

# Hicksville Middle School/ High School 2023 - 2024 Student Handbook



Hicksville Middle School and High School  
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## Hicksville Middle and High School Office

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# THE HICKSVILLE ESSENTIALS

1. MAKE AND MAINTAIN EYE CONTACT WHEN SPEAKING TO OTHERS.
2. SAY PLEASE, THANK YOU, AND EXCUSE ME WHEN IT IS APPROPRIATE TO DO SO.
3. STATE ANSWERS IN COMPLETE SENTENCES.
4. WHEN SOMEONE IS SPEAKING, LOOK AT THEM AND PAY ATTENTION WHILE THEY ARE TALKING.
5. BE COURTEOUS WHEN WRITING EMAILS, NOTES, AND LETTERS. INCLUDE A GREETING AND A CLOSING.
6. SIT UP STRAIGHT IN CLASS.
7. CHOOSE TO WORK HARD. STRIVE TO BE SUCCESSFUL AT WHATEVER YOU DO.
8. SHOW KINDNESS AND RESPECT WHEN MEETING SOMEONE BY SHAKING THEIR HAND AND LOOKING AT THEM IN THE EYE.
9. ADDRESS ADULTS AS "MR." AND "MRS."
10. DO NOT EXPECT OR ASK FOR REWARDS. WHEN YOU ARE GIVEN A REWARD, SAY THANK YOU. NEVER OFFEND THE PERSON GIVING YOU THE REWARD BY SAYING YOU DO NOT LIKE IT.
11. TURN IN YOUR HOMEWORK EVERY DAY AND STUDY FOR EVERY TEST.
12. ACTIVELY PARTICIPATE IN CLASS, EVERY DAY.
13. FOLLOW OUR ESTABLISHED CLASSROOM PROTOCOLS. OUR CLASSROOMS WILL BE ORGANIZED, EFFICIENT, AND FAST-PACED.
14. RAISE YOUR HAND AND BE CALLED UPON TO ANSWER QUESTIONS. WHEN ONE OF YOUR CLASSMATES IS CALLED ON, TURN AND LOOK AT THE STUDENT ANSWERING. IF YOUR CLASSMATE STRUGGLES, BE ENCOURAGING INSTEAD OF RAISING YOUR HAND TO TRY TO ANSWER.
15. BE HONEST AND DO NOT MAKE EXCUSES. EVERYBODY MAKES MISTAKES. LEARN FROM THEM AND MOVE ON.
16. BE A GOOD WINNER AND A GOOD LOSER. DO NOT BRAG IF YOU WIN. DO NOT COMPLAIN IF YOU LOSE.
17. PRACTICE GOOD HYGIENE: BRUSH YOUR TEETH AT LEAST TWICE A DAY, SNEEZE AND COUGH INTO YOUR ELBOW, WASH YOUR HANDS AFTER USING THE RESTROOM, AND KEEP YOURSELF LOOKING NICE, NEAT AND CLEAN.
18. ENCOURAGE, SUPPORT, AND LIFT UP YOUR FRIENDS AND CLASSMATES.
19. BE POSITIVE AND ENJOY LIFE.
20. BE THE ABSOLUTE BEST PERSON YOU CAN BE.
21. SEIZE THE DAY! EVERY DAY IS A BLESSING AND AN OPPORTUNITY, SO DO NOT WASTE IT!
22. UTILIZE GOOD CONVERSATION SKILLS BY SHOWING INTEREST IN THE PERSON WITH WHOM YOU ARE SPEAKING AND BY ASKING THEM QUESTIONS, TOO.
23. ALWAYS PICK UP AFTER YOURSELF AND LEAVE YOUR ENVIRONMENT BETTER THAN YOU FOUND IT.
24. SHOW PRIDE FOR YOUR SCHOOL WHENEVER POSSIBLE! WEAR THOSE ACES COLORS, ESPECIALLY ON FRIDAYS, TO SHOW YOUR SUPPORT FOR YOUR CLASSMATES, SCHOOL, AND COMMUNITY!

AT HICKSVILLE SCHOOLS, WE BELIEVE GOOD HABITS ARE **ESSENTIAL**



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## Important Dates & Events at HEVS

Monday, August 28, 2023	First Day of School	Grades 1-12
Monday, September 4, 2023	NO SCHOOL	Labor Day
Wednesday, September 20, 2023	2 Hour Delay	Teacher In-service
Friday, September 22, 2023	Homecoming Parade	Aces vs. Ayersville
Wednesday, October 18, 2023	Parent Teacher Conferences	3:15p.m. - 6:15 p.m.
Thursday, October 19, 2023	Parent Teacher Conferences	3:15p.m. - 7:45 p.m.
Friday, October 20, 2023	NO SCHOOL	Vacation Day
Friday, October 27, 2023	End of 1st Quarter	
Wednesday, November 15, 2023	2 Hour Delay	Teacher In-service
Wednesday, November 22, 2023	2 Hour Early Release	Thanksgiving Vacation
November 23-24, 2023	NO SCHOOL	Thanksgiving Vacation
Friday, December 22, 2023	2 Hour Early Release	Christmas Vacation
December 25, 2023 - Jan. 1, 2024	NO SCHOOL	Christmas Vacation
Tuesday, January 2, 2024	2 Hour Delay	Teacher In-service
Friday, January 12, 2024	End of 2nd Quarter	
Monday, January 15, 2024	NO SCHOOL	Martin Luther King Jr. Day
Wednesday, February 21, 2024	2 Hour Delay	Teacher In-service
Friday, March 15, 2024	End of 3rd Quarter	
March 20 - 23, 2024	Senior Trip	Tentative Date Subject to Change
March 25 - 29, 2024	NO SCHOOL	Spring Break
May 15 - 18, 2024	Washington D.C. Trip	8th grade
Thursday, May 23, 2024	Last Day of School	End of 4th Quarter
Sunday, May 26, 2024	COMMENCEMENT	

**\*If necessary make-up days will be added to the end of the school year.**

**\*\*Calendar is subject to change.**

## ATTENDANCE POLICIES AND PROCEDURES

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and eighteen must attend school. Since school attendance is vital to the academic success of each pupil, we believe that 100% attendance should be the goal of each student and his/her parents and/or guardians. The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence:

1. The parent or guardian should call the school prior to 9:00 a.m. to report the absence. You also have the option to submit a note or email to your building secretary. All three methods of communication will result in an excused absence for the first 30 hours of accumulated excused hours (5 school days).
2. Failure to communicate an absence within the three days may result in the absence being considered as truancy. All communications must be made by the legal guardian or parent, regardless of the student's age.
3. Absences fall into three categories:
  - \* Excused Absence: Parental excuse required; counts towards student's attendance record of 30 hours **per semester**; credit given for school work that is made up.
    - a. Personal illness
    - b. Illness or death in the family
    - c. Death of a close relative
  - \* Excused Absences with Verification; does not count towards student's **30 hours per semester** of excused absences; credit given for school work that is made up.
    - a. Doctor or medical appointment (verified by doctor's excuse)
    - b. Funeral of immediate family member or close relative
    - c. College visitations (if proper procedures are followed)
    - d. Required court or legal appearance (verified by court officer)
  - \* Unexcused Absence: May be considered truancy; credit for schoolwork is determined on an individual basis.
    - a. Any absence for which there is no written parental excuse or verification
    - b. Any absence over **30 hours per semester** without meeting specified verification requirements.
    - c. Final decisions regarding absences will be made by the Principal. Administrative approval is necessary for special or unusual situations.

Make-up work is the responsibility of the student and will involve teacher/pupil cooperation. Students will be allowed the same number of days to make up their work as the number of **excused** school days missed. If make-up work is not completed, no credit will be given. In the case of an extended illness, special arrangements will be made. If an absence is not excused, credit for schoolwork will be determined on an individual basis, and can be determined by the individual classroom teacher.

Students who are absent more than 11 days may have their driving privileges revoked in accordance to A. Sub. H.B. 104 by the superintendent of schools and/or referred to Defiance County Juvenile Court for Truancy.

Only students who qualify for a state-approved **Work-Study Program** or **Internship** may be excused from school for work purposes. These programs are approved and administered by HEVS.

An attendance intervention plan will be put in place for any student who reaches "habitual truancy" status. The definitions for the various levels of absences, as defined in HB410, are as follows:

Absenteeism Type	Consecutive Hours	Hours per School Month	Hours per School Year
Chronic Absenteeism	NA	NA	10% of total hours either <i>excused</i> or <i>unexcused</i>
Excessive Absences	NA	38 excused or unexcused hours absent <i>unless</i> the absence is medically excused	65 excused or unexcused hours absent <i>unless</i> the absence is medically excused
Habitual Truancy	30 hours <i>without</i> a legitimate excuse for the consecutive absences	42 hours <i>without</i> legitimate excuses for absences	72 hours <i>without</i> legitimate excuses for absences

## Field Trips

Throughout the school year, students enrolled at HMS/HHS have the opportunity to participate in field trips. Students attending must meet the following criteria:

1. School fees must be paid in full.
2. Passing grades in ALL classes at the time of the field trip.
3. No unexcused absences during the respective quarter.
4. Any student with excessive absenteeism (beyond 30 hours per semester) may not be allowed to attend off campus field trips.
5. Make-up work from missed periods must be completed the following day.
6. Final decisions regarding fields trips will be made by the Principal.
7. Class & School Tardiness: Excessive tardies may result in the loss of field trip privileges.

## School Tardiness

If students are late to school in the morning, they must obtain a Tardy Slip from the office before being admitted to their classes. Tardies will be issued during the first twenty minutes of the period; beyond twenty minutes, students are considered absent. Notes written by the student's legal guardian or parent are required to determine if the student's tardiness is excusable. The criteria for determining if a student's tardy is excusable are the same as listed in the Absence Policy. Morning Tardies will be handled as follows:

- **The third unexcused tardy to school, and every tardy after the first three (per semester), the student may be assigned a detention, Friday School, an In-School Detention, or other consequence/intervention assigned by administration.**
- **Excessive UNEXCUSED tardiness: Consequences will reflect the student's disrespect for school rules: additional Friday or Saturday Schools, ISD, OSS, referral to Juvenile Court for Truancy.**

## Class Tardiness

Students have plenty of time to change classes. Class tardiness is handled by the classroom teacher and may result in detention. Failure to serve detentions will result in further disciplinary action.

## College Visitations

Juniors or Seniors wishing to visit a college or university must obtain a College Visitation Form from the office. The request must be approved by the Principal or guidance counselor *before* the date of the proposed visit. Parental approval and verification by the college is required.

Students in grades 11 and 12 who follow these proper procedures for College Visitations will be awarded a maximum of three (3) Excluded absences per year. Students in grades 9 and 10 who follow these proper procedures for College Visitations will be awarded one (1) Excluded absence per year. The student must be in good academic standing and have maintained a good attendance record.

Additional visitations or visitations without prior approval may be excused at the discretion of the Principal.

## Student Vacations

Absences due to vacations during the school year are often detrimental to a student's grades and attendance records. It is highly recommended that students take advantage of the scheduled Summer, Christmas, and Spring vacation times.

If a student must be absent for a vacation, he/she must obtain a Vacation Approval Form in the office and have it completed and approved *before* the vacation. The form must be completed by the teacher, parent and the Principal in order for the days to be considered for approval as excused.

**Days of absence will count toward the 30 hours (per semester) that students may have prior to needing doctor notes. Should a vacation result in a student going over their 30 discretionary hours for that semester, the students absences may not be excused.**

## Leaving During the School Day

Permission to leave during the school day, for any reason, must be secured from the Principal. Students who leave **MUST** sign out in the high school office and sign back in if they return during the same school day. *No student will be allowed to sign out without parental permission (regardless of the student's age).* If a student must leave school due to illness or emergency, parents will be notified at once. Failure to comply with these rules may result in a charge of truancy.



## **STUDENT CODE OF CONDUCT**

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs, along with the regular school day. Any student that is required to serve a total of six (6) or more days Out of School Suspension during the school year may not be eligible to attend school dances and/or after hours field trips. These events are considered a privilege, not a right.

### **No Student Shall:**

1. Possess, handle, transmit, conceal, or store any weapon or instrument capable of harming another person on school property or at a school-sponsored event.
2. Use profanity, give obscene gestures, use verbal abuse, or possess obscene materials.
3. Show any sign of disrespect toward any school employee either on or off school property at any time.
4. Possess, use, handle, conceal, transmit, or offer to sell chemical substances (including, but not limited to, vaping and juuling), non-prescription drugs, counterfeit drugs, alcohol or tobacco, or paraphernalia associated with tobacco and/or drugs on school property or at a school-sponsored event.
5. Disrupt school by use of violence, force or coercion. Students will not cause material disruption or obstruction to the normal school day or any school-related function.
6. Disrupt class, lunchtime, or school activities vocally or physically.
7. Act, behave, or talk in any way that may be construed as a threat upon the mental or physical well-being of any school employee or visitor. Insubordination to any staff member will not be tolerated at any time.
8. Cause physical harm to another student. Students will not threaten, harass, or show disrespect to fellow students.
9. Steal, attempt to steal, or cause to steal any school or private property.
10. Use the building or property without proper authorization or be in an unauthorized area during the school day.
11. Hicksville Middle and High School adheres to a "strict disciplinary" policy for any behavior, action, or appearance that may lead to an unsafe environment in our school.
12. Have unauthorized absences from school or class; these absences will be considered truancy.
13. Vandalize or damage anything that is the property of Hicksville Schools.

***\*Anything not listed specifically, but causes a disruption to the educational process may be treated as insubordination.***

***\*\*All situations of a disciplinary nature are subject to the discretion of the Hicksville Administrative Team and will be dealt with on a case to case basis.***

At Hicksville High School and Middle School, all students are required to behave in a socially and legally acceptable manner at all times. Violations of school rules may result in disciplinary action. The Hicksville Police and/or other law enforcement agencies may be called when a student has violated a law that governs the citizens of Hicksville, Ohio.

The Four County Career Center is an extension of our school program; therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of both Hicksville High School and Four County Career Center. Consequently, conduct or involvement in any activity that may or does require disciplinary action may result in disciplinary action by the other school.

### **Vaping & Tobacco Products**

Refer to the student code of conduct #4

First Offense.....3 Days Out of School Suspension (minimum)

Second Offense.....5 Days Out of School Suspension (minimum)

Third Offense.....10 Days Out of School Suspension (minimum)

### **Narcotics, Alcoholic Beverages, & Drugs (Illegal / Legal)**

A student shall not possess, use, exhibit evidence of use, buy, sell or distribute, or be under the influence of alcohol, controlled substances, or harmful intoxicant. This includes look alike drugs, thought to be drugs, sold as drugs, or inferred

by their buyer or seller to be any mind altering substance. Likewise, a student shall not possess, use, buy or sell any drug-related paraphernalia. These rules apply while on school property, at any school related function, on the bus, or while under the supervision and jurisdiction of the school. This policy covers the students high school career and does not reset each year. Violations to this policy are progressive.

When the students use of prescription drugs has been authorized by a licensed physician, written notification and permission shall be provided to the school by the parent or legal guardian.

Hicksville Exempted Village Schools recognize chemical dependency as a psychological and/or medical problem that is treatable but is often preceded by misuse and abuse of mood-altering chemicals characterized by inappropriate behavior. Therefore, it is the policy of this school system to take positive action through education and recommended counseling, parental/guardian involvement and appropriate referral.

I. Possession, use, transmission, sharing, or exhibiting use:

A. First Offense:

1. The district may issue up to ten days of Out of School Suspension in compliance with the student due process procedures.
2. The district will notify the parents or guardians in writing, using the suspension form.
3. The district will attempt to notify the parents/guardians by phone to explain the incident.
4. The district will notify the local police department.
5. If the student agrees to be evaluated by a trained chemical dependence counselor or a licensed physician and is willing to comply with the appropriate treatment process (documentation must be provided to the school), the Out of School Suspension may be reduced to five days.

B. Second Offense:

1. The district will suspend the student for a period of 10 days in compliance with the student due process procedures and recommend expulsion to the superintendent.
2. The district will notify the parents or guardians in writing, using the suspension form.
3. The district will attempt to notify the parents/guardians by phone to explain the incident.
4. The district will notify the local police department.
5. The principal will recommend to the superintendent that the student be expelled unless the student agrees to be evaluated by a trained chemical dependency counselor or a licensed physician and physician and complies with the appropriate treatment process.

C. Third Offense:

1. The district will suspend the student for ten days and will recommend to the superintendent that the student be expelled in compliance with the student due process procedures.
2. The district will notify the parents or guardians in writing, using the suspension form.
3. The district will attempt to notify the parents/guardians by phone to explain the incident.
4. The district will notify the local police department.

II. Supplying and/or Selling of Drugs/Alcohol):

- A. Supplying or selling of chemicals will result in a ten day suspension. A recommendation may be made to the superintendent for the student to be expelled in compliance with the student due process procedures.
- B. The district will notify parents/guardian in writing using the suspension form.

- C. The district will refer the case to the local police department for court referral.

## **ANTI HARASSMENT**

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board. Please refer to **Anti - Harassment Policy 5517** for additional information or contact Liz Perna, Anti-Harassment Compliance Officer (419) 542 - 7636 ... ext. 1007

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

### **Discipline**

Students who choose behavior that violates the rules of our school will face the consequences of their actions. In addition, students who damage property, either accidentally or purposefully, will be held responsible for paying for the damage.

#### **Disciplinary action(s) may include:**

1. **Denial of Privileges:** Students have many opportunities to participate in school-time activities in addition to the regular school curriculum. These privileges may be denied if students fail to adhere to the Code of Conduct.
2. **Detention:** The student will be required to stay after school or come before school for a designated amount of time. Lunch detentions may also be assigned; students will eat lunch in an assigned room or area. Detentions will be a study time with no sleeping or talking. A student who skips a detention will have the punishment doubled and/or receive a Friday School assignment. As a correction for misconduct, the Principal or a teacher may assign a detention to any student.
3. **Justified Removal:** Emergency removal from class will place the student temporarily in In-School Detention/Alternate Placement. The student will be excused from the class he or she misses and will receive full credit.
4. **Friday School:** The Principal may assign a student to extra school time on Friday after school. Students must bring materials to study and be prompt. Non-attendance at an assigned Friday School may result in additional disciplinary action.
7. **In-School Alternate Placement:** This disciplinary action results in the denial of participation in the student's regular classes or any school activity for that day. The Principal will assign the student to a monitored room or area, where he or she will spend the school day studying and working exclusively on school work. Credit for schoolwork is given while the student is assigned to I.S.D.
  - a. Parents will be notified.
  - b. Credit will be given for school work on the days of detention/alternate placement.
  - c. The student may not attend classes, school activities, after school activities, sports, or practices.
8. **Out-of-School Suspension:** This suspension results in the denial of attendance and participation of any school class or activity. A student may be suspended for one to ten (1-10) days at a time by the building Principal. Progressive suspensions may be given to students who habitually or continually break our school rules. *This penalty is considered very serious because days missed out of school due to a suspension are considered unexcused days. In the event that an out-of-school suspension is necessary:*
  - a. Parents will be notified.
  - b. Credit will be given for school work on the days of suspension.
  - c. Students who are suspended may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.
  - d. **Expulsion:** A student may be expelled by the Superintendent of Schools for continual or extreme breach of school policy. Expulsion may be as long as ninety (90) days. Expulsion may result in the loss of credit for courses being taken at school, at the Four County Career Center, or at any college or university, whether under the Secondary Post Enrollment Option, at the student's own expense, or Early College High School.
9. **Driver License Suspension:** The Superintendent of Schools may suspend a student's driving privileges in accordance with Am. Sub. H.B. 204 and school board policy 6290.
10. **Exclusion:** Expulsions may be extended if the student is convicted of a violent crime.

**\*I.S.D and O.S.S. may be served at a location off campus in association with the Northwest Ohio ESC.**

## **SCHOOL PROCEDURES**

### **Authorized Area Before School**

The Main Event entrance opens at 7:30 a.m. for students in grades 5-12 who choose to participate in our school breakfast program in the Commons. Students must remain in the Commons until the 7:45 a.m. bell when the academic areas open and students may go to their lockers or classrooms. Students may also enter at 7:30 a.m. if they have a scheduled meeting, tutoring, detention, etc. that is arranged and supervised by an adult.

At 7:45 a.m. the Academic Entrance opens for all students who ride the bus or are dropped off by a parent; students will proceed to their lockers or classrooms. All MS and HS students are to report to their first period classes when the Aces' Bell sounds at 7:55 a.m.

### **Surveillance Cameras**

Hicksville Middle/High School, in order to maintain student safety and discipline, is equipped with surveillance cameras. This system maybe used to monitor student conduct and to assist in disciplinary action. The system also provides security to our faculty, staff, and students.

### **Student Cheating**

Each student is expected to do his or her own work on homework, quizzes, and tests. Copying homework, plagiarizing (*see definition in next paragraph*), or cheating of any kind will NOT be tolerated. Students may not allow another student to copy any or all of their work. No credit will be given on any test, quiz, or assignment where cheating has taken place. Any further instances of cheating will be subject to further disciplinary action. Parents will be notified. Teachers' grade-books, desks, papers, and computers are to be respected as private property.

*Plagiarism means submitting all, or portions of, another person's work or ideas as your own, and presenting them as your own without properly attributing it to the person who created the work. Plagiarism is a serious form of cheating and will be treated as such.*

### **Student SmartPass**

All students (9-12) will be required to have a SmartPass issued from the app, and accepted by a teacher, in order to leave class. Students should not be roaming the hallways without permission and a specific reason for being out of a classroom. Students who are found violating the policy will be subject to consequences issued by a classroom teacher and/or the principal.

### **Supervised Study**

A Supervised Study period is to be used to complete homework, study school-related material, prepare for tests, or reading. Students will not be allowed to sleep, play games, or leave class except for emergencies. Student laptops will be used ONLY for completing school assignments. Quarterly grade checks will result in specific privileges being revoked for no less than a nine week period. To avoid loss of privileges, students must remain in good academic standing throughout the school year. Poor behavior may also result in a loss of privileges.

### **Free and Reduced Lunch Program**

Hicksville Exempted Village schools offers the Free and Reduced-Price Meal program for children unable to pay the full price of meals served under the National School Lunch Program. Children from households with income at or below the levels adopted for this school year may be eligible for free and reduced-price meals. Application forms are distributed to all homes in a letter to parents or guardians. To apply for Free and Reduced-Price benefits, households must fill out the application and return it to the school office. School Fee Waiver forms are available for families who qualify for the Free Lunch Program.

### **Assemblies and Programs**

Assemblies will be held periodically to provide various programs for students. Students should move quickly and quietly to their assigned places in the gymnasium. Students have the option of attending the assembly or a time of quiet study. Everyone attending the assembly is expected to conduct themselves as mature young adults. Common courtesy demands the full attention of all students. Improper actions, talking, noise, etc. will result in loss of assembly privileges or other disciplinary actions.

### **Locks and Lockers**

1. Each student is assigned a locker and is responsible for everything in his or her locker. Students are NOT allowed to make any locker changes. All changes must be made in the office with administration approval.
2. No opened food or beverage items are allowed in student lockers.
3. Signs and banners may NOT be taped to the lockers. Also, tape or glue may not be used on the inside of the lockers.

4. Students are encouraged to use a lock on their school locker. Combination locks may be rented in the school office for \$5.00 per lock. Students are not permitted to use their own lock unless an extra key is left in the office, or the combination is recorded in the office. Lockers should be kept clean at all times. Students who write, mark, deface, or inappropriately decorate lockers will repair or be billed for the damage. Lockers and other such property carry no expectations of privacy for the students who occupy them. School lockers, desks, cabinets, etc., and their contents are subject to search by school authorities at any time and without warning.

### **Visitors to the Building**

Hicksville Middle School/High School welcomes adult visitors but asks they do the following:

1. All visitors to Hicksville Middle/High School MUST check in at the principal's office immediately upon entering the building. This includes alumni returning for a visit. Alumni visits are restricted to before and after school hours. Alumni may meet former teachers during their conference periods provided arrangements have been made ahead of time.
2. PROCEDURES: Sign in date and time. Wear visitor's badge the whole time. Return badge and sign out.
3. No visitors may enter a room while class is in session.
4. Permission will not be granted to have a visitor come to school during lunch or to attend classes with you.
5. No Students from surrounding schools will be permitted to visit without office approval.
6. Parents are welcome to visit but are requested to check in at the office in order that proper arrangements are made to ensure a quality visit.
7. Prospective students who wish to visit must make prior arrangements through the guidance department.

### **Family Educational Rights and Privacy Act (FERPA)**

Hicksville Middle/High School follows the guidelines of the Family Educational Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities, and military recruiters should contact the guidance office.

### **Student Dress and Appearance at School and School Events**

The spirit of the dress code is to encourage an appropriate atmosphere for school. The appearance of Hicksville Middle and High School students is expected to be a reasonable reflection of our school and community.

If a student violates the dress code, the student may be asked to turn an objectionable shirt inside out (if applicable), or remove the objectionable decal/ button/insignia (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing. Students who are not willing or able to correct the dress code violation will not be allowed to return to class until it has been corrected. Students and their parents are responsible for students' proper dress and personal appearance at school and school events.

The building principals and faculty are responsible for upholding the school dress code and student appearance. The Principal's decision about dress code issues is final. The administration reserves the right to change the dress code to reflect changes in style.

1. All clothing, patches, decals, belt buckles, or buttons must be in good taste, modest, and modestly worn.
2. Any clothing or appearance that causes a disruption in the orderly function of the school, or may be potentially disruptive, is not permitted.
3. Any insignia or clothing depicting alcohol, drugs, weapons, explicit or implied sexual messages, foul language, or other offensive symbols or language is prohibited.
4. Pictures, photographs, or words on clothing that are demeaning to another person or group or incite disruption will not be allowed.
5. The American Flag may not be worn inappropriately.
6. Clothing that may cause injury to the wearer in class, activities, or labs, or clothing that may damage the building or equipment is not permitted.
7. Mesh shirts, biker shorts, boxer shorts, swimwear and midriff shirts are not acceptable. Tops must be of sufficient length so as not to show bare skin while sitting, standing, or reaching.
8. Students may not wear caps, hats, coats, jackets, gloves, or sunglasses to classes.
9. Shorts, skirts, and dresses must be in good taste and appropriate length (mid-thigh). No T-Shirt Dresses. All clothing (pants, skirts, shorts, etc.) should be worn at the appropriate conventional waistline. Belts may be required if necessary.
10. Suitable footwear must be worn at all times.
11. Body piercing to visible parts of the body is limited to ears only. Gauges and bars are not permitted. Nose piercings are only allowed if the student wears a stud.
12. Students may not wear tank top shirts, "spaghetti strap" shirts, or shirts which reveal undergarments.
13. Jeans and other pants or clothing shall be worn in good taste and without excessive wear, tear, and/or holes. No skin should be visible when wearing jeans/pants above the mid thigh.
14. No unnatural colored hair (i.e. blue, pink, etc.) or extreme, distracting hair styles are allowed.
15. Clothing that appears to be sleepwear is not permitted (i.e. pajama pants, bedroom slippers, etc.).
16. Yoga pants/leggings are permitted only if worn in good taste.
17. Clothing shall be worn so that all undergarments remain covered at all times.

## **Dress Code Violations**

Students and their parents are responsible for students' proper dress and personal appearance at school and school events. Violators may be subject to the following consequences:

- Detention - Student will be asked to change. Parent will be contacted. Students will not be permitted back into class until proper dress or personal appearance is corrected.
- Friday School - Student will be asked to change. Parent will be contacted. Students will not be permitted back into class until proper dress or personal appearance is corrected.
- In-School Detention—Student will be asked to change. Parent will be contacted. Students will not be permitted back into class until proper dress or personal appearance is corrected.
- Out of School Suspension—Student will be asked to change. Parent will be contacted. Students will not be permitted back into class until proper dress or personal appearance is corrected.

Excessive offenses will be treated as insubordination/failure to adhere to school rules and regulations. Disciplinary actions may include multiple days of Out of School suspension.

## **Book Bags, Duffel Bags and Laptop Bags**

Students may carry their books and belongings to school in a personal bag. However, book-bags or duffel bags may not be carried to classes. Bags are to remain in the hallway lockers or gym lockers.

Laptop bags required for school-owned laptops are NOT to be loaded with school books due to the increased chance of damage to the school-owned laptop. Students are provided a laptop bag from the school, and they will not be permitted to carry a book bag or duffel bag.

## **Public Display of Affection**

School is a place to work and learn. Publicly displaying affection is not acceptable behavior and will not be tolerated. Disciplinary action will be taken if this rule is blatantly or repeatedly broken.

## **Dances**

All High School (grades 9-12) dances are closed to younger students, and all Middle School (grades 7–8) dances are closed to other students. The Homecoming Dance, Coronation, and the Prom are specifically for the enjoyment of High School students, and younger pupils will not be allowed to attend. All dances will be chaperoned by parents and faculty.

## **Cell Phones and Electronic Devices**

Students may possess cell phones in school, on school property, during after school activities, and at school-related functions. Cell phones should not be used in the classrooms without teacher or administrative approval. Middle School students should keep cell phones in their locker during the school day. Responsible cell phone use is expected of all students at all times and should not be a distraction.

(Ref: BOE Policy #5136) Contents of the cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Disciplinary action may be taken if the student does not comply with this rule:

- *Item may be confiscated and returned to the parent/guardian after school that day — Detention may be assigned.*
- *Multiple offenses are treated as insubordination/failure to adhere to school rules and regulations. Disciplinary action may include Friday/Saturday Schools, ISD, OSS, etc.*

Hicksville Exempted Village Schools are not responsible for loss or damage to any of these personal items that may be brought to school.

## **SIGNS OR BANNERS IN SCHOOL**

Any student or adult wishing to hang or post a sign or banner in Hicksville High School or Middle School must receive the express permission of the Principal. Individuals or groups hanging signs are responsible for removing them in a timely manner.

## **MASTER CALENDAR OF EVENTS**

All extracurricular or curricular events must be approved by the Principal and entered onto the electronic Building Calendar. Fund-raisers, meetings, dances, athletic events, concerts, field trips, guest speakers, assemblies, and any other school-related activity must be authorized and recorded. Failure to do so will be considered an unauthorized use of the building and school facilities.

## **BUS TRANSPORTATION**

Ohio laws do not require that any High School or Middle School student be transported to school by bus. Since riding the school bus is a privilege, each student is obliged to read and obey the following regulations:



1. While riding the school bus, students are directly responsible to the driver and shall follow all requests of the driver.
2. Pupils shall meet the bus promptly at the assigned stop. Drivers are not required to wait while students straggle from the house.
3. Students are not permitted to pinch, jostle, trip, fight, throw articles, or any other act detrimental to students or the driver. Students are not allowed to have any part of their body outside the window. Students will not yell at persons outside the bus or cause any annoyance or discomfort to other passengers. All school rules of the discipline code are in effect.
4. Eating food is not permitted while riding the bus. Students shall refrain from littering the floor with paper or from causing damage to the bus by writing or otherwise marking or tearing of seats or other surfaces.
5. While riding the buses, pupils carrying musical instruments, gym bags, or other large items shall store these items as directed by the driver.
6. No pupil shall be permitted to disembark from the bus at a place other than his/her normal stop except when written permission is furnished to the driver by the parents.
7. The emergency door is NOT to be opened except in a true emergency situation.

### **Bus Transportation for Students Attending Other Buildings**

School Transportation is provided as a privilege for students who attend other buildings (Four County Career Center, Independence Education Center, etc.). A Bus Transportation agreement form must be signed by the student and parent, and must be on file in the office before bus privileges are allowed. A student who chooses to violate school bus rules will be denied the privilege of bus transportation. Absences from school due to inappropriate behavior/actions on the bus are NOT excused absences; parents are responsible for transportation to school if a student has forfeited his/her bus privileges.

### **AUTOMOBILES**

High school students who drive to school must park their cars in the designated student parking lot and may not move their cars. Students must vacate their cars immediately upon arrival at school and shall not return to them until dismissal. **Permission to park or drive may be withdrawn at any time.**

### **LUNCH**

All students grades 5-12 must eat in the school Commons. Students will be dismissed to lunch in an orderly and quiet manner. Respect and pride for our school, teachers, cafeteria staff, and fellow students must be demonstrated at all times, and inappropriate behavior will result in disciplinary action.

Lunch period is the only time during the day that students are allowed to eat or drink in the school building (only in the Commons), unless permission is obtained from the Principal or Assistant Principal for special events scheduled by teachers, staff, or administration.

### **Lunch Charges**

Students will not be allowed to charge "extras" if they have a negative balance on their cafeteria account. If a student owes more than \$5.00, he/she will be served a peanut butter sandwich and a carton of milk. The student will be charged for the milk, and parents will be expected to pay the entire balance on the account.

## **ACADEMIC POLICIES**

### **Requirements for High School Graduation**

1. Completion of **23** total Carnegie units of academic credit and completion of the specific required courses. *Refer to your High School Class Registration Book for complete details, or see the Guidance Counselor for further information.*
2. Earn the required seals for graduation (2 state seals, or 1 state and 1 local seal), plus a competency score on the Algebra I and ELA II state tests.
3. Successful completion of a Senior Capstone Project.
4. Completion of eight (8) semesters of high school experience or the equivalent.
5. To receive a high school diploma from Hicksville High School, students must earn 23 units of credit. This is usually accomplished over a four-year period. In order to proceed on graduation track, students need to earn a minimum of ¼ of the total required credits each year of high school, as described below.

Grade placement for high school students will be determined on successful completion of the number of credits required for each school year. Students will be advanced to the next high school grade level only by earning the minimum number of credits required for that year:

- In order for Freshmen to move to Sophomore status, they will need to have earned a minimum of 5.75 credits at the end of Grade 9.
- In order for Sophomores to move to Junior status, they will need to have earned a minimum of 11.5 credits at the end of Grade 10.
- In order for Juniors to move to Senior status, they will need to have earned a minimum of 17.25 credits at the end of Grade 11.
- In order for Seniors to graduate, they need to have earned a total of 23.0 credits, and meet all district and state requirements for graduation.
- Credit Flexibility Option (CFO)

Students may also earn high school credit through the Credit Flexibility Option (CFO), which is designed to broaden the scope of curricular options for students, increase the depth of study for a particular subject, and/or tailor the learning time or conditions to the student's needs.

Options include:

1. Post-Secondary Options (College Credit Plus)
2. Advanced Placement Courses
3. Dual Enrollment Program
4. On-line Enrichment Courses
5. Mastery/Performance Option
6. Self-Designed Course

*(For further information, refer to the HHS Credit Flexibility Option full policy.)*

### **Commencement**

Seniors will be permitted to participate in the Commencement Ceremony if the following conditions have been met:

1. Each student must have earned the required seals for graduation (2 state seals, or 1 state and 1 local seal), plus a competency score on the Algebra I and ELA II state tests.
2. Each student must have acquired the minimum number of units required for graduation, as well as the specific courses required for graduation.
3. Each Hicksville student must have successfully completed the Senior Capstone Project.
4. Each potential graduate must have no outstanding debts or fines for school fees, school books, materials, damages, etc.
5. Each potential graduate must have all time made up resulting from detention, Friday/Saturday Schools, suspensions, or expulsions.
6. Each student must participate in the mandatory graduation rehearsal. The date and time is determined by the Principal.
7. Each student will meet the approved dress code at rehearsal and at graduation.

### **Middle School Grade Placement**

Students in grades 5 - 8 will be promoted to the next grade level upon successful completion of the academic course of study required by Hicksville Schools, and according to Hicksville Board of Education Policy #5410. Failure to do so may result in retention or placement based on required remediation.

### **Grading System**

The uniform grading system for Hicksville Exempted Village Schools is by percent. The Semester Grade will be calculated on the percentage the student earned for both quarters. Letter Grades have the following weight for Grade Point Averages listed below.

A+	97-100	4
A	93-96	4
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1

D-	60-62	0.67
F	0-59	0.00

### **Weighted Grades**

Please note: There will no longer be any courses with weighted grades. All previous grades that were weighted will count towards the cumulative grade point average.

### **Exams**

Please note: semester exams will no longer be administered. Semester grades will be calculated based on the average of the two quarters.

### **Honor Roll**

All classes will be considered for determining Honor Roll awards each quarter. Students who earn a 3.00-4.00 grade point average will be designated as Honor Roll. Those who earn all A's, will receive a special all A's designation.

### **Incomplete Grades**

Incomplete course work, which results in an incomplete grade for a grading period, must be made up in a two-week period. Students who fail to make arrangements with their teachers to complete the work may receive a failing grade.

### **Extra Help Classroom Opportunities**

At Hicksville Middle School and High School, we believe that all students can learn, given enough time, assistance, and opportunity. To provide extra help, teachers may provide opportunities or plans for students to re-do class work to ensure greater student understanding of class materials. See information regarding the Middle School PRIDE program and High School Zero Hour program (see pg. 23 & 24 of this handbook for full descriptions).

### **Withdrawal From School**

Procedure for withdrawing:

1. Notification from parents of the withdrawal should be given to the Counselor or Principal.
2. Withdrawal forms, which are available in the school office, are to be signed by each of the student's teachers, and then by the Principal.
3. Books, laptops, and other school-owned items must be returned and checked in.
4. Fines and fees must be paid in the office.

### **Schedule Information**

All students will register in the spring for the fall semester. Information concerning scheduling and registration will be explained carefully by counselors and/or administrators. All students are required to schedule a minimum of seven academic periods of classes each semester leading to a minimum of 5.75 credits toward graduation. A student may schedule a maximum of one supervised study period a day. Exceptions must be approved through the Guidance Counselor and/or Principal.

Schedules may be changed only with the recommendation of parents, teachers, counselor, and principal. Changes to first semester schedules must be made in the Guidance Counselor's office by the end of the first week of school. Changes made to second semester schedules must be made within the first week of the second semester. All subjects dropped after the second full week of the semester may receive a "Withdrawal Failure" for the term.

HHS students who enroll in a program at Four County Career Center are required to complete a minimum of two full weeks in that program. At the end of that time, if the parent, student, teacher, or administrator believes that a different placement may be appropriate, a meeting will be held with all concerned to make a final decision.

## **ATHLETICS**

### **Athletic Eligibility**

Hicksville High School and Middle School are members of the Ohio High School Athletic Association (OHSAA), and all athletes shall meet all requirements in the OHSAA bylaws and the Hicksville Board of Education rules affecting athletes in order to be eligible to participate in interscholastic competition.

1. A student in grades 7-12 MAY NOT fail more than one course in a nine-week grading period. If a student fails more than one course, he or she will be declared ineligible for the following nine-week grading period.

2. A student in grades 9 – 12 must receive passing grades in a minimum of five one-credit courses, or the equivalent in the immediately preceding grading period. A student in grades 7-8 must receive passing grades in a minimum of **five** classes.
3. A student in grades 7-12 must have a grade point average of 1.2 or higher each grading period.
4. A student under disciplinary action, or whose conduct or character reflects discredit upon the school, is ineligible.

Ohio High School Athletic Eligibility Guidelines are posted—Student Athletes are responsible to make themselves familiar with OHSAA guidelines.

### **Weekly eligibility checks**

*Weekly Eligibility Checks* will take place every Friday (or last school day of the week) beginning the fifth week of the grading period for the following week's contests. Any student failing two or more classes at the time of this grade check will be ineligible to compete in contests beginning the next Monday through Saturday. Eligibility will be restored after the next eligibility check if the student is no longer failing two or more classes.

### **Athletic Participation**

1. In order to participate on any athletic team, the athlete must have:
  - a. A current medical physical examination on record
  - b. Adequate insurance to cover himself/herself in the event of an injury
  - c. Parental consent
2. An athlete must be in attendance at school for the last SIX FULL PERIODS PLUS HOMEBASE in order to be eligible to practice or participate in a contest that day. A doctor's note will be required for fewer than six periods of attended classes.
3. All athletes and their parents will sign the Hicksville Athletic Code, agreeing to follow the policies and procedures of the athletic department and the school.

### **Athletic Transportation**

All athletes must travel to and from away contests in transportation provided by the athletic department. Alternative transportation may be allowed with notice under the following conditions:

1. Signed note by parent or guardian
2. Coach's signature on the note
3. Signature of approval from the Principal, Assistant Principal, or Athletic Director
4. Note back to the coach
5. Alternate transportation must be with parent or guardian
6. In case of emergencies, alternative arrangements may be made.

### **Conduct at HHS and HMS Events**

Only conduct that reflects the best intention of the school will be tolerated at any event; this includes all athletic activities, social events, or any other school sponsored event, whether held at Hicksville or any other school or town. Any such misconduct may result in disciplinary action by the school administration.

Students may be denied the privilege of attending school events if their behavior does not reflect the best interests of the school. Students may be placed on "social probation" for a length of time to be determined by the administration.

### **Activity Conflicts**

The following guidelines should be used to determine a student's participation when a conflict in scheduling arises: A performance (athletic event, contest, play, concert, etc) has priority over any practice or rehearsal. When two events have a scheduling conflict, the student may participate in the event of his/her choice without fear of penalty or consequence. Students are to inform coaches/advisors of conflicts as soon as they become aware of them.

## **COMPUTERS & TECHNOLOGY**

Hicksville Schools are pleased to make available to students access to interconnected computer systems within the District and to the Internet, which provides various means of accessing significant educational materials and opportunities.

*Use of the school network is a privilege, not a right.* Students and parents must sign an agreement acknowledging the Guidelines for Acceptable Use before students are allowed to use the system. Any violation of this agreement, or the rules governing the use of computers or the network will result in disciplinary action. For further information, refer to BOE Policy#7540.3 regarding Student Network and Internet Policy.

## **Rules for Student Network and Computer Use**

1. Students may only access their computer or network by using their **assigned network account/password**. Use of another person's account/password is prohibited. Students may not allow other students to use their account/password. Students may not go beyond their authorized access.
2. Students are responsible for their behavior and communication on the computer/network. Students may not use the network or school property to engage in transmission, or to **receive or possess obscene materials or pornography** of any kind. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Students may not intentionally seek information or **modify files, data, or passwords belonging to other use**, or misrepresent other users on the computer/network.
4. Students may not use the network or school property to engage in **illegal activities such as software pirating, peer-to-peer file sharing** (ex: Frostwire, Bit Torrents, etc.) and/or intellectual property violations (ex: music, videos, books, television shows, movies, etc. which are under copyright). Only public domain software may be installed on school property with the consent of the principal and director of technology.
5. All communications accessible on the internet should be assumed to be private property (ex: copy written or trademarked). All **copyright issues** regarding software, information, and authorship must be respected. Rules against cheating and plagiarism will be enforced.
6. Students may not use the network or school property to engage in **"hacking."** Malicious use of the network or school property to develop programs or infiltrate a computer or computer system and/or damage the software components of a computing system is prohibited. Students may not use the network or school property to disrupt its use by others. Students may not bypass or attempt to bypass the district's technology protection measures. Students must immediately notify a teacher, the principal, or the director of technology if they identify a possible security problem. Students should not go looking for security problems because this may be construed as an unlawful attempt to gain access
7. **Transmission of any material in violation of any state, federal law, or regulation** or board policy is prohibited
8. Any use of the network or school property for **commercial purposes is prohibited**.
9. Use of the network or school property to engage in **cyber-bullying is prohibited**. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.
10. While on the school network, use of **chat clients, social networking sites, and web-based email are prohibited**.
11. **Privacy in communications over the internet and the school network is not guaranteed**. In order to verify compliance with this rule, the school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
12. Students and parents will indemnify and **hold harmless the district** from any financial losses or legal ramifications sustained due to misuse of the network or school property by the students.
13. Use of **non-educational games, videos, movies, etc.**, not assigned by a teacher while on the network or using school property is prohibited.
14. When using the network or school computers, students must **follow the directions of school teachers/staff and adhere to school policies**.

**Consequences for violations of Hicksville School's Acceptable Use Policy and Rules for Student Network and Computer Use** may result in, but are not limited to, the following steps:

**MINOR Violation Consequences:** Office Referral, Warning, Detention, Friday or Saturday School

- MINOR Violations (Examples)
  - Frivolous emails
  - Excessive emails
  - Inappropriate language
  - Not following teacher's directions
  - Non-academic use of computer

**MAJOR Violations Consequences:** Denial of computer privileges, Friday or Saturday School, In School Detention, In School Suspension, Out of School Suspension, Expulsion, Referral to law enforcement

- MAJOR Violations (Examples)
  - Illegal downloading/piracy
  - Profanity/Obscenity/Pornography
  - Threats, offensive language
  - Password violations
  - Inappropriate sites
  - Negligence with school-owned equip.
  - Any Student-to-Teacher violation
  - Attempts to circumvent or hack school security systems
  - Multiple incidents of MINOR violations

### **One-to-One Student Laptops**

Students in grades 7–12 attending HHS will have the privilege of using a school-owned Apple MacBook laptop computer. This computer is on loan to the student and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as access to the computer network, the Internet, and email, are a *privilege and not a right*. These items are provided for educational purposes only, and are intended to support the learning objectives of Hicksville High School.

Students are expected to use their computers in accordance with District Acceptable Use Policy, school rules and procedures, as well as any applicable laws. Failure to use the school-owned computer, network, internet, etc. in an appropriate manner will result in disciplinary consequences. Consequences may include, but are not limited to; denial or suspension of computer privileges, limited computer access, detention, Friday or Saturday schools, ISS, OSS, and referral to law enforcement.

Students and parents are responsible for any damage or misuse of the school's laptops. The school district will not be held accountable for any financial losses or legal ramifications due to the misuse of the network or school property by the students.

Refer to the full text of "Laptop Policies and Procedures" for detailed information; all students and parents receive this during the laptop orientation meeting and training. The information is also available on our school website: [www.hicksvilleschools.org](http://www.hicksvilleschools.org).

### **Laptop Bags**

STUDENTS ARE RESPONSIBLE FOR THE CARE AND CONDITION OF THEIR LAPTOP BAGS. Laptop bags must be returned in the condition that they received. Final decision of damages will be made by the principal.

### **Student E-Mail**

Students in Grades 5-12 may earn the privilege of a Hicksville High School student e-mail account. The purpose of this account will be solely for educational communication purposes: communication with teachers, principals, guidance counselor, or other students for legitimate school reasons only.

*Any violations of the rules governing student e-mail use will result in but are not limited to; denial of e-mail privileges, denial of computer access privileges, school disciplinary consequences.*

### **LIBRARY MEDIA CENTER**

The LMC is open for student use each school day. Middle School students may check out three items at a time; High School students may check out four items at a time. Items may be checked out for a two-week period. Overdue items will accrue a fine of \$.10 per day.

*The LMC will offer extended hours to MS and HS students on a regular basis before and after school. The schedule for extended LMC hours will be posted at the beginning of the school year.*

### **EMERGENCY MEDICAL FORMS**

Ohio State law requires that Emergency Medical Forms be kept on file for immediate access in case of injury. These must be on file in the office by Friday of the first week of school. Students may not participate in any field trip or out of school activity without an emergency medical form. Athletes must have two copies on file: one in the Principal's office and one in the Athletic Director's office.

### **PRESCRIPTION AND NON-PRESCRIPTION DRUG RULES FOR SCHOOL**

When it is necessary for students to be on medication (prescription or non-prescription), it is strongly recommended that medication be administered at home before or after school. However, if students need to receive medication during school hours, the following policy must be followed:

1. The medication must be brought immediately to the Health Clinic, and must be accompanied by a doctor's order. It must be labeled with all necessary information, including the student's name, date, name of drug, and time intervals to be taken.
2. The form for physician's use is available in the Health Clinic, and must be completed and returned, signed by the physician and the child's parent or guardian.
3. This form also includes a release form and parent/guardian request for administering the medication.
4. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
5. Medication to be taken at school will be stored in the Health Clinic.

(For further information refer to BOE Policy #5330.)



## **SCHOOL SAFETY DRILLS**

Know the **fire drill** exits from all rooms in which one may have classes. The goal is to leave the building in a quiet and orderly fashion and in a minimum amount of time. The first student to reach an exit door should hold the door open until the group is out. Exit without excessive noise and with no running or shoving.

The **evacuation drill** follows the exact same procedures as the fire drill: to exit the building as soon as possible. Once students are safely outside, a decision will be made concerning returning to the building. If students must remain out of the school building for a period of time, they will walk to a designated safe area until the school building has been determined safe.

Also learn the procedures for a **tornado drill** in each classroom. As a general rule, inner halls and locker rooms are the best places to be. Stay away from doorways and windows. Students should crouch on their knees, and cover their heads with their hands.

The **Safe Schools** procedures require students to remain in their classrooms with locked doors and covered windows until an all-clear message is given by the Superintendent, Principal, or Assistant Principal.

Face each school safety drill with the philosophy that some day, this may NOT be a drill. Safety Drill procedures are posted in each room.

### **“Secure the Classrooms” Procedures**

Steps of Action for “Securing the Classrooms”:

1. Students and staff will be advised by announcement on the PA system that the hallways are being cleared and the classrooms are being secured.
2. Students are to remain in (or go to) the closest classroom.
3. Teachers will close and lock the doors.
4. Students and staff are prohibited from using cell phones, social media websites, and email communications with people outside of the school building while the classrooms are secured. IChat should be used only in an emergency.
5. Students and staff are to remain in their classrooms until an “all clear” signal is given over the PA system or by school personnel.
6. “Securing the Classrooms” is a procedure to clear the hallways and keep students in the classrooms until it is safe for students to travel from classroom to classroom. This procedure should be used when it is important to keep students in the classrooms, but there is no need to seek the safety of the building lock-down.

### **Steps of Action for a “Building Lock-Down”:**

1. Students and staff will be advised by announcement on the PA system that the building is going into lock-down.
2. Students are to remain in (or go to) the closest classroom.
3. Teachers will close and lock the doors and move the students away from the exits.
4. To provide the greatest amount of safety in this situation, the primary responsibility is to clear the “line of sight.” Everyone is to move away from the classroom doors and windows to the Safe Zone.
5. Staff members who are not assigned student supervision duties at the time of a lock-down should sweep the halls and restrooms for students and escort them to the nearest secured classroom and remain with those students.
6. Students and staff are prohibited from using cell phones, social media websites, and email communications with people outside of the school building during the lock-down. IChat should be used only in an emergency.
7. Keep the classroom door locked and do not open the door or leave the room under any circumstances until the administration unlocks your door to give you the “ALL CLEAR.”
8. Safe Zones should be where students are not visible through door windows.

Note: Someone may attempt to enter your room (police, another teacher, whomever). Do NOT let anyone in your room for any reason, and do not answer your door.

### **Emergency Communication Efforts with Parents**

Before an incident occurs, Hicksville Middle/High Schools will:

- Develop a relationship with parents so that they trust and know how to access alerts and incident information.
- Inform parents about the School’s emergency procedures and protocols. Information should not be shared if it would impede the safe response to an incident.
- Information will be included in student handbooks and beginning of the year communication with parents.
- Identify parents who are willing to volunteer in case of an incident and include them in preparation efforts and training.

- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.

In the event of an incident, Hicksville Middle/High Schools will:

- Disseminate information via text messages, e-mail, and instant alert phone message to inform parents about what is known to have happened.
- Implement a plan to manage phone calls and parents who arrive at school. Describe how the school and school district are handling the situation.

### **Emergency Operations Plan Hicksville Middle/High Schools**

- Provide information regarding possible reactions of their children and ways to talk with them.
- Provide a phone number, Web site address, or recorded hotline where parents can receive updated incident information.
- Keep parents informed about when and where school will resume.

After an incident, Hicksville Middle/High Schools administrators will:

- schedule and attend an open question-and-answer meeting for parents as soon as possible.
- The following practices will be utilized to disseminate information externally when appropriate:
  - **Mass Communication System**
    - **Social Media:** Social Media may be used to disseminate information of a hazard or threat situation to students, parents, and the surrounding community.
    - **Standard telephone:** Hicksville Middle/High Schools has designated a school telephone number as a recorded “hotline” for parents to call for information during incidents. The goal is to keep other telephone lines free for communication with emergency responders and others.
    - **Computers:** A wireless laptop computer may be used for communication both within the school and to other sites. Email may be a useful tool for updating information for staff, other schools in an affected area and the district superintendent. An assigned staff member(s) will post information such as school evacuation, closure or relocation on the home page of the school and district web site.
    - **Fax machines:** Possible uses include: off-site access to receive and send critical information concerning students and staff members, their locations, and needed telephone numbers, including but not limited to, medical information, Release Forms and authorizations.
    - **School E-mail:** When mass communication of a standard message is necessary a mass e-mail will be sent from an authorized account or user to all staff/faculty or parents as necessary.

### **Fines and Fees**

Each year, students are assessed fees for consumable supplies used in some of their classes. Also, fines may be assessed for overdue library books, misuse or loss of books, property, equipment, or furniture. *No student with outstanding fees or fines may get a transcript, go on a school-sponsored field trip, go on the Senior Class Trip, or participate in Commencement.* Parents and students are encouraged to make regular payments toward the school fees.

### **Instant Alert System**

In case of severe weather (snow, ice, fog, etc.) an official notification for school delays or closings will be sent to all parents, using our Instant Alert System. The message will be forwarded to home phone, cell phone, or email address as pre-determined.

*The Instant Alert System will also be used to notify parents of other important information such as event and schedule changes, upcoming events, etc.*

### **Telephone Use by Students**

Telephone calls from the school office must be made with permission before school, at lunch, or after school. Permission may be granted by school office adult personnel to use the phone in the school office for emergency reasons.

### **School Activities**

The Board of Education, faculty, and staff recognize that a complete extracurricular program is an important part of a quality educational experience for students. Your school provides many opportunities for you to participate in a group, club, or team of one's choice based interests and abilities. Participation in extracurricular activities is a privilege of every student, and excellent behavior is expected as students represent the school. In order to participate in any extracurricular activity, a student must be in attendance for the last six full class periods of the day and Homebase.

## **GYMNASIUM PROCEDURES**

Anyone using the gym floor for athletics, physical education, or any other activities must change into clean athletic shoes with non-marking soles; these must be shoes that have not been worn outside.

### **PEER MEDIATION**

Peer Mediation is a conflict resolution program in which trained students help peers to solve their conflicts. It is a voluntary, confidential approach to solving student disputes.

Peer Mediators are trained to help students talk out their problems in a controlled meeting between the ones who are having the conflict. Teachers are trained to aid the mediators and help them prepare mediations and to help them when problems occur. The mediators are volunteers who have gone through intense training in conflict resolution and mediation methods.

The purpose of mediation is to talk out problems and/or differences rather than to resort to fighting or harassment. Peer Mediation cannot be used if school rules have been violated.

"Request for Mediation" Forms, which may be used to refer oneself or a friend for mediation, are available in the library or in the school office.

### **HOMEBASE**

Homebase is a time established during every school day for student activities, with the purpose of preserving academic classroom time. Examples of Homebase activities are: school announcements, tutoring, extra help, study, scheduled meetings, assemblies, planned activities, homeroom meetings, etc. Meetings must be scheduled and approved by the Principal.

Students are required to report to their Homebase for attendance and daily announcements before leaving for scheduled activities.

### **STARS**

#### **"Stop Talking and Read Something"**

A minimum of one Homebase period a week will be designated as a STARS period, when all MS and HS students and teachers will participate in silent, sustained pleasure reading. Over the course of the school year, there will be contests and activities that are designed to encourage students to read for pleasure. STARS is a part of our HSTW and MMGW Literacy Goal.

### **PRIDE & Zero Hour**

Students in Grades 5 - 8 are invited to participate in the PRIDE Academy—a program offered after school to provide students with additional time, assistance, and opportunities to be successful in their core academic classes. Teachers, parents, or students may make referrals for PRIDE.

High School students have opportunities to meet with their teachers for extra help during Zero Hour, before or after school, and also during Homebase. Arrangements may be made individually with a specific teacher, or by contacting the principal or guidance counselor.

## **SENIOR PROJECT**

All HHS Seniors will complete a Senior Project as a part of the requirements for completing Senior English and Senior Seminar. Successful completion of the Senior Project is a requirement for graduation. After selecting a topic of his/her choice, each senior will conduct research, write a research paper, procure a project advisor/mentor, maintain a record of time logged, design and prepare a project board, and present an oral defense of the project. Senior Projects are designed to help make the Senior year a more meaningful, interesting, and rigorous experience.

## **CLUBS AND ORGANIZATIONS**

Academic/Quiz Bowl Team  
 Archery  
 School Plays/Musicals  
 Science Fair  
 Science Club  
 High School Student Council  
 Middle School Student Council  
 Junior High Cheerleading  
 High School Cheerleading  
 Mat Stats  
 Music Competition  
 Drama Club  
*Hixonian* (Yearbook)  
*The Full Deck* (Newspaper)  
 Art Club  
 Peer Mediation

National Honor Society  
 Foreign Language Club  
*The Upper Deck* (Pep Band)  
 Class Officers  
 Middle School Book Club  
 High School Book Club  
 Speech Contests  
 Middle School WOW (Working On Winning)  
 Aces' Athletic Teams:  
*FALL*  
 High School Football  
 Junior High Football  
 High School Volleyball  
 Junior High Volleyball  
 High School Cross Country

Junior High Cross Country  
 High School Golf  
*WINTER*  
 High School Basketball  
 Junior High Basketball  
 Freshman Boys Basketball  
 High School Wrestling  
 Junior High Wrestling  
*SPRING*  
 High School Baseball  
 High School Softball  
 High School Track and Field  
 Junior High Track and Field

## **BELL SCHEDULE**

<b>Regular</b>		<b>Two Hour Delay</b>	
Aces' Bell	7:55	Aces' Bell	9:55
Period 1	8:00 - 8:43	Period 1	10:00 - 10:32
Period 2	8:46 - 9:29	Period 2	10:35 - 11:07
Period 3	9:32 - 10:15	Period 3 (H.S.)	11:10 - 11:42
Period 4	10:18 - 11:01	H.S. Lunch	11:45 - 12:15
Period 5 (H.S.)	11:04 - 11:47	M.S. Lunch	11:10 - 11:40
HS Lunch	11:50 - 12:20	Period 3 (M.S.)	11:43 - 12:15
MS Lunch	11:04 - 11:34	Period 4	12:18 - 12:50
Period 5 (M.S.)	11:37 - 12:20	Period 5	12:53 - 1:24
Period 6	12:23 - 1:06	Period 6	1:27 - 1:57
Period 7	1:09 - 1:52	Period 7	2:00 - 2:30
Period 8	1:55 - 2:38	Period 8	2:33 - 3:03
HOMEBASE	2:41 - 3:03	NO HOMEBASE	

*Hicksville High School And Middle School Building*

## **MISSION STATEMENT**

**We believe that every student is a person of worth and our legacy to the future. We believe that each student can learn when given enough time, assistance, and opportunities.**

**We are committed to providing a positive, safe environment where respect is fostered. We will encourage students to be active participants in their own learning in order to realize their full potential. We will provide opportunities for our students to become responsible, productive members of society and to make a successful transition from school to work and/or higher education.**

## **SCHOOL-WIDE RULES**

**These two basic rules of decency and common sense will govern the students, faculty, and staff of Hicksville Middle School and High School:**

- 1. Respect the rights, ideas, dreams, and property of others.**
- 2. Dress, act, and speak appropriately.**