamilton Local Schools offers many opportunities for students to participate in programs, organizations, and clubs, such as Ohio Model United Nations (OMUN), National Honor Society, etc. Participating in such activities is a privilege and not a right. The administration reserves the right to deny participation due to violation of code of conduct or attendance policy. In these opportunities for reasons including, but not limited to, behavioral, academic, or attendance concerns.

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## **ATHLETICS/EXTRACURRICULARS**

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### **Eligibility/Extracurricular**

Hamilton Township High School is a member of the Ohio High School Athletic Association. Ohio High School Athletic Association policies are the policies adopted and adhered to by Hamilton Township High School. Participants must be in school for at least 1/2 of their classes the day of the activity and attend the following school day unless the student has a doctor's excuse or special permission from the principal.

Enrollment into five (5) academic units of credit during the school year is required to compete. Students must have received passing grades during the previous grading period in subjects that earn a minimum of five (5) credits per year toward graduation and maintain at least a 1.5 grade point average each nine-week grading period.

### **Athletic Conduct Code and Due Process**

All students will have access to a copy of the Athletic Conduct Code and Due Process when trying out and participating in a sport at Hamilton Township High School.

### **Sportsmanship**

Extracurricular activities are privileges as well as part of the total educational process and the same level of responsibility and behavior is expected at practices and competitions as is expected in the classroom. Should an individual student act in a manner detrimental to the school and student body at any extra/co-curricular activity, either as a contestant or a fan, he/she will lose the right to attend contests and events involving other students and schools and may be subject to further disciplinary action. In addition, all Hamilton Township High School Students at home games are to sit on the home team side of the stadium or gymnasium while attending athletic events.

### **Photographs and/or Videos During Extra-Curricular Participation**

Participating in activities such as band, drama, athletics, and other school related groups may result in photographs and/or videos being taken and appearing in programs, yearbooks, video and print media, and other sources due to the nature of the activity.

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## **DRIVING AND PARKING**

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### **Driving**

Students driving to school should park in their assigned areas. Students are not permitted to park on the grass. Student cars are not to be occupied or moved during the hours school is in session. If it is necessary for a student to be in the parking lot at any time, he/she must have a pass from the office. Reckless operation of motor vehicles will not be permitted at any time on school property. The privilege of driving and parking on school property may be denied to any student who violates the driving/parking rules or is a safety hazard to the students and staff members of Hamilton Local Schools. **Illegal parking may result in disciplinary action, fines and/or towing AT THE OWNER'S EXPENSE. The HLS Board of Education shall not be liable for the student driver, or for the vehicle, or for the contents of the vehicle.**

## Student Parking Permits

1. All students must have a current, valid driver's license and proof of insurance in order to register for a parking permit.
2. Students who desire to drive to school and park a motor vehicle on school property must apply for and, if approved, purchase a parking permit from Hamilton Township High School for \$30.00 per school year. The parking permit, once purchased, is valid only for one school year. The school year will be marked on the parking permit tag.
3. Parking permits will be offered based on student seniority, and students must comply with all registration deadlines communicated by the school.
4. Lost or stolen parking permits should be reported immediately to the office. It is the responsibility of students to lock their vehicles to prevent such theft. Replacement cost for a parking permit is \$10.00.
5. The student parking permit must be displayed on the rear view mirror of the registered motor vehicle at all times. Failure to do so may result in disciplinary action or the vehicle being towed at the owner's expense.
6. Student parking permits are valid Monday through Friday between 7:00 a.m. and 2:20 p.m.
7. In the event that the student's registered vehicle cannot be driven, the hanging tag permit must be displayed in the vehicle that is driven. This vehicle must match the vehicle noted as "secondary vehicle" on the student's registration form. If it does not, the student must report this to the office upon his/her arrival at school.
8. Students shall not violate any law or ordinance regarding the operation of a motor vehicle while on school property or while at events which fall under the jurisdiction of the school or that are school sponsored.
9. Non-compliance with driving and parking regulations may result in driving and parking privileges being suspended or revoked. A pattern of unacceptable behavior in school may also result in driving and parking privileges being suspended or revoked. The decision to suspend or revoke driving and parking privileges will rest with the school administration. **IN THE EVENT THAT A STUDENT'S DRIVING AND /OR PARKING PRIVILEGES ARE SUSPENDED OR REVOKED, THE SCHOOL WILL NOT REFUND ANY PORTION OF THE FEE PAID FOR THE PARKING PERMIT OR ANY OTHER COST ASSOCIATED WITH THE STUDENT BEING ABLE TO DRIVE TO AND PARK AT SCHOOL.**
10. Students and parents/guardians are notified that the school reserves the right, upon reasonable suspicion, to search a vehicle while it is parked on the school's property.
11. Vehicles displaying messages, images, or items that violate school and district anti-harassment policies are prohibited. Students with vehicles that have displays that violate anti-harassment policies will be subject to disciplinary consequences and may forfeit both the privilege of parking on campus and the cost of the parking permit.

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## ATTENDANCE POLICY

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*The State of Ohio Revised Code (O.R.C.) 3321.04 of Chapter 3321 School Attendance states that, "Every parent of any child of compulsory age (6 – 18 years) who is not employed under the Age and School Certificate must send such child to a school or special education program that confirms to the minimum standards as prescribed by the State Board of Education. The child must attend full time when the school program is in session."*

*Except in cases where a pupil has been properly excused, his/her parent or guardian has the primary responsibility for requiring school attendance (O.R.C. 3321.04/3321.07) and the failure to send a child to school may result in a fine of up to \$500, community service of up to 70 hours, or, if repeated, a jail sentence for the offending parent (O.R.C. 3321.38, 3321.99).*

*Ohio Revised Code 3313.609 prohibits the promotion of a student to the next grade level if the student has been truant for more than 10% of the required attendance days (178) of the current school year and has failed two or more of the required curriculum subject areas in the current grade unless the student's principal and the teachers of any failed subject areas agree that the student is academically prepared to be promoted to the next grade level.*



*Under legislation enacted in 1990, high school students who fail to attend school without a legitimate excuse may be required to forfeit their driving privilege until such time as they reach the age of eighteen or receive a diploma.*

All Hamilton Local School District students are expected to be in school and to attend all assigned classes every day. Any attendance pattern contrary to this will be investigated. Parents or guardians of students who are truant or habitually tardy from school may be required to attend a parental education or training program and/or an attendance intervention meeting. The failure of a parent or guardian to attend such a program constitutes "parental educational neglect" under the Ohio Criminal Code, which is punishable as a fourth degree misdemeanor. School attendance is closely related to school success; therefore the following attendance regulations will be in effect in the Hamilton Local School District.

A student shall not be absent from school for any portion of the school day without authorization. After arriving on school property, a student may not leave without permission. Students under the age of 18 years must be signed out by a person identified on their emergency medical/contact information. No student under the age of 18 years will be permitted to leave school unaccompanied based on a telephone call to the school office. Early dismissals for students under the age of 18 years may be allowed with administrator approval if the parent and/or guardian of the student requests an early dismissal via the email address that is found in the student's DASL account. Excessive absenteeism to school or class may result in disciplinary action under the Student Code of Conduct.

**THE ADMINISTRATION OF HAMILTON LOCAL SCHOOL DISTRICT RESERVES THE RIGHT TO WITHHOLD PROMOTION FROM A STUDENT MISSING MORE THAN EIGHTEEN (18) CLASS MEETINGS PER YEAR OR NINE (9) PER SEMESTER.**

**Notification of absence from school** - The following notification of Absence Procedures has been adopted by the Hamilton Local Board of Education in accordance with requirements of the Missing Child Act. In the event that a student is absent from school the parent or guardian is required to contact the school, either by phone or in person during the first two (2) hours of school. Absences of students, which are not verified by parent contact with the office within three (3) days, will be viewed as unexcused. A student's absence from school is excused by parent notification for a maximum of sixty-five (65) hours if the absence falls within the excused absence guidelines. Once a student reaches sixty-five (65) hours of absences excused or unexcused, doctor verification is required for additional absences to be considered excused.

**HTHS Attendance Line**

Parents calling to inform the school of a student absence must contact the attendance line directly and speak with or leave a voice message for the attendance secretary with student name, grade, dates of absence, reason for absence, and any additional pertinent information.

HTHS Attendance Line – 614-491-8044 Option 5 for High School, then Option 1 for Attendance

**Reasons for which students may be medically excused include, but are not limited to:**

1. Personal illness of the student
2. Illness in the student's family necessitating the presence of the child
3. Quarantine for contagious disease
4. Emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical behavioral or dental appointments.

**Reasons for which students may be non-medically excused include, but are not limited to:**

1. Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal)
2. Death in the family (applies to absences of up to 18 hours unless a reasonable cause may be shown for a longer absence)
3. Observation of a religious holiday consistent with the truly held religious beliefs of the student or the student's family
4. Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours)
5. College visitation
6. Pre-enlistment reporting to military enlistment processing station
7. Absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that have been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting
8. Absences due a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
9. Absences due to a student being homeless
10. As determined by Superintendent

**Make-up Work**

Each student who is absent must immediately, upon return to school, make arrangements with their teacher(s) to make up work missed. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). If a student is made aware of a test or assignment before they are absent, they must make up the test or assignment immediately upon returning to school unless other arrangements have been made. Failure to obtain make-up work is no excuse for not doing the work.

**Doctor, dentist or counselor visits or appointments** - Parents are encouraged to schedule their child's appointments with doctors, dentists and counselors during non-school hours. If the student consults a doctor, he/she must supply a statement from the doctor to that effect immediately upon returning to school.

**Unexcused absences** - If unexcused absences are not resolved in three (3) school days, the absence will be recorded as unexcused. The final decision as to the acceptability of an excuse will rest with the building administration

**Parent notification of absence** - When the student becomes habitually truant or excessively absent, an Absence Notification Letter will be mailed home to the parent or guardian. When a student's absences surpass the threshold for habitual truant, the student will be assigned to an absence intervention team and an intervention plan will be implemented.

**Tardy/Early Dismissal** - A student's absence from school is excused by parent notification for a maximum of sixty-five (65) hours if the absence falls within the excused absence guidelines. Once a student reaches sixty-five (65) hours of absence, excused or unexcused, doctor verification is required for additional absences to be considered excused. Unexcused tardies and early dismissals from school may result in disciplinary action under the Student Code of Conduct. All students arriving late to school must be signed in at the front office. Any person signing a student out of school, must be listed on the student's Emergency Medical Form and provide a photo I.D. To avoid instructional interruptions, tardies and early dismissals should be kept to a minimum. Students will not be called to the office from class until an adult is present in the office to sign the student out.

**Extracurricular Events/Activities** – A student who is absent without excuse or due to illness cannot attend after school extracurricular events/activities.

**Vacations** - Vacations are defined as an extended absence from school with the immediate family. Excused vacations will be limited to thirty-three (33) hours per year, unless specific approval is given by building administration. Approved vacation requests will count as parent notified absences and are limited to sixty-five (65) hours per year. Vacation request forms must be obtained in the office. These forms must be completed and returned to school no later than three (3) days prior to the scheduled vacation. Additionally, vacation requests will not be approved during district required assessments or during mandated state testing. The decision to grant or deny vacation requests rests with building administration, and requests may be denied due to academic or other concerns.

**Truancy** – Ohio Law defines Truancy and Excessive Absences:

- Habitual truant – A child who has been absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in a school month, or 72 or more hours in a school year. Habitual truancy is an unruly offense, unless a child has been previously ruled a habitual truant; then the offense is a delinquency.
- Excessive Absences – A child who is absent with or without a legitimate excuse for 38 or more hours in one school month, or 65 or more hours in one school year.
- Medically Excused Absences - Absences that are properly excused by a doctor, dentist, counselor, etc. will not be counted toward Habitual Truant or Excessive Absence thresholds.

### **Absence Intervention Team**

Parents or guardians of a habitually truant or excessively absent student may be required to attend an educational program designed to encourage parental involvement in compelling the attendance of the child. Refusal or nonattendance by parents or guardians shall be punishable by law (RC 3313.663(B), RC 2919.222).

**Loss of Driving Privileges:** Under Ohio law, high school students who fail to attend school without a legitimate excuse for more than 60 hours during a school month or a total of at least 90 hours during a school year, may be required to forfeit their driving privileges until they reach the age of 18 or receive a diploma.

Therefore, as per Board Policies JED and JECE, along with sections 3321.13 and 4510.32 of the Ohio Revised Code, the Superintendent and/or designee shall give notice of the habitual absence to the Registrar of Motor Vehicles for the State of Ohio and the Franklin County Juvenile Judge. **The registrar shall suspend the driver's license or temporary permit of the student. If the student has not yet been issued a license or permit, the Registrar must deny such issuance.**

The suspension will remain in effect until the student attains the age of 18, is issued a diploma, or until the Superintendent informs the Registrar that the student has completed at least one semester since the notification and is no longer considered "habitual truant".

**Student withdrawal from school** - If it becomes necessary to withdraw a student during the school year, please notify the school office at least five days in advance. This gives the school an opportunity to prepare documents necessary for transfer. It also allows for school loaned materials to be collected. A withdrawal/release form should be completed prior to leaving the district.

**School closings and delays** - Hamilton Local School District utilizes an automated phone notification system to inform our students/parents/guardians of closings, cancellations, unexcused absences, and any other emergency alert information concerning our district buildings or property.

Our automated notification system utilizes a call list that is generated by importing each student's primary contact phone number linked to his or her student record. At any time, if your child's primary contact number is changed please make certain one of our building secretaries is made aware of the new contact number so they can update the record to display current, valid contact information.

Once our district's Superintendent has determined if we will be closed or operating on a two-hour delay, our automated notification system will contact you within minutes.

If school is canceled or delayed for two (2) hours due to inclement weather the following local television and radio stations will carry the announcement: (TV Stations) WCMH – NBC; WSYX - ABC 6; WBNS – 10 TV; WTTE – Fox 28; and (Radio Stations) WTVN – 610 AM; WCOL – 92.3 FM; WNCI – 97.9 FM; WCKX – 107.5 FM.

You can also visit our district web site [www.hamiltonrangers.org](http://www.hamiltonrangers.org) for school closing, delay, or emergency information.

The district may make up for calamity days by utilizing one of these options: Increasing the length of the school day, providing access to online lessons, or distributing blizzard bags.

### **Late Arrival/Early Release for Seniors**

Seniors meeting the following criteria may be eligible for late arrival OR early release. The following criteria must be met to be eligible for LA (late arrival) or ER (early release):

- 1) Only Senior status students with 15 credits or more are eligible for LA/ER.
- 2) Seniors must be enrolled for a total of five credits to be considered for eligibility.
- 3) Students must have passed all requirements of Ohio's End of Course exams.
- 4) Student must have no more than 5 days of unexcused absences (No more than three tardies)
- 5) Student must have passed ALL courses the previous grading period (9 weeks)
- 6) Acceptable behavior from the previous year (verified by the Assistant Principal)
- 7) Parental permission is required by means of a completed and signed official HTHS form.
- 8) Students and their parents or guardians must provide for transportation to and from school.
- 9) Students are not permitted to loiter in the school building or on school property during their LA/ER. Students on LA must be at school on time. If a student with LA arrives tardy to school then this tardy will count as a full tardy beginning at 7:21am. Students on ER must leave promptly at their scheduled time.
- 10) LA/ER is based on a specific period, not a specified time. Should the school be on an altered schedule for any reason, students should make the appropriate adjustments to their arrival/departure times based on the schedule for the day.
- 11) Students must have community service hours obligation fulfilled to be considered for second semester LA/ER.
- 12) Students must have no incomplete or late credit recovery obligation to be considered for second semester LA/ER.

Students must apply for LA or ER by filling out the proper form from the guidance office. The Assistant Principal will make the final decisions as to whether a student is granted LA or ER. NO SCHEDULE CHANGES WILL BE MADE TO ACCOMMODATE LA/ER. If a student drops a class at any time, he/she is NOT eligible for LA/ER. LA/ER privileges may be suspended or revoked if students fail to follow stated procedures and regulations. Students on LA/ER who receive ISS must begin and/or end at the regularly scheduled school times (7:20 a.m. – 2:15 p.m.).

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## **DRESS AND GROOMING POLICY**

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The Hamilton Local School District recognizes that each student's manner of dress and grooming is a manifestation of personal style and individual preference. The District will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the education program of the District. This dress and grooming policy has been developed to promote a safe and healthy school setting and to enhance the educational environment. The district expects each student to dress cleanly and neatly, and practice good personal hygiene.

**The administration of the Hamilton Local School District and each building reserves the right to evaluate and rule upon any dress or grooming that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy. This would include, but is not limited to, new trends or fads in fashion which may be unknown at the time of the development, approval, and printing of this policy.**

### **General Guidelines**

No article of clothing, accessory, or appearance shall:

1. Distract or disrupt the educational process.
2. Discriminate on the basis of race, color, national origin, gender, gender identity, disability, age, sexual orientation, or religion.

### **Unacceptable Clothing, Accessories, or Appearances**

All clothing should be within the bounds of decency and good taste as appropriate for school. Items that are not permitted include, but are not limited to the following:

1. Hats, hoods, or anything that obstructs the face or eyes (Except for religious purposes, health concerns or with permission from administration)
2. Sunglasses (Unless prescribed by a physician and/or approved by administration)
3. Blankets
4. Footwear must be worn at all times. Footwear that may damage school property or present a safety concern may not be worn in the building (examples include, but are not limited to, athletic cleats and shoes with wheels).
5. Clothing/accessories that present a potential safety hazard (i.e. chains or chain-like items).
6. Strapless clothing (i.e. tube tops)
7. Visible undergarments (All clothing should be within the bounds of decency and good taste as appropriate for school)
8. Clothing or accessories that advertise alcohol, tobacco or other drugs; contains gang-related symbolism; is suggestive, offensive or profane; has sexual connotations; promotes, puts down, insults, threatens, or harasses any member of the school staff or student body based upon issues such as gender, sexual orientation, race, religion or disabilities; or creates a hostile, intimidating, harassing or offensive learning environment.

In the interest of safety, sponsors and teachers of some programs and classes may require alternative standards regarding dress and appearance for participants in their program or activity. Students found to be in violation of the Dress and Grooming Policy will not be permitted to return to class until they are in compliance with the Dress and Grooming Policy. Absence from school or class due to Dress and Grooming Policy violations will be deemed as unexcused. Repeated violations of the Dress and Grooming Policy will not be tolerated. Such repeated offenses may result in more severe consequences up to and including out of school suspension and/or recommendation for expulsion.

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## **CONDUCT POLICY**

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By order of the Hamilton Local School District Board of Education in compliance with Ohio Revised Code 3313.66 and 3316.661 and as adopted by the Hamilton Local School District Board of Education: All violations of school rules and regulations, during the time a student is properly under the auspices of school personnel or involved in any school activity, may result in disciplinary action. This includes, but is not limited to, school buses and property under the control of district authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.

**The administration of Hamilton Local School District reserves the right to prohibit and discipline any behavior or conduct that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy.**

In addition, this Conduct Policy includes misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

The right of every Ohio resident between the ages of six and twenty-one to a free public education has been undeniably established time and time again by Ohio law and the Ohio courts. Irrespective of race, color, creed, or sex, all youngsters are entitled to equal opportunities to obtain an education conforming to minimum standards prescribed by the State Board of Education. At the same time, however, the courts have also held that each student in the Ohio Public School System has the responsibility to act in such a way as not to interfere with the rights of others in their same educational opportunities. A student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and thereby deprives others of their rights. It is the philosophy of the Hamilton Local School District Board of Education and the administrative staff to provide students with their rights and require them to accept responsibility for their actions. The intent is not to list all rules and acts of misconduct, but to provide guidelines that must be followed to maintain a quality educational program. The disciplinary actions to be taken are believed to be fair, but may be prudently altered by the administration to meet the specific needs of each individual student. Teachers may have specific rules pertaining to their classroom that are approved by the administration and must be adhered to by the students under the direction of the teacher. Students will be afforded all rights as required under due process and the provisions of the Amended Substitute House Bill 421 of the State of Ohio

### **Conduct Policy Violation Consequences**

Consequences for any violation of the Student Conduct Policy may result in the following, but are not limited to:

- Community Service
- Detention
- Emergency removal
- Expulsion
- Extended Day
- Forfeiture of property
- Loss of bus privilege
- In School Alternative Discipline
- Out of School Suspension
- Parent-principal conference
- Parent contact
- Parent Involvement Program
- Referral to guidance counselor
- Referral to law enforcement agencies
- Student-principal conference
- Verbal or written warning or reprimand
- A combination of consequences

### **Detention**

An individual classroom teacher may assign an after-school, recess or lunchtime detention. After-school detention will be held at designated times. Detention, as a means of disciplinary action, gives the student the opportunity to correct behavior and improve skills before administrative intervention is necessary. Failure to attend may result in disciplinary action under the Student Conduct Policy. Transportation is the responsibility of the parent/guardian.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, they may be removed from school premises.

### **Extended Day**

Extended day detentions will be held at designated times. Students must bring school related materials to extend the day and may not sleep. Students who skip assigned extended days may receive additional extended days, PLUS or ISS. Attendance on assigned days is mandatory. Transportation is the responsibility of the parent/guardian. Work responsibilities or lack of transportation may not be considered an excused absence. Therefore, arrangements should be made for student attendance.

### **In School Alternative Discipline**

In School Alternative Discipline may be used as an alternative to Out-of-School Suspension (OSS). Students will be assigned In School Alternative Discipline at the discretion of the administration. Students may not be allowed

to participate or attend any school activities or contests, or be present at activities controlled by the school until the day following the last day of In School Alternative Discipline.

### **Out-of-School Suspension (OSS)**

Students may be suspended from school for violations of the Student Conduct Policy. Students are not allowed to be present on school property, participate in or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of the suspension. In addition, the student must be in the custody of his/her parent or guardian during school hours. Students are required to obtain, complete, and return all assignments missed during an Out-of-School Suspension. **Excessive suspensions may result in expulsion.**

### **Expulsion**

Expulsion is the removal of a student for more than ten days but not more than one year. At times the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined in the student Conduct Policy. Only the superintendent or his designee may expel a student. Students are not allowed to be present on school property, participate in or attend any school activities or contests, or be present at activities or on property controlled by the school until the day following the last day of expulsion. Only the superintendent or his designee may make exceptions to this policy. If necessary, we reserve the right to carry student expulsions into the following school year

### **Conduct Policies**

**Academic Dishonesty/Cheating:** Presenting someone else's work, as one's own in order to obtain a grade is considered to be cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, plagiarism, and unauthorized access. Allowing others to copy work is also a violation covered in this policy. Students who violate this policy may receive zero credit for assignments or work involved. The parent will be notified that an offense may bring automatic suspension from school and/or removal from class/course.

**Attendance Policy:** Students shall not violate the Hamilton Local School District Attendance Policy as detailed in the Attendance Policy section of this handbook.

**Bus Regulations:** The Hamilton Local School District Board of Education provides transportation in recognition of the special geographic and transportation problems noted in its district. Students who fail to cooperate with bus drivers and/or students who fail to comply with basic safety regulations may be denied the privilege of bus transportation and may receive additional disciplinary action. (Parents are responsible for supervising their child until such time as the student boards the bus and after the student leaves the bus at the end of the school day.)

**Cafeteria Procedures:** A student shall not intentionally fail to follow cafeteria procedures, fail to comply with the request of the cafeteria supervisor, or behave in any manner, which could interfere with the smooth operation of the cafeteria.

**Cellular Phones/Electronic Equipment:** A student may possess a cellular telephone or other electronic communication devices in school, on school property, at after school activities and at school-related functions. Use of cellular phones/electronic equipment are permitted during the school day with permission of school personnel. Use of this equipment must be non-disruptive and appropriate for school. Use is interpreted as using any device function or feature. Using electronic devices to record other students or staff, without consent of school personnel is strictly prohibited. Unauthorized use of such devices shall be grounds for confiscation and disciplinary action. Contents of electronic devices may be searched if there exists a reasonable suspicion that it may have been used in an activity that violates the code of conduct. The District assumes no investigative or financial responsibility should the devices be lost, damaged, traded, or stolen.

**Contraband** - Property that is illegal for a person to acquire or possess under statute, ordinance, rule, policy, or that the District determines to be illegal to possess by reason of the property's involvement in an offense shall be considered "contraband." Such contraband is subject to forfeiture to the District under the District Conduct Policy and applicable Ohio Revised Code.

**Deception/Withholding Information:** A student shall not withhold, distort, forge or falsify any information to a school official relevant to an event, which falls within the jurisdiction of the school.

**Displays of Affection:** A student shall not participate in displays of affection (kissing, embracing, holding hands, etc.) on school grounds or at school activities.

**Disruption of School/Class:** A student shall not exhibit behavior that is deemed by the teacher or staff member in authority to be disruptive to the normal operation of the school/class. Such behavior may result in detention, extended day, in or out of school suspension and/or expulsion.

**Dress and Grooming Policy:** Students shall not violate the Hamilton Local School District Dress and Grooming Policy as detailed in the Dress and Grooming Policy section of this handbook.

**Drugs and Alcohol Abuse:** Any student who intentionally sells, purchases, gives, possesses, uses, or is under the influence of illicit drugs, counterfeit drugs, narcotics, steroids, alcohol, or drug paraphernalia in or on school property, including buses, or at any district-sponsored activities/events home or away may be (1) suspended or expelled from school and (2) reported to the appropriate law enforcement agencies for possible legal action. Written or verbal communication concerning drugs or alcohol and/or the use thereof is also prohibited. The prohibitions include prescribed and non-prescribed medicines, chemical preparations, inhalants, plants, seeds, or derivatives thereof, as well as hallucinogens, barbiturates, or amphetamines. These prohibitions also include any substance or counterfeit for the aforementioned substances.

**Ethnic Intimidation:** Harassment or intimidation of a person or group through the use of profanity, racial or religious remarks, obscene gestures, and other conduct of this type is prohibited. Other forms of ethnic intimidation might be, but are not limited to, fighting, vandalism, threats, etc.

**Extortion:** No student will obtain or attempt to obtain money, items of value, or special favors from anyone by implied or expressed threats or intimidation and/or attempt to sell any property on school grounds.

**False Alarms:** The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe or emergency situation without cause is prohibited.

**Fighting:** A student shall not attempt to resolve a conflict through active physical means.

**Fire, Unauthorized use of:** The unauthorized use of fire on district property or while in attendance at any district sponsored activity is prohibited.

**Gambling:** A student shall not gamble for money or valuables, buy, sell, or trade items, or exchange money with other students while under the jurisdiction of authorized school personnel. No student, while involved in any portion of the school day and/or school activity, shall possess or use any gambling devices.

**Harassment/Verbal Abuse:** A student shall not harass, persecute, or participate in any act that injures, degrades, or disgraces any student, staff, or school employee. A student shall not display, possess or use words, phrases, or illustrations, which are offensive to any ethnic, racial, or religious group. Also, students shall not make reference to sexual activity, attitudes, physical attributes or characteristics, which could be considered offensive, lustful, indecent, or lewd.



**Harassment (Gender/Sexual Identity):** Gender/Sexual Identity harassment may be any behavior, verbal or physical, which is imposed by a student, because of another student's gender or sexual identity, which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a hostile environment. Harassment toward a student based on their gender or sexual identity is prohibited.

**Harassment (Racial/Ethnic):** Racial/ethnic harassment may be any behavior, verbal or physical, which is imposed by a student, because of race or ethnic background, which is intimidating, offensive, abusive, threatening or unwelcomed and which causes or contributes to a racially/ethnically hostile environment. Racial/Ethnic harassment is prohibited.

**Hazing/Bullying:** Hazing/Bullying activities of any type are inconsistent with the educational process and shall be prohibited at all times. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing/bullying. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Bullying is defined as an intentional written, verbal or physical act that a student has exhibited toward another person more than once. The behavior causes both 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. The intentional act also includes violence within a dating relationship. Permission, consent, or assumption of risk by an individual subjected to hazing/bullying and/or dating violence does not lessen the prohibition in this policy.

**Indecent/Lewd Behavior:** A student shall not by any means, including verbal, written, gesture, or dress/appearance behave in a manner, which could be considered immodest, lustful, indecent, or lewd while under the jurisdiction of the district.

**Inducing Panic:** A student shall not by any means create an atmosphere to provoke fear or endanger the safety and welfare of any student, staff member, or any other person.

**Insubordination/Disrespect:** No student shall willfully disobey a reasonable request or fail to comply with discipline, punishment, or consequences issued by teachers or administrators. Also, no student should be disrespectful to any employee or student of the Hamilton Local School District.

**Intimidation/Aggressive Behavior:** A student shall not by means of physical contact (touching or pushing), invasion of personal space, loud voice, or aggressive language attempt to influence the behavior or attitude of a fellow student, school employee, or any other person.

**Language - Profane, obscene, or inappropriate:** A student, while on school property under the authority of school personnel, shall not use profane, obscene or inappropriate language, either written or oral. This would include obscene gestures, signs, pictures, or publications.

**Loitering/Unauthorized Areas:** A student shall not be in any unscheduled or unauthorized area of the school building or grounds without the express permission of a member of the school staff or administration. Nor shall a student loiter (Remain in an area for no obvious reason, hang around or lag behind) in any part of the school building (i.e., restrooms, hallways, etc.) or on school grounds at any time.

**Media, Recording or Transmitting:** A student shall not record or transmit audio/video/photographs of any student, district employee or other person without the express written permission from the student's parent, employee, or other person.

**Personal Property:** The school will not be responsible for any items lost, stolen, traded, or damaged that a student brings to school. Parents should supervise what their child brings to school. All personal property should be marked with your child's name.

**Physical Assault:** A student shall not cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably be anticipated to cause physical injury to a fellow student, school employee, or any other person.

**Physical Confrontations:** A student shall not engage in fighting, physical confrontation, or acts of violence. An individual whose deliberate behavior directly leads to a physical confrontation or act of violence between other parties shall be considered a participant, and may receive disciplinary action.

**Pornography:** A student shall not, by any means, possess pornographic materials in any form. This shall include, but is not limited to, writing, reading, electronic, or drawing pornographic material. This policy includes sexting (the act of sending sexually explicit messages or photos electronically, primarily between cell phones).

**Reckless Behavior/Negligent Injury or Damage:** A student shall not behave in a reckless or negligent manner, which could reasonably be anticipated to result in injury to himself or herself, another person, or property.

**Selling or buying:** Selling or buying without principal approval is prohibited. Authorized items for selling and/or buying shall include but are not limited to lunch items sold in the school cafeteria, school store, school supply machines provided by the office, approved fundraisers, and activity concessions.

**Stolen Property, Possession of:** A student shall not be in possession of any property belonging to anyone other than himself or herself without the specific permission of the owner.

**Technology, Improper use of:** All students are required to complete an "Acceptable Use Policy" agreement prior to using school computers. Improper use of computer technology includes equipment and its use. The school has the right to review material stored in files to which all users have access, and will edit or remove material, which is considered unlawful, abusive, or otherwise objectionable. The school has the right to revoke a student's privilege to use the Internet and electronic mail (e-mail) for abusive conduct by the student. Such conduct includes, but is not limited to, sending, receiving, or storing illegal, obscene, abusive, or otherwise objectionable programs, text, graphics, video, or audio files on the school network system, altering any part of the student email account or profile.

**Technology, Improper Use of Internet/Social Networking:** While it is the parent or guardian's responsibility to monitor their child's activities during non-school hours, if inappropriate actions or comments posted to social networking sites or via email or text are deemed disruptive or to pose a danger to school related activities, Hamilton Local Schools will work in partnership with our community and law enforcement officials to prosecute individuals violating state or federal law. These actions may also be subject to school discipline.

**Theft:** A student shall not steal or attempt to steal or have unauthorized possession of stolen property, any school or private property, or the personal property of other students or school personnel, either on school grounds or during a school-related activity, function, or event off the school grounds.

**Threat/Coercion:** A student shall not by threat of violence, force, intimidation, or fear attempt to influence the behavior or attitude of a fellow student, school employee, or any other person. This includes, but is not limited to, verbal or written threats.

**Tobacco:** Ohio law prohibits students from smoking, using or possessing tobacco in any form including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff and any other forms of tobacco by any student in any area under the control of the district or at any activity supervised by any school within the district. This ban extends to all items commonly utilized in the use of tobacco products, which includes, but is not limited to lighters, matches, "look a likes," counterfeits, alternative nicotine products, electronic cigarettes, etc. Students may receive out of school suspension for not abiding by this law.

**Truancy and Tardiness:** A student shall not refuse or fail to comply with state and local attendance laws and policies, including late arrival to school.

**Truancy/Leaving Class without Permission:** A student shall not be absent from any class or properly assigned area without proper school authorization. After arriving on school property or to a scheduled class, a student shall not leave without proper school authorization.

**Unauthorized Touching:** A student shall not knowingly or with reckless disregard cause physical injury or threaten to cause physical injury to any person.

**Vandalism and Property Damage:** The school building and equipment cost the taxpayers to construct, purchase, and maintain. A student will not cause or attempt to cause damage to private property, including that of other students, teachers, administrators, or other school employees. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If a student should happen to damage something by accident, he/she should report it to a teacher or the office immediately.

**Weapons or Dangerous Instruments:** Any student, who possesses guns or knives, sells or uses weapons or other devices which may inflict bodily harm on school property may be suspended or expelled from school and reported to appropriate law enforcement agencies for possible legal action. This ban includes any object that is indistinguishable from a firearm. This ban extends to all “look a likes” and counterfeits of dangerous weapons or instruments and includes all toys and replicas of such devices.

**Other Violations:** It should be noted that other examples of conduct reaching the gravity of the above examples might also serve as grounds for disciplinary action.

### **Search, Seizure, and Forfeiture**

The administration of Hamilton Local School District reserves the right to search the assigned locker, desk, person, and personal property of a student on district grounds, in district vehicles or at any district activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their assigned lockers, desk, persons and personal belongings including but not limited to: purses, athletic bags, and articles of clothing in the locker are subject to search for items prohibited by Conduct Policy or Dress and Grooming Policy, contraband, harmful or dangerous substances.

The Board of Education and District administration authorizes the use of trained canines in detecting the presence of drugs or drug paraphernalia. The canines may be used to patrol the district facilities and grounds, including the lockers and parking areas. Use of trained canines may be unannounced and random. If a trained canine alerts to a particular vehicle, locker or other container, it shall create reasonable suspicion to search that vehicle, locker or container in accordance with this policy.

### **Equal Education Opportunity**

Hamilton Local Schools is an equal education opportunity and an equal employment opportunity institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1967, the Age Discrimination and Employment Act of 1976, and Title IX of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973.

The Board of Education, administration, faculty, staff and students are responsible for assuring that the Hamilton Local School District maintains an environment for work and study, which is free from sexual harassment or discrimination. Prompt corrective measures will be taken to stop sexual harassment or discrimination whenever it occurs. Any student who believes that he or she has been sexually harassed or discriminated against (or a

parent/guardian who believes that his or her child has been harassed) should immediately report it to a responsible school official. This could be a teacher, counselor, faculty member, office staff or administrator. It is a violation of Hamilton Local School District Board Policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

A formal complaint may be filed with the Title IX Coordinator in person, by mail, by electronic mail to:

**Title IX Coordinator:**

**Dr. Josh Conley**

Assistant Superintendent

775 Rathmell Road

Columbus, Ohio 43207

(614) 491-8044 Ext: 1239

Email: [jconley@hlsd.org](mailto:jconley@hlsd.org)

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## **BUS CONDUCT POLICY**

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The Board furnishes transportation in compliance with Ohio law. **This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the day. Students on a bus are under the authority of and directly responsible to, the bus driver.** The driver has the authority to enforce the established regulations for the bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student once proper due process procedures are followed.

### **Bus Rider Expectations**

Many of our students are transported to and from school by bus. Our primary concern is the safety of all students. All students will be assigned a seat, and as they board the bus they are to go directly to their seat **SIT DOWN, KEEP THEIR HANDS AND FEET IN THEIR OWN SPACE, and TALK QUIETLY** with whom they are sitting. If all students follow these procedures, there should be no problems and the bus ride should be safe for all children. A student may lose transportation privileges for violating any part of the student code of conduct. Transportation will then become the parents' responsibility.

### **Changes in Bus Transportation to/from school**

Changes to a student's bus transportation to and from school can be made at the district transportation office only.

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## **EMERGENCY OPERATIONS PLAN**

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The protocols in our Emergency Operations Plan are the result of a procedure designed to comply with Ohio revised Code 3313.536. This plan contains protocols for emergency situations that may develop in our high school.

Each staff member is issued a Emergency Operations Plan at the beginning of each school year. Administrators, staff, and students are instructed on the various procedures to follow in the case of an actual emergency. Our Emergency Operations Plan includes the following protocols

1. Active Shooter/Active Aggressor
2. Bomb Threat
3. Bullying (Harassment, Intimidation, and Bullying {HIB})
4. Bus Accident
5. Fire
6. Hostage
7. Medical: Blood borne Pathogen
8. Severe Storm/Tornado
9. Terrorism
10. Chemical accident
11. Civil Disturbance
12. Death
13. Earthquake
14. Explosion
15. Gas Leak/Outage
16. Injury/Health Emergency
17. Lost Child
18. Medical: Pandemic
19. Power Outage
20. Sexual Assault/Abuse
21. Unidentified Substances/Illicit Drugs
22. Water Outage/Restriction
23. Winter Storm/Ice Storm

### **Homeland Security Red Alert Information**

As defined by the U.S. Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended to be sustained for substantial amounts of time. If the Franklin County Red Alert School Team determines that the threat is a potential danger to Franklin County, the following procedures will be followed:

#### **If a Red Alert is issued before or after school hours:**

Then, normal school operations will cease based upon the Red Alert School Team's recommendations and will remain closed until advised by the Red Alert School Team to reopen. All school activities and events scheduled will be canceled until notified by the Red Alert School Team.

#### **If a Red Alert is issued during school hours:**

Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to district policy. All after-school activities and events will be canceled, unless otherwise advised by the Red Alert School Team.