HIGH SCHOOL

Student/Parent Handbook 2026-2027

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Our Mission

"Ensuring all students learn and grow is our collective responsibility."

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WELCOME

Welcome to the 2026-2027 school year at Heath High School!

On behalf of our faculty, staff, and administration, we are excited to welcome you to another year of learning, growth, leadership, and opportunity. At Heath High School, we believe that ensuring students learn and grow is our collective responsibility. We are committed to creating a safe, supportive, and challenging environment where students are encouraged to Lead with Integrity, Engage with Effort, Act with Empathy, and Determine Their Circle of Control as they prepare for success beyond high school.

We invite students and families to be active partners in the educational process. The success of our school is strengthened when students, staff, parents, and community members work together toward a common goal. We encourage every student to take advantage of the many academic, athletic, artistic, leadership, and extracurricular opportunities available throughout the year and to contribute positively to our school culture.

This handbook serves as a guide to the expectations, policies, procedures, and opportunities that shape the Heath High School experience. We encourage students and families to review it carefully and use it as a resource throughout the school year. We look forward to partnering with you as we continue our tradition of excellence, leadership, and Bulldog pride. We wish you a successful and rewarding school year.

Sincerely,

Kat Fields, Principal

Ryan Fitz, Assistant Principal

2026-2027 District Calendar-- Heath City Schools

August 17th, 18th, 19th	**Teacher Professional Development Days**
August 20th	**First Day of School**
September 7th	**No School: Labor Day**
September 18th	**No School: Teacher Professional Day**
October 16th	**No School: Teacher Professional Day**
October 23rd	**End of First 9 Weeks**
November 25th-30th	**Thanksgiving Break**
December 21st - January 1st	**Christmas Break**
January 15th	**End of Second 9 Weeks**
January 18th	**No School: MLK Day**
February 12th	**No School**
February 15th	**No School: President's Day**
March 5th	**No School: Teacher Professional Day**
March 19th	**End of Third 9 Weeks**
March 22nd - March 26th	**Spring Break**
May 27th	**Last Day of School**

HEATH HIGH SCHOOL HOURS

Building is open for students at 7:50 AM. Students who wish to eat breakfast can enter the cafeteria doors at 7:40 a.m. Students are expected to enter the school building by 7:55 AM. The tardy bell sounds at 8:00 AM. Dismissal is at 2:45 PM.

HEATH HIGH SCHOOL
BELL SCHEDULES

REGULAR SCHEDULE
TCT* 7:15-7:55
Pd 1 8:00- 8:50
(Attendance/Announcements)
Pd 2 8:54 -9:41
Pd 3 9:45-10:32
Pd 4 10:36-11:23
Pd 5 11:27-12:14
Pd 6 12:18-1:04
Pd 7 1:08-1:55
Pd 8 1:59-2:45
Dismissal 2:45
Detention 2:50-3:50

ACTIVITY PERIOD
TCT* 7:15-7:55
Pd 1 8:00-8:43
(Attendance/Announcements)
Pd 2 8:47-9:30
Pd 3 9:34-10:17
A.P. 10:21-10:46
Pd 4 10:50-11:33
Pd 5 11:37-12:21
Pd 6 12:25-1:09
Pd 7 1:13-1:57
Pd 8 2:01-2:45
Dismissal 2:45

2-HOUR DELAY
TCT* 9:15-9:55
Pd 1 10:00-10:32
(Attendance/Announcements.)
Pd 2 10:36-11:07
Pd 3 11:11-11:42
Pd 4 11:46-12:20
Pd 5 12:24-12:58
Pd 6 1:02-1:36
Pd 7 1:40-2:10
Pd 8 2:14-2:45
Dismissal 2:45

1 HR DELAY
TCT* 8:15-8:55
Pd 1 9:00-9:44
(Attendance/Announcements)
Pd 2 9:48-10:27
Pd 3 10:31-11:10
Pd 4 11:14-11:53
Pd 5 11:57-12:36
Pd 6 12:40-1:19
Pd 7 1:23-2:02
Pd 8 2:06-2:45
Dismissal 2:45

HEATH HIGH SCHOOL
GENERAL INFORMATION AND POLICIES

This handbook replaces all prior handbooks and other written material on the same subjects This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. The school reserves the right to make changes at any time without prior notice. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board Policies and administrative guidelines are available on the District's website.

ACCIDENTS/ACCIDENT INSURANCE

For the safety of each student, any accident in the school building, on school grounds, at practice sessions or at athletic events sponsored by the school must be reported immediately to the staff person in charge of the activity and to the main office. The health and safety of each student in the Heath City Schools is of prime importance to all persons connected with the school district. Even with the best of supervision and adequate precautions, accidents still occur. Because the school district does not provide student accident insurance, parents should make certain that their students are properly insured. Information about optional accident insurance coverage may be obtained in the school office.

ANNOUNCEMENTS

School announcements are made daily. Announcements are also emailed out to all students and available on the district website. If a student or group wishes to have announcements made that pertain to school activities, they are to be turned into the main office by 7:50 A.M. The announcement must be signed by the advisor or an administrator. Additional announcements will only be made only when deemed absolutely necessary. Personal announcements are **not** appropriate.

ASBESTOS-CONTAINING MATERIALS

An asbestos-containing materials management plan has been developed for the Heath City Schools by a State of Ohio accredited Asbestos Management Planner, and this plan is available for public inspection and review at the offices of the Heath Board of Education, 107 Lancaster Drive, and at each school building during normal school hours. This plan is made available for inspection without cost or restriction, within five (5) working days after receiving a request for inspection. Copies of the Management Plan are available, at a reasonable cost, from the district office upon five (5) days written request. Should anyone have any questions concerning the Management Plan, or its availability, contact should be made to the District's Asbestos Program Coordinator, Trevor Thomas, Superintendent, at 740-238-7110.

ASSEMBLIES AND SPECIAL PROGRAMS

During the year several educational and entertaining student assemblies and special programs may be held. Assemblies are considered **scheduled school time and all students are expected to be in attendance**. Students absent during these times may be required to show written documentation for their absence and any non-board approved reasons for absences will be considered unexcused.

BULLETIN BOARDS

Prior approval must be given by the administration for posting of any items on school bulletin boards, tack strips, or in any areas of the building. Items must be stamped with the building administration approval stamp.

CAFETERIA & BREAKFAST/LUNCH PROGRAM

A cafeteria is available to provide nutritious meals for students. The food service staff prepares a variety of breakfasts and lunches for students. Courtesy, politeness, and the basic lunch room policies are to be practiced at all times. Breakfast will be provided daily from 7:40 am – 7:55 am. Heath High School has three (3) lunches periods 4, 5, and 6. Students eat during the period designated "Lunch" on their schedules. Regulations related to the cafeteria include:

- All food and drink should be consumed in the cafeteria unless permission is granted.
- Students must remain at school during all lunch periods. ("Closed Lunch Policy")
- Students are responsible for cleaning up after themselves.
- Students and parents are not permitted to order food from outside sources and have it delivered to the high school.
- Failure to comply with the cafeteria regulations will lead to disciplinary action.

Breakfast is free for all students. Lunches will cost $2.85 per day. The cost of milk will be $.50. Parents/guardians of students who qualify for the free/reduced-price meal program must submit the properly completed forms to the main office. If approved, the designated meal ticket will be issued. Costs are subject to change.

FOOD TREATS/CELEBRATIONS:

Classroom celebrations/parties should be limited to one per quarter. These parties are held at a time designated by the classroom teacher. In an effort to create a safe learning environment for all students, and in response to the increasing presence of food-based allergies, parent/guardians are permitted to only send in **pre-packaged, individually labeled snacks or treats for these celebrations.** As part of the district-wide initiative to discourage the use of food as a reward, both teachers and parent/guardians are encouraged to recognize and celebrate students by methods that do not involve food.

For celebrations that do involve food, staff will work with the school nurse/administration and parents to ensure that healthy options are available at these celebrations. The options have to be pre-packaged and individually labeled or if provided by the school/teacher, the treat has to be pre-approved by the school nurse and administration.

CALAMITY DAYS

In the event that school must be canceled or delayed due to inclement weather conditions or other emergency situations, students and parents are to tune into the following radio and television stations for school closing information: WCLT-FM (100.3), WNKO-FM (101.7), WHTH-AM (790), NBC-4 (WCMH) TV, WSYX (Ch. 6) TV, and 10TV (WBNS) and The Newark Advocate, Heath City School's Facebook and Instagram (which is fed into our website). The Heath City Schools also use a rapid communication service called Parent Square that enables school officials to send school cancellations and other important information to parents via their phones. To make effective use of this tool, it is important that parents/guardians have current phone numbers on file with the high school's main office. Parents should contact the main office if they do not receive messages.

CARE OF SCHOOL/PERSONAL PROPERTY

It is a matter of personal and school pride that each and every student makes a commitment to do everything possible to make the appearance of our school and grounds express a positive message to everyone. This commitment to personal and school pride includes the common sense approach. Trash belongs in trash cans; food is to be eaten only in designated areas; gum and graffiti have no place on the floors, desks, or walls. Students are expected to properly take care of all the furniture and equipment in our school available for their use.

CLASSROOM VISITATION

Students should not go to a classroom to which he/she is not assigned while class is in session. All teachers have a conference period. Students needing to visit a teacher are to do so at that time or to arrange a meeting before or after school.

DANCE POLICY

Dances may be held in the cafeteria or in the auxiliary gym of the high school. Prom may be held at a location away from school. Heath High School dances, unless otherwise announced, are closed dances. Students are not to engage in any dancing deemed inappropriate by the administration. Violators will be required to leave the grounds.

ELECTRONIC DEVICES

Heath High School's first priority is to create a rigorous and engaging learning environment for all students, teachers and staff. Students at HHS/HMS will be given access to personal Chromebooks in order to support their learning. All other personal electronic devices can cause distraction from the learning process and potentially impact the safety of our network. With that in mind please be aware of the following Heath High School guidelines for electronic devices:

- Electronic devices such as smart phones, air pods/wireless earbuds, chromebooks, laptops, etc., are expensive. Students are ultimately responsible for any loss, damage or theft of their personal property. Heath High/Middle School may not be able to investigate nor will be responsible for lost or stolen items.
- Students are prohibited to use or access a cell phone and/or smart watches upon entering the building in the morning and during the school day.

*Smart Watches (or other brands of electronic watch) may be worn during the school day, but should be on airplane mode and used as traditional timepieces. Texting, calling, and internet use is not permitted**.** Teachers/staff also have the right to request students remove smart watches (or other brands of electronic watches) during testing or specific assignments.

- Wireless earbuds or headphones are prohibited from being worn during school hours. Headphones with a wire may be used when a teacher gives permission and can only be connected to their school issued chromebook.
- Use of any electronic device for the purpose of taking pictures or producing audio/video of another person(s) without their consent is prohibited.
- Comments/actions made from a student's social media accounts or texts are the responsibility of the owner of the account and/or device.
- Using any electronic/wireless device in inappropriate ways (distracting self or others, safety, school operation, etc.) can lead to the loss of this privilege and/or disciplinary action.
- Contents of cell phones or other communication devices may be searched if there is reasonable suspicion that the equipment may have been used in activity prohibited by the Code of Student Conduct.
- Annually, a student who wishes to have computer network and Internet access during the school year must read the acceptable use and Internet safety policy and submit a properly signed agreement form. Students and staff are asked to sign a new agreement each year after reviewing the policies and regulations of the District. These policies and regulations also apply to use of District-owned devices, or accessing of District intranet off District property.
- **Heath City Schools' students in violation of this policy are subject to discipline under the student code of conduct, which may include suspension or expulsion.**

EMERGENCY PROCEDURES

Fire/Fire Drill

In the event of a fire or fire drill at school each student must become acquainted with proper evacuation procedures.

- The alarm signal will be the fire alarm.
- Each student is to move orderly and quickly out of the building using the designated posted route of exit.
- No student is to go to their locker or to the restroom.
- While outside, students are to stay in single-file lines 200 feet from the building, in accordance with the school plan.
- Students may only return to the building when the "all clear" bell is sounded or the signal is given by the building administrator.
- If the fire/fire drill occurs during lunch or an activity, students are to exit through the closest exterior door.

To acquaint students with the proper evacuation procedure, fire drills are held on a regular basis throughout the school year.

Tornado Watch/Warning/Drill

A **Tornado Watch** means that weather conditions are favorable for the formation of a tornado. A **Tornado Warning** means that a tornado has been sighted in the area and shelter procedures must be followed.

When notified that a **Tornado Warning** is in effect or a tornado drill is being conducted,

- the entire school will be notified by a double system, if possible.
- the intercom will be used to announce that a tornado warning is in effect and that everyone should be alert for further instructions.
- in the event that the intercom is not operative, air horns will be set off by office personnel and further instructions will be made verbally by office personnel.
- fire alarms will never be used as a tornado alert.
- teachers located nearest the restrooms will notify anyone in the restroom that a tornado warning is in effect.

For the safety of all concerned, proper implementation procedures must be followed during each Tornado Watch/Warning/Drill.

- Upon orders from the office staff, or upon hearing the warning air horns, teachers and students are to move to the designated tornado shelter areas and be seated on the floor with arms across eyes. Students sitting near glass areas must turn from the glass.

- Students are to avoid standing in front of glass areas at all times.
- Students from the gymnasium should go to their respective locker rooms. Students already in locker rooms should remain there.
- The areas in front of each classroom door must be clear from one wall to the other. This area could be dangerous with flying debris from inside the rooms.
- The area directly in front of the office area must remain free, wall to wall.
- Teachers will assist disabled persons to evacuate the room.
- Students must be calm, orderly, and quiet to hear any further announcements.

Notification to return to classes will be made by an exceptionally long ring of the regular class bell and/or verbally by office personnel.

The guidelines and procedures outlined in the Heath City Schools Emergency Guide will be precisely followed in all emergency situations.

EXTRACURRICULAR ACTIVITIES

The Heath Board of Education believes that extracurricular activities are necessary to supplement the curriculum of the school to provide a wider base for the development of each child. A variety of extracurricular activities are offered to meet the many needs of students.

I. Membership in extracurricular activities:
   - A. may be limited to students who meet the appropriate eligibility requirements of the activity.
   - B. may be determined by election of the student body or members of the faculty according to the provision stated in the constitution of that activity.
   - C. may be determined by tryout by the advisor, teacher, or coach.
   - D. may be limited to students honored by academic standards.
   - E. may be limited to students by grade level.
   - F. may be limited to students by age.
   - G. may be limited to students who demonstrate pre-determined levels.
   - H. shall be determined without discrimination and/or initiation (hazing).

II. Denial of participation:
   - A. On the day of the activity, the student must be in attendance a minimum of four (4) class periods and have a written note from the parent/guardian verifying the periods missed meet the standards for an excused absence. Exceptions may be made for excused non-illness related absences (e.g. college visitation, dentist appointments, funerals, etc.). If there must be a variation to the above stated rule prior permission should be obtained from the athletic director or principal.
   - B. Students suspended/expelled from school under Section 3313.66 O.R.C. are not eligible to participate in extracurricular activities during the period of suspension/expulsion.
   - C. Students may be denied participation:
     1. by vote of the activity membership where provided by its constitution.
     2. by disciplinary action of advisor, teacher, or coach, for infraction of any rules of participation provided in written form to each participant by the advisor, teacher, or coach.
     3. to limits established in the constitution and/or rules of participation provided to each student by the advisor, teacher, or coach.

The student Code of Conduct shall apply during all meetings and events associated with extracurricular activities. Further, all participants in athletics must abide by the provisions of the adopted “Athletic Policy”. A copy of the policy is given to each athlete and thoroughly discussed prior to the season.

ATHLETICS

The Heath High Bulldogs compete in the Licking County League (LCL). The following are athletic offerings:

FALL	WINTER	SPRING
Cheerleading	Boys/Girls Basketball	Baseball
Boys/Girls Cross Country	Cheerleading	Softball
Football	Boys/Girls Swimming	Boys/Girls Track & Field
Boys/Girls Golf	Wrestling	Marching Band*
Boys/Girls Soccer	Boys/Girls Bowling	
Volleyball		
Marching Band*		

***Marching band is an interscholastic activity that falls under the same Extracurricular Eligibility policies.**

All eligibility and policy regarding athletes and athletics can be found in the HHS Student & Parent Interscholastic and Marching Band Handbook.

CLUBS/ACTIVITIES

In addition to Heath High School's outstanding educational program, there are many extracurricular activities for student involvement at Heath High School. Students are encouraged to get involved; the growth of each student as a well-rounded individual is vital to the student body. Students must remain members in good standing and active participants in order to receive recognition/awards. Below is a list of **some** of the clubs and activities offered at HHS.

Band
The band consists of two major groups. The first is Marching Band which begins with the required pre-season training at band camp and runs through the first twelve (12) weeks of school. This organization performs at parades, festivals, all football games, and in concerts. The remainder of the year is spent in Concert Band, which concentrates on concert music and performs at concerts and at various functions as required. This group also serves as the parent organization for the Pep Band and any select Wind Ensembles as needed. Auxiliary groups such as majorettes and flag corps are considered components of Marching Band. Participation in any/all of these bands require students to be enrolled in a band class.

Choir
The vocal music program is open to students who have an interest in singing and performing. Participation in choir requires students to be enrolled in a choir class.

Dramatics
One play and a choral musical may be presented each year. All Heath students are eligible to audition for plays. The objective of the drama organization is to promote opportunities in acting as well as theatrical production and stagecraft. Students interested in dramatics are encouraged but not required to take a theatre class.

French Club
This club is open to all students interested in French culture and language. The club promotes academic and social activities for its members.

Future Business Leaders of America (FBLA)
This club is open to all students in Grades 9 - 12 who are interested in the free enterprise system.

National Honor Society
(NHS) is the leader among organizations that promote appropriate recognition for students. NHS is more than just an honor roll or grades society. The Honor Society chapter established rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built. The requirements for membership in the NHS include:

A. Junior or Senior standing with completed information packet
B. 3.500 or higher Cumulative GPA at the end of the sophomore or junior year
C. Demonstrate outstanding and honorable character
D. Demonstrate leadership
E. Be involved in school and community service activities
F. All candidates must meet selection deadlines and be approved by a unanimous vote of a faculty council. Membership is a privilege, not a right!

Quiz Team
This group participates in academic competitions with other area high schools.

Resident Outdoor Education (ROE)
This organization trains sophomores, juniors, and seniors to become counselors for the Fifth Grade Outdoor Education program. These individuals serve as cabin counselors, are responsible for the well-being of the students, practice good leadership techniques, and assist teachers during camp. To be considered for selection, an ROE counselor applicant should have above 90 percent attendance, academic standing of 1.7 GPA (C- average) or above, no failing grades at the time of selection, and an excellent discipline record. Student applications will be reviewed by a staff building leadership team.

Spanish Club
This club is open to anyone in Grade 9-12. Students do not have to be a member of a Spanish class to join. The purpose is to increase interest in the Spanish language and culture and to provide additional motivation for the study of Spanish.

Student LEADership Council
The student LEADership council exists in order to develop democratic ideas; teach and model respect for law and order; maintain high standards of synergy, increase our understanding of leadership, empathy, integrity, and school spirit; prepare for adult life after high school and citizenship; and to provide active and representative voice of all students to positively influence and impact student life. The council's constitution was developed by the former Student Council members as well as members of the LEAD lighthouse team. A copy of the constitution can be found on Heath High School's website under the handbook tab that is organized under "student."

Yearbook
The yearbook is published, financed, and distributed by the publication class. To be eligible for participation with the yearbook, students should be enrolled in the publication class.

ELECTION OF LEADERSHIP COUNCIL AND LIGHTHOUSE REPRESENTATIVES

The student LEADership council (SLC) has replaced the previous model of class officers and student council representatives. The constitution of the LEADership council can be found on Heath High School's website under the "student" tab. The SLC shall include the Executive Committee, Class Senators, Lighthouse members, and Action Team Representatives. The Executive Committee shall consist of the President, Vice President (Elected via split ticket by the SLC) and 2 secretaries, who are appointed. The Class Senators will be 4 elected representatives from each grade (previously known as class representatives in the old Student Council models or the class officers) and will hold a one year term. LEAD Lighthouse members (4 per class) will be a part of the SLC Four year term. Each student action team will select one representative to serve as the Action Team Representative on the SLC.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's' education records. These rights are:

1) The right to inspect and review the student's education records within 45 days of the day a school receives a request for access. Parents or eligible students should submit to the school a written request that identifies the records(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure, without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

FERPA: Notice for Disclosure of School Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that the Heath City School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Heath City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the Heath City School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Heath City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 15th. Heath City Schools has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- Major field of study
- Date of graduation

FUND RAISING

No student is required to participate in any class, club, or organization's fund raising project. Students who participate in fund raising projects shall be held responsible for the product sold and the receipt of all monies. No student should accept nor be responsible for more than $25.00 worth of merchandise unless prior authorization from the administration is obtained. Candy sales may not be conducted during the school day nor on school grounds unless special permission from. All fundraisers must be approved by the board of education.

HALL PASSES

Students wishing to move from one area of the building to another while classes are in session are to obtain a hall pass from the teacher to whom they are assigned. Hall passes obtained from guidance personnel and other teachers for special purposes are to be presented before the beginning of class to the teacher to whom the student is regularly assigned. The regularly assigned class/study hall teacher may use their discretion to honor the pass.

HEALTH CLINIC

A school nurse or clinic aide is available in case of illness or injury. The clinic is located in Room 106. Students **must** have a pass from a classroom teacher before reporting to the clinic. If the nurse is not present, a student should report their illness to the office personnel.

LIBRARY MEDIA CENTER

Heath High School's Library Media Center is open from **7:45 A.M. until 2:50 P.M**. or as long as the a staff member is present. Students found in the library unsupervised will be subject to disciplinary action.

Books may be kept for two weeks. Grade cards may be withheld or fees applied if materials are not returned.

LOCKERS/LOCKS

Students will be assigned lockers based on personal request and student need. If a student is assigned a locker they are only to use the locker in between class changes **when necessary** and are not permitted to be in lockers during classes. They ARE TO PROVIDE AND USE A LOCK. It is the student's responsibility to maintain security for their personal belongings. Heath High School is **not** responsible for lost or stolen items. Posters and stickers are **not** permitted on the outside of the locker, with the exception of approved decoration for special activities or events. Lockers are the property of the Heath Board of Education and may be searched at any time for any reason deemed necessary by the building administration.

LOITERING

Deliberate loitering on the school grounds by pupils is strictly prohibited. This includes loitering in the restrooms and the parking lot before, during, and after school hours. Students whose educational programs allow them to leave prior to dismissal time are required to vacate school property unless conducting approved school business.

LOST AND FOUND

Articles found in the building should be taken to the office. Students are to check with the main office whenever an article is lost or misplaced. The lost and found will be cleared of all items at the end of each month. Usable items will be donated to appropriate charities.

MEDICATION

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness that will not hinder the health or welfare of others. Medication may be administered by school employees in accordance to the following:

1) The school nurse is the preferred one to administer medication. However, in her absence, medications may be administered by the building administration, clinic designee, or classroom teacher. No school employee can be required to administer a drug on the basis of religious convictions or other valid reasons.
2) All medications, prescription and over-the counter, must be accompanied by a form which has been completed by the parent and physician requesting that the medication be given. The form requires specifics related to the name of the medication, dosage, time, and route that it is to be given as well as any side effects that might be expected.
3) All medication must be received in the original container which is labeled with the student's name, the name of the medication, dosage, route and time it is to be administered and the physician's name in the case of a prescription medication.
4) All medication must be kept in a locked storage area. The only exception to this will be medications that must be refrigerated. However, refrigerated medication must be kept in a refrigerator to which students do not have access. No more than one week's supply of medication will be stored at a time.
5) The medication record must be completed by the person administering the medication. This form will be kept with the physician's and parent's request form and both will be kept with the medication.
6) Separate forms must be filed for each medication that is to be given. Revised forms must be submitted by the parent and physician if any changes occur throughout the school year.
7) Students will not be permitted to self-administer medication. Medications should be brought to the office as soon as the student arrives at school. Exceptions to this are epi-pens and inhalers with proper paperwork filled out with clinic staff.

IMMUNIZATION

Students who do not have evidence of proper immunization and a completed and updated emergency medical form may be excluded from school after fourteen (14) calendar days, until these required forms have been submitted to the school.

MULTICULTURAL EDUCATION POLICY

The Heath Board of Education recognizes that we are living in a rapidly changing society, and that this society is becoming increasingly multiethnic/multicultural. In accordance with this belief, the Heath Board of Education is committed to providing a positive harmonious environment in which respect for, and understanding of the diverse makeup of, our school community is promoted. Doing this will help ensure that all students have an opportunity to develop into citizens who can adapt to the challenges of living in the 21st Century. In accordance with this aim, the Board of Education of the Heath City School District commits that:

1) All students of diverse ethnic, racial, socioeconomic, gender, religious, and cultural background will be provided the opportunity to receive a quality education which will enable them to achieve their fullest potential;
2) Multicultural education will promote intergroup knowledge and understanding and will prepare academically and culturally informed students to function in a global society;
3) Multicultural education will promote cultural diversity as a valuable resource that should be preserved and extended;
4) Multicultural education will help students, staff, and community develop a deeper understanding of their cultural heritage and those of others, minimizing prejudice and maximizing an appreciation for differences.

NON-DISCRIMINATION

Heath High School does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.*The following person has been designated to handle inquiries regarding the non-discrimination policies:

Kelly Holbrook , Assistant Superintendent

740-238-7110

For further information on notice of non-discrimination, visit:

http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm

for the address and phone number of the office that serves your area, or call 1-800-421-3481.

SECTION 504 OF THE REHABILITATION ACT & THE AMERICANS WITH DISABILITIES ACT

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who . . .

Has a mental or physical impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, sleeping, standing, lifting, reading, concentrating, thinking, communicating, helping, eating, bending, or operation of a bodily function. (This is not an exhaustive list of major life activities, which means even if an activity or function is not listed it can, nonetheless, be a major life activity.)

The school district has the responsibility to provide accommodations and services to eligible individuals with disabilities. The district acknowledges its responsibility under Section 504 to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practice in the school.

OUTSIDE CHARITABLE ORGANIZATIONS

Participation in drives for outside charitable organizations is permissible. The principal and the activity advisor should be certain of the integrity of the organization before any agreements are finalized.

PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

Oral recitation of the Pledge of Allegiance and a moment of silence shall be part of the program of the Heath City Schools. The Pledge of Allegiance shall be recited orally in the morning of the first day of each week during the school year by students and staff. Daily recitation of the Pledge of Allegiance is also permissible and is encouraged. Students and staff who are opposed to reciting the Pledge of Allegiance because of religious and/or philosophical reasons are not required to participate in the ceremony. In accordance with board of education policy, a moment of silence will be observed daily.

PROCEDURE FOR CHANGE

I. The procedure for change (below) will be under advisement by the Student LEADership Council (SLC) during the 2026-2027 school year. An updated procedure will be published upon completion of the review.

A. A written request signed by a student must be submitted to the Student LEADership Council (SLC).

B. If the SLC rejects the written proposal, then a student may submit a petition as a means to get their issue resubmitted to the SLC. The number of signatures required will be twenty (20) percent of the Heath High student body as of October 1 of the current school year. A rejected petition cannot be resubmitted by the student body for the remainder of the current school year. An individual submitting a written request or petition may be present at the Student Council meeting at the discretion of the Student Council president and advisor when their issue is to be considered. A special meeting may be called if the situation is pertinent enough to warrant a special meeting.

C. If the Student Council accepts the petition, the petition is then submitted to a Student-Faculty Committee for study and formulation of the proposal(s) to be submitted to the faculty for action at a future faculty meeting.

1. The Student-Faculty Committee shall consist of:
   a. Four (4) representatives from the Student Council.
   b. Four (4) representatives from the faculty.
2. Selection of the committee members is done by the representative groups by vote or volunteer basis. (The Student Council selects student representatives and the faculty selects faculty representatives.)

1. Responsibility of the faculty committee members consists of:
   a. Conducting a faculty poll on the issue under consideration.
   b. Working cooperatively with the student representatives in the formulation of the “best” possible

proposal(s).

II. Procedure for Faculty Action:
   G. Unfavorable faculty action returns the proposal to the Student-Faculty Committee for further study and revision. The revised proposal(s) is then submitted to the Principal's Advisory Council for consideration. Acceptance of the revision follows the procedure outlined in III. B. below. Rejection of the revision results in the issue being considered "DEAD" by both faculty and students for the next school year.
   H. Favorable faculty action returns the proposal to the Student Faculty Committee with recommended changes and then to Student Council for revision.

III. Proposal is then submitted to the Building Administrator for acceptance/ modification/ rejection.
   A. If approved, the Building Administrator submits the proposal to the Superintendent for placement on the Board of Education agenda.
   B. If modifications are requested, a faculty and/or student committee meets with the principal to discuss the modifications. When consensus is reached, the proposal will be submitted to the Building Administrator who will, in turn, submit it to the Superintendent for placement on the Board of Education agenda.
   C. If the Building Administrator rejects the proposal, Student Council and/or faculty may petition the Superintendent of Schools for the issue to be placed on the Board of Education Agenda.
   D. Final disposition of the matter rests with the Heath City Schools Board of Education.

PUBLIC DISPLAY OF AFFECTION

Students are expected to maintain appropriate behavior throughout the school day. Behavior which embarrasses other students and staff will not be condoned. Written or verbal communication, gestures, or physical activity not generally considered as commonplace, tasteful or acceptable in a school setting (e.g. kissing and sitting on laps), will not be permitted. Students in violation of this policy may face disciplinary action.

RESTROOMS

Students should go to the restrooms during lunch, before classes begin, or between classes when absolutely necessary. The restrooms are provided for student convenience and use. Each student should take pride in maintaining clean and efficient restrooms. Loitering is not permitted.

SCHOOL PROPERTY

Students who deface or disfigure property, break windows, or do other damage to school or personal property or equipment will be required either to pay for the damage or replace the item(s), in addition to any other disciplinary action taken by the administration.

SEARCH AND SEIZURE

School officials maintain the right to search students and any student property on school premises, to search school property, and to seize and/or secure items in a student's possession (for example: lockers, desks, vehicles, etc.--including contents) if there is reasonable suspicion to believe that the items in possession are illegal or in violation of school rules or constitute a hazard to the health and safety of the students or others. All items found in a locker are deemed to be in possession of the student to whom the locker is assigned. Similarly, all items found in a vehicle are deemed to be in possession of the driver of that vehicle. Students have no reasonable expectations of privacy of their actions in public areas of the building. Anything found during a search may be used as evidence and the school reserves the right to not return confiscated items.

SENIOR CLASS FUND

At the end of the year, the Senior Class must designate how any left-over funds are to be used, or these funds will be transferred to the general fund.

SENIOR CLASS PICTURE (COMPOSITE)

The principal is responsible for contracting with a reliable photographer who is under contract for the yearbook. The hallway composite is a gift from the yearbook photographer. Students wishing to have their pictures in the composite must have a sitting taken by the yearbook photographer. Appropriate attire is required.

SEXUAL HARASSMENT

The Heath City School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

Definition . . .

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

1. Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
3. Making and threatening reprisals after a negative response to sexual advances.
4. Non-verbal conduct: leering; making sexual gestures; displaying sexually suggestive objectives, pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
6. Verbal abuse of sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
7. Physical conduct: touching, assault, impeding or blocking movement.

The type of harassment necessary to create liability must be so severe, pervasive and objectively offensive that it deprives the victim of access to the educational benefit and opportunities of the school. Mere acts of teasing and name-calling are not necessarily sufficiently pervasive or severe to create liability for damages. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

In Case of Alleged Sexual Harassment . . .

When unwelcome activities described above of a milder nature occur, the best thing to do is to say that you are uncomfortable with the behavior and ask that it cease. If the behavior does not cease, then recourse for staff should be sought through the building principal/superintendent. Recourse for students should be through the school counseling office or any school administrator. If employees are subjected to behavior which they consider to be sexual harassment, they are to promptly notify either a direct supervisor or the superintendent within the district. If a student is complaining then the student is asked to promptly notify a school counselor or administrator. Students and staff members will be asked to put their complaint in writing and an investigation will be made into the matter. An investigation will be made by impartial and neutral people and appropriate sanctions will be imposed against any employee/student who is found to have engaged in sexual harassment while on or about direct property, or in relation to some district activity. The investigation will include interviewing the alleged victim, alleged harasser, eye witnesses, and corroborative witnesses. In addition to making a complaint with the designated personnel, the student/staff member also has a right to file a complaint with the EEOC.

* **Heath City Schools students in violation of this policy are subject to discipline under the student code of conduct, which may include suspension or expulsion.**

STUDENT PUBLICATIONS/PRODUCTIONS

The Heath Board of Education encourages and promotes student publications, live productions, and television programs as classroom-related learning experiences in such courses as English, Communications, Theater Arts, or Publications, and as extracurricular activities. These allow for coverage of student activities and the writing, printing, and televising of original literary and artistic productions. School publications and broadcasts afford an educational experience for those students interested in such activity and should provide an opportunity for the sincere expression of all facets of student opinion.

Guidelines for school-sponsored publications, productions, or broadcasts include:

1. Faculty advisors shall advise on matters of style, grammar, format and suitability of materials. When in doubt, the advisor should consult with the principal.
2. The school publications and telecasts will reflect the policy and judgment of the student editors. Materials of controversial nature should not be prohibited unless:

a. Material imminently threatens to disrupt the educational process of the school, to damage other individuals or to advocate conduct that otherwise is inconsistent with the shared values of a civilized social order (e.g., advocating drug or alcohol use, etc.);
b. Material threatens any person or a group within the school or advocates racial or religious discrimination;
c. Material advocates violation of the law or official school regulations;
d. Material is considered false or libelous, based upon available facts;
e. Material is potentially harmful to juveniles or offensive according to community standards as to what is suitable for juveniles; and
f. Material is contrary to the mission of Heath High School and the Heath City School District.

3. All student publications, productions, and television programming are connected to the overall school program and are subject to editorial control by school authorities. The final decision as to the suitability of material shall rest with the principal.

STUDENT RECOGNITION

Students at Heath High School have a wealth of opportunities to receive recognition for their achievements in all phases of school life. In May of each school year during a special Honors Program, seniors are recognized for their achievements in academics, athletics, and leadership. Underclassroom are also recognized for exemplary academic performance. The Honor Roll (a GPA of 3.5 and higher) and Merit Roll (a GPA of 3.0-3.49) recognize the highest ranking students at Heath High School each grading period. The Academic Letter Program honors students who maintain a 3.5 GPA or better, over consecutive semesters within a school year, with progressive levels of awards presented at a Heath City Board of Education meeting. Each month a male and female are selected for "Student of the Month." Participants in athletics and other extra-curricular activities are also formally recognized through approved awards and events.

STUDENT RECORDS POLICY

The privacy of each student will be fully respected. The Heath City School District will provide access to a student's records by parents, 18 -year- old students, or married students.

Directory Information

Directory information for publications such as yearbooks, newspapers and athletic programs, as well as images on school-sponsored websites and Heath Channel 20, are considered authorized information for release. Directory information is defined as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, date of graduation, degrees, honors and awards received, electronic mail address, photograph, grade level, and the recent educational agency or institution attended. **Any parent, student of age 18 or older, or married student who does not wish directory information released should notify the building principal in writing no later than September 15 of each school year.**

STUDY HALL

Students are to bring study material, sit in their assigned seats, and remain quiet. Study halls are for study, not for social gatherings. Guidance passes and other acceptable passes are to be obtained prior to the assigned study hall period and submitted to the study hall teacher for approval after attendance has been taken. Sleeping and card playing are not permitted in study hall.

SURVEILLANCE CAMERAS

For student safety and welfare, video surveillance cameras are placed throughout the high school building and grounds and on school buses. Students are duly informed that their behavior may be monitored by these cameras and that recorded actions may be used as evidence in disciplinary matters. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

TELEPHONES

The school office telephones are only available for use by request or in emergency situations.

TEXTBOOKS

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Textbooks are a major expense to the Heath Board of Education. The care of textbooks is the student's responsibility. Textbooks are issued at the beginning of the school year and upon enrolling at Heath High School via classroom teachers. Students who lose a textbook are required to pay for the textbook before a new one will be issued. If the lost book is found after the payment has been made, the payment will be refunded to the student. Textbooks damaged beyond repair will cost the student full price. Minor damage will be pro-rated at the teacher's discretion. Normal wear as a result of use is excluded.

TRAFFIC & PARKING POLICY

Speed limit: The posted speed limit on school property at all times is ten (10) miles per hour.

One-way pattern: A one way traffic pattern South to North toward the building is in effect on the high school main entrance road for a period of twenty (20) minutes during both morning arrival and afternoon dismissal times. Since school normally begins at 8:00 AM, the one-way pattern is to be followed 7:35-8:00 AM, and with regular dismissal at 2:45 PM, the one-way pattern is to be followed 2:30-3:00 PM. For Delayed Start or Early Release days the one-way will be in effect for the corresponding 30 minute periods for arrival and dismissal in accordance with the designated times on the special schedule(s). All exiting traffic during the arrival and dismissal time periods should follow the outside edge of the student parking lot to leave the premises.

Designated areas: During the above-mentioned 30 minute periods each morning and afternoon the main entrance road directly in front of the high school is restricted for student drop-off/pick-up and bus traffic only. Vehicles which are dropping off or picking up students are to exit by following the outside edge of the student parking lot. The inside lanes of the student parking lot are for student and staff use only. All students are to park in the student parking lot. The areas beside and behind the high school building are reserved parking for employees, and the parking spaces directly in front of the building are reserved for visitors. Students are to never park in these reserved areas.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration. Failure to comply with a reasonable search will be considered insubordination.

VISITORS

Heath High School welcomes adult visitors but asks they do the following:

1) All visitors to Heath High School MUST check in the main 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 with former teachers during their conference periods provided arrangements have been made ahead of time.
2) No visitor may enter a room while a class is in session.
3) Permission will not be granted to have a visitor come to school during lunch or to attend classes with you.
4) Parents are welcome to visit Heath High School at any time, but are requested to check in at the office in order that proper arrangements are made to ensure a quality visit.
5) Prospective students who wish to visit Heath High School must make prior arrangements through the guidance office.
6) The District requires current and prospective volunteers who have or will have unsupervised access to students that a criminal records check (consistent with the requirements for school employees) is required.

VISITOR TOBACCO/NICOTINE USE PROHIBITED: No visitor, or staff member is permitted to use tobacco or nicotine products (including e-cigarettes) at any time, including non-school hours, on all school grounds

WITHDRAWAL FROM SCHOOL

Students withdrawing from school must report to the school office to receive a withdrawal form. This form must be signed by the student's parents/guardians and assigned teachers. All books and supplies must be turned in before leaving school and all fines and dues must be paid.

WITHDRAWAL FROM C-TEC

A student desiring to withdraw from the Career and Technical Education Centers of Licking County (C-TEC) must obtain a withdrawal form from the C-TEC Guidance Office. This form must be signed by the student's parent(s)/guardians(s) and by appropriate school personnel. If the student is returning to the home school, he/she must secure the approval of the appropriate home school personnel after obtaining the parent(s)/guardian(s) approval. Both approvals must be obtained before C-TEC personnel can give their approval. All books and supplies must be turned in, fees must be paid, and other outstanding obligations must be taken care of before the withdrawal will be processed. The last day any student may return to their home school for first semester instruction is 10 school days after the start of school.

If a student desires to return to their home school for second semester instruction, he/she must follow the same above -mentioned procedures. Additionally, he/she must have made the decision and completed the withdrawal process prior to the first day of the home school district's second semester. After that date, a student must remain for the remainder of the school year.

Students of age eighteen (18) or older will not be permitted to circumvent this policy by withdrawing from C-TEC (dropping out) and applying for readmission to their home school. Students under eighteen years of age will not be permitted to circumvent this policy by seeking an approved exclusion from school (e.g. withdrawal on a full-time work permit) and applying for readmission to their home school.

WORK PERMITS

Work permit forms can be obtained from the Heath City Schools website, www.heath.k12.oh.us. If a student becomes employed, a work permit must be filed with the Board of Education.

The administration reserves the right to amend existing school rules and policies or create new policies as deemed necessary.

STUDENT ATTENDANCE

POLICY AND PHILOSOPHY

Attendance at school is a privilege and a requirement of the laws of the State of Ohio (O.R.C. 3321.04) unless denied that right or privilege for non-compliance with the rules and regulations of the school. Regular school attendance represents an essential cornerstone for learning and is based upon a partnership between home and school in promoting responsible attendance habits. The student, the parent/guardian, and the school share responsibility for student attendance. Unless the student's health forbids or unless some serious emergency arises at home, students are expected to attend classes regularly and to be on time. The educational progress of students is greatly impaired by excessive absences.

EXTRACURRICULAR ACTIVITIES

To be eligible to participate in an extracurricular activity sponsored by Heath High School, a student must be in attendance a minimum of four (4) class periods and have hand-written or email permission from a parent/guardian for the periods missed. The absences must qualify as an excused absence as defined below. Those in work-study programs must fulfill their work assignment as if they are scheduled classes. If there must be a variation to the above stated rule, prior permission must be obtained from an administrator.

ABSENCE

If the student is absent, the parent/guardian must report the absence by calling the school attendance number (238-7150) before 9:00 A.M. and state the reason for the absence.

Excused Absence

The only acceptable excuses for absence from school or class will be:

1) Personal illness of the student (reported from parent/guardian) up to 42 hours (6 school days) in one month or 72 hours (10 school days) in a year.
2) Needed at home to perform necessary work directly and exclusively for parents or legal guardians for a

limited period of time when approved by the superintendent (applies to students over 14 years of age only).

3) Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence).
4) Observance of a religious holiday consistent with a student's truly-held religious beliefs.
5) Traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours).
6) College visitation (grades 7-12)
7) Absence due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status.
8) Absence due to being homeless
9) As determined by the Superintendent.

Medically Excused Absence

10) Personal illness of the student (with a doctor's note).
11) Illness in the student's family necessitating the presence of a child.
12) Quarantine for contagious disease.
13) Emergency or other set of circumstances in which the judgement of the Superintendent constitutes a good and sufficient cause for absence from school, which may include, but not limited to absence due to documented medical appointments.

The school may require the parent/guardian to verify the cause of absence (For example: In the case of frequent or long term illness, a physician's statement may be required.). The physician's statement must be presented no later than one school day from the date of absence. Absences accompanied by medical verification do not count in the total days of absences for the student.

Pre-Planned Absence

The Board does not believe that students should be excused from school for vacations or other non- emergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

Students may request pre-planned absences for:

1) Career visitation (college, armed services, future employment, etc.) ***Up to 3 excused per year, correct APdocumentation must be completed to be counted as excused. Forms can be found in the main office.***
2) Up to one-half (½) day for a driver's license examination.
   *Students are required to turn in documentation verifying their attendance of the visit to the main office upon their return.

Unexcused Absence

- If the student is absent, the absence will be recorded as unexcused until acceptable communication from parent/guardian is received by the office.
- Unexcused absences include, but are not limited to, oversleeping, car trouble, missing the bus, babysitting, family errands, shopping, entertainment, hair/nail appointments, truancy, suspension, and other absences NOT listed as excused.

Consequences for Unexcused Absences

If a student is absent for a full school day without an acceptable excuse listed on the previous page, the following consequences may be issued:

1st offense: 1 hour after school detention
2nd offense: 2 hour Friday Detention
3rd offense: 4 hour Friday Detention
4th offense: discipline per administration discretion

Attendance Law and Definitions

In accordance with Ohio Revised Code Chapter 3321, when a student reaches any of the criteria listed below the school will attempt to notify the parents in writing to inform them of the amount of school that has been missed. The district will take steps which may include an absence intervention plan, referrals to community resources and/or a mandatory meeting with the student, parent/guardian, school administration and district attendance officer in order to increase the student's attendance rate.

Habitual Truant:
* absent 30 or more consecutive hours without a legitimate excuse (5 days)
* absent 42 or more hours in one month without a legitimate excuse (7 days per month)
* absent 72 or more hours in one year without a legitimate excuse (12 days per year)

Chronic Absenteeism
*Chronic absenteeism is defined in Ohio as missing 10% or more of school **for any reason**.

Once a student has reached a total of ten days of absence, (or 60 hours) that student is considered to be a student with excessive absence according to ORC 3321.13 and will then be required to follow the district's plan for intervention. Once a student accumulates 60 hours of absences, all absences will be considered unexcused unless a medical note is provided.

A parent may call their student off from school 10 times per year. These call-offs will be marked as excused as long as the reason meets the criteria for an excused absence. All further absences will be marked as unexcused unless accompanied by a medical excuse.

ATTENDANCE EXPECTATIONS AND PARTICIPATION IN EXTRACURRICULAR PRIVILEGES

Students who are identified as **habitually truant**, as defined by Ohio law and Board policy, will lose eligibility to participate in or attend certain extracurricular and school-sponsored privilege events, including but not limited to:

- Homecoming dances and activities
- Prom
- Senior Trip
- Commencement/Graduation participation ceremonies
- Other school-sponsored special events

A student who has reached the habitual truancy threshold may regain eligibility by meeting with school administration and establishing an attendance improvement plan. Continued participation in the events listed above will be contingent upon the student's demonstrated progress toward the goals outlined in the attendance plan, as determined by school administration.

The administration reserves the right to review each situation individually and consider extenuating circumstances, documented medical conditions, and other factors impacting attendance.

SIGN-IN/SIGN-OUT PROCEDURES

Students who enter the building after 8:00 A.M**.** are to sign-in at the main office prior to reporting to 1st period. Regardless of age, students who desire to leave the building, and have not been granted an early dismissal form, **report to the main office to sign-out before they leave the building. All students must have the parent/guardian supply a note or call the main office prior to dismissal. All students must sign-in when they return to school.**

****Students are not permitted to leave school to go home, eat or run an errand. The only acceptable excuses for a student to leave school or class will be:**

1. **Personal Illness.**
2. **Illness in the student's family.**
3. **Needed at home to perform necessary work directly and exclusively for parents or legal guardians. (Students over 14 years old only)**
4. **Death in the immediate family.**
5. **Quarantine for contagious disease.**
6. **Religious reasons.**
7. **Traveling out of state to attend a board approved enrichment activity or extracurricular activity.**
8. **As determined by administrators.**

EARLY DISMISSAL

Being excused during the day will be treated the same as school attendance. An excuse will be granted if proper communication is received by the school in advance. The written note **must** contain a telephone number where the parent/guardian may be reached during school hours. Acceptable excuses are those delineated in the attendance policy.

Students **must** follow check-in procedures upon return to school from early dismissal.

EIGHTEEN YEAR OLD STUDENTS

Any students 18 years of age or older are extended the same courtesies as those under 18. Likewise, they are restricted to the previously mentioned reasons for nonattendance. However, when a student of age 18 or older acquires five (5) unexcused absences or a total of fifteen (15) days of absence, he/she may be withdrawn from school.

UNEXCUSED TARDINESS / EARLY DISMISSAL / PARTIAL ABSENCE

Promptness is a virtue that is highly respected by teachers, classmates, and future employers. Unexcused tardiness / early dismissal / partial absences to school or class interrupts the entire learning process. Students are to arrive at school and in class on time. Promptness implies being in the room and seated when the tardy bell rings. To reinforce this standard, specific procedures will be followed.

If tardy to school . . .

The student must report to the main office with a note from home. Unexcused tardiness / early dismissal / partial absences to school fall into two categories: excused or unexcused. **Excused** tardiness / early dismissal / partial absences include those reasons noted under excused absence or as professional appointments and **must be** accompanied by a note from the parent/guardian upon the student's arrival to school. Unexcused tardiness / early dismissal / partial absences include, but are not limited to, oversleeping, car trouble, missing the bus, baby-sitting, family errands, and other absences not listed as excused. Failure to report to the office upon arrival and failure to bring a note stating a legitimate reason for being tardy will also result in an unexcused tardy. All unexcused tardies will result in the student being recorded with an unexcused absence from classes that are missed. Beginning with the third unexcused unexcused tardy/ early dismissal / partial absences, the student is assigned one (1) detention by the office. The following consequences will be assigned by the office for additional unexcused tardy/ early dismissal / partial absences: fourth and fifth tardy – Two-Hour Friday School; sixth and each unexcused tardy/ early dismissal / partial absences thereafter – A Four Hour Friday School will be assigned for each unexcused tardy/ early dismissal / partial absences. Unexcused tardiness/ early dismissal / partial absences accumulations will be reset at the beginning of each semester.

If tardy to class . . .
First and
Second Occurrence **-** Student receives a warning by the teacher.

Third Occurrence - Student is assigned one (1) detention by the teacher.

Additional Occurrences: - Student is referred to the office. Student is assigned a Friday School.

If a student is tardy from 8:00 am to 8:05 am, it will be counted as a class tardy. If a student is tardy to school after 8:05 am, it will be counted as a school tardy.
If a student arrives at school after 8:05, it is counted as a tardy to school.

MAKE-UP WORK

Responsibility for making up work lies entirely with the student and parent/guardian. The student and parent/guardian should communicate with teachers to ascertain what is to be made up. Many HHS teachers use ProgressBook to post assignments. This should be the first place students look for assignments that the student missed. Students are encouraged to check ProgressBook or Google Classroom for homework assignments. If a student will be absent for an extended period of time (more than two days) students should contact the teacher via email or they may call the Heath High School main office to request homework. The student and parent/guardian assume the entire burden of getting the work completed and handed in to teachers. For excused absences students will be extended a period of time equal to the number of days of the excused absence for completing make-up work.

For pre-planned absences, the following apply:

* All work should be turned in to the teacher preferably before the absence, but no later than the day the student returns.
* All classroom activities scheduled the day of the student's return must be fulfilled.
* Any exceptions will be at the teacher's discretion.

ACADEMICS AND SCHOOL COUNSELING

SCHOOL COUNSELING OFFICE'S ROLE IN YOUR CHILD'S EDUCATION

The School Counseling Department of Heath High School exists to help students, parents, and staff. The counselor is available to assist and advise each student in the three (3) domains approved by the American School Counselors Association (ASCA) Those domains are personal/social, academic and career/post-secondary. Students are encouraged, when possible, to make appointments with the counselor during study hall or lunch so as to not interfere with academic success.

HOMEWORK/ACHIEVEMENT

Heath High School has high expectations for students and believes that the school day includes homework. As an integral part of student learning, homework provides students with the opportunity to independently practice new learning or to apply previous learning to new situations. Homework builds the ability of student achievement when it is graded and students receive timely and specific feedback. Homework helps develop the necessary skills for independent study, learning outside of school, and sound work habits.

Students should . . .

1) Have the necessary material in class and/or home to complete the assignment.
2) Complete the assignment legibly, neatly, and on time.
3) Assume the responsibility for getting and completing assignments after an absence.
4) Ask for assistance and/or clarification of the assignment if the instructions are unclear.
5) Be available to meet with the teacher to seek help and/or to complete make-up work.
6) Keep track of academic progress in each class.

Parents/Guardians should . . .

1) Provide a quiet time and place for students to work.
2) Provide students with necessary materials including books, paper, pencils, etc.
3) Schedule time into the student's daily routine and promote time management and positive study habits.
4) Encourage the student to complete each assignment.
5) Serve as a resource person who provides assistance but does not complete the work for the student.
6) Ask the student about their class progress and homework.

7) Be available to meet with the teacher/school official when necessary.
8) Be an active participant in the student's entire educational experience.

SCHEDULING

Many hours of preparation go into the scheduling process, and the schedule is devised to allow the maximum number of students the opportunity to take a wide variety of classes. When the student selects courses, the counselor discusses the seriousness of correct class selection and that schedule changes will not be allowed once courses are selected. For all intents and purposes, **schedule corrections** are only permitted if:

1. A required course was omitted on the schedule.
2. A prerequisite for a selected course has not been completed.
3. A computer error occurred which omitted a course selected.
4. Additional credits are needed to fulfill the required class load.
5. A student is deemed incapable of doing the work in a class.

If a **course is dropped voluntarily** after the first 10 days of each semester, the student:

* must gain the approval of the parent/guardian.
* must gain the approval of the classroom teacher and guidance counselor.
* will receive an "F" for the course on their permanent record.

If a student wishes **to drop a class** after the first 10 school days of each semester **due to extenuating circumstances,** the student, with the permission of the parent/guardian, may petition the teacher, counselor, and administration. If all parties are in agreement with the removal of the student from the class, the student will be withdrawn with all records of grades and subject taken deleted from the student's permanent record. If a student withdraws from an elective course due to poor academic and/or behavioral concerns, he/she may not re-enroll in that course/program without the approval of the instructor, principal, and guidance counselor.

HOME SCHOOLING

Students who have been home schooled through grade eight will demonstrate expected achievements by taking appropriate standardized tests as determined by the Heath City Schools. In order to receive high school credit in courses studied through home schooling, students must take and pass final exams prepared by our teachers for those courses. Passing grade will be consistent with the current grading scale in effect upon date of entry. Exams must be taken at the convenience of the teachers, as arranged by the student, within the first semester that the student is enrolled at Heath High School. Any extensions must be approved by the student's counselor. Teachers will be consulted for a means of evaluation in performance courses should no comprehensive exam be given. Credits will be awarded only for courses comparable to those offered at Heath High School. The student will receive credit in the course if he/she passed the exam at Heath High School. The grade will be the result of the final exam. To be eligible for consideration as an honor student, a student must have earned through an accredited high school, the minimum number of credits required for graduation at Heath. To be considered for the National Honor Society, students must have completed at least one full year at Heath High School.

POST-SECONDARY ENROLLMENT

Students in Grades **9 through 12** may attend college classes for credit if the Guidance Department is notified prior to March 30th of the year prior to entering a college. It is the responsibility of the student and parent/guardian to apply and to gain admittance to a college. The student may take the course(s) for college credit or for both college and high school credit. If the student applies and is accepted for post-secondary enrollment, both the student and the parents/guardians must attend a counseling session explaining the total program.

STUDENT MENTORSHIP PROGRAM

Students may participate in the mentorship program sponsored by the Licking County Board of Education for ½ credit upon satisfactory completion. Basic requirements include:

- Meeting with a mentor (an individual who is a practicing professional in the student's anticipated of endeavor) for 21 hours.
- Completing a written report and/or project. (For example, a student may work with a lawyer and prepare a report on the activities that comprise a lawyer's work day.)

Students interested should meet with the guidance counselor who will explain the details of the program and provide an application.

TESTING AND COLLEGE ENTRANCE EXAMS

The tests described below are optional but may be required for college entrance or the military service.

PSAT

This test offers students an opportunity to practice taking the SAT. Scores are used to predict SAT results and are used by the National Merit Corporation to identify scholarship candidates. This test is developed for Grades 10 and 11. Pre-registration required. (Fee Charged)

SAT *(Scholastic Aptitude Test)*

This test is a college success indicator. The test has verbal, math, and writing sections. Pre-registration required. (Fee Charged)

PLAN

This test offers students an opportunity to practice taking the ACT. Scores are used to predict ACT results and are used by the Guidance Department for counseling purposes. This test is developed for Grade 10. Pre-registration required. (Fee Charged)

ACT *(American College Test)*

This test is a college success indicator, norm referenced test which covers English, writing, math, science, and reading curriculum areas. The ACT is required by most colleges and universities. Each junior is provided an opportunity to take the ACT at school at no charge to the student. Any other ACT tests a student wishes to take will require pre-registration and a fee will be charged.

ASVAB *(Armed Service Vocational Aptitude Battery)*

The ASVAB is an optional test that measures academic and vocational aptitude. It is administered to students on a voluntary basis. (No fee.)

COLLEGE/CAREER VISITATION

Heath High School strongly supports our students in their effort to choose a college or other post-secondary educational opportunity, enter the military or finding a place of employment. We expect students to use time outside of the school day to make these visits or interviews. However, we will try to accommodate those visits and interviews that are done during school hours as long as procedures are followed.

To gain permission for a college/career visitation, students must:

- Obtain a visitation form from the guidance counselor prior to a visit.
- Obtain signature of a college or employer representative during the visit.
- Return form to the attendance secretary after visit has been completed.

Note: Any junior or senior who has been absent twelve (12) or more days of the year must obtain special permission from the principal to use a visitation day.

POLICY REGARDING ACADEMIC MISCONDUCT

Academic misconduct or the appearance thereof, is a serious offense and will not be tolerated in the Heath City Schools. This academic misconduct policy will apply, but is not limited to, academic work which will be graded, plagiarism, or transmission of unauthorized academic information. It will be applied to the four definitions presented below, and will be enforced with any and all students found to be in violation.

- Visual Cheating - Looking at work done by a person other than the student being graded; at a “cheat sheet,” or another authoritative source, in an attempt to earn a higher grade in school work submitted for evaluation. Also, getting a copy of a test or quiz before it is given, or sharing a copy of a test already given with students who have not taken it. Looking at another person’s test or quiz while that test or quiz is being administered, taking a test, or doing all or part of an assignment for another individual.
- Copying Homework - Copying assigned schoolwork done by another person and using it to represent the students’ own work for a grade, or taking someone else’s work without their knowledge. This would also include the utilization of teacher’s manuals and test or workbook keys that contain answers to work assigned for a grade. The grade can either be part of an accumulative grade for the whole grading period or an isolated, individual grade.
- Oral Communication - Orally communicating with another person, or persons, in a way which will enhance a student’s performance on a graded test or assignment. Also, giving to other students either orally, electronically or

in written form, the answers to tests or quizzes which those other students will be taking for credit.

- Plagiarism - (Includes electronic cheating) - Using another person's (or Artificial Intelligence's) thoughts, **HEATH HIGH SCHOOL GRADUATION REQUIREMENTS**words, or ideas as one's own. This can include information obtained by spoken word, written word, or electronically. Examples may be, but are not limited to, copying someone else's homework, copying an article from a book or a paragraph from an encyclopedia, or online publication without proper documentation, or supplying research notes or any portion of a paper to another student. A student who wants to know if the work he or she is doing is plagiarism should check with the teacher before submitting the paper.

Please see the Heath High School Course Guidebook for all details regarding graduation requirements.

GRADUATION

Graduation Ceremony Policy

Graduation ceremonies are a privilege, not a right. In order to receive a diploma during graduation ceremonies, a senior must have completed all academic requirements, met all obligations, and remained a student in good standing up through and including semester exams, graduation ceremonies, and receipt of diploma. Good standing includes adherence to the Student Code of Conduct. Any student qualifying for graduation:

***In January:** must wait until May/June to go through the ceremony and receive their diploma but is considered graduated. The student may request a letter of confirmation from the school to support efforts for employment and/or college entrance.

***In June:** may participate in the graduation ceremony if participation requirements are met.

***In August:** may receive their diploma in August but is not eligible for the June ceremony that same year. They would be eligible for the ceremony the following June.

Any student participating in the commencement ceremonies must:

- Have met the academic requirements established by the Heath Board of Education and the State of Ohio.
- Abide by the adopted dress code for the commencement ceremonies.
- Have completed all assigned discipline prior to the final day of regularly scheduled classes in keeping with standard practice
- End of the year violations (defined as those for which normal discipline procedures cannot be administered) will be grounds for denial of participation in graduation ceremonies. Students who violate school policy during the graduation ceremony may be required to serve a determined number of community service hours for the district prior to receiving their diploma.
- Have met expectations of any attendance intervention plan (if applicable).
- Attend and fully participate in graduation practice.

Diplomas will be issued following commencement. Graduates unable or not wishing to participate in the ceremonies may pick up their diploma beginning the day following the commencement ceremonies.

Attendance for Seniors and/or 18 Year Old Students: Seniors who are 18 years old and become habitually truant in accordance with H.B. 410, will be required to follow the district's plan for attendance intervention. Failure to follow the intervention plan may result in the student **NOT** being permitted to participate/attending prom, senior trip, the graduation ceremony or any other senior activities.

GRADING POLICY

Grades represent an evaluative system that is used by the school to communicate academic performance. In order to promote effective communication and consistent record keeping, the following grading scale and grading system are utilized:

Percentage	Letter Grade	Level of Performance	Quality Points
98-100	A+	Excellent	4.3
92-97	A	Excellent	4.0
90-91	A-	Excellent	3.7
87-89	B+	Above Average	3.3
82-86	B	Above Average	3.0
80-81	B-	Above Average	2.7
77-79	C+	Average	2.3
72-76	C	Average	2.0
70-71	C-	Average	1.7
67-69	D+	Below Average	1.3
62-66	D	Below Average	1.0
60-61	D-	Below Average	0.7
Below 60	F	Failure	0.0
	I	Incomplete work/No credit	
	M	Medical Excuse/No credit	
	S	Satisfactory/Passing	
	W	Withdrawn	
	WF	Withdrawn Failing	

To receive a passing grade and credit the student must:

- complete all course work by the last day of the semester. Extensions will be granted only for students who have had an extended illness.
- earn an overall grade average of D- or better.

Semester Grades

- All subjects in the Heath High School curriculum receive a semester grade.
- Grades during the marking period are averaged to arrive at a grade which is printed on the report card. Grades for the two (2) marking periods are averaged together (50% per grading period) to determine the semester grade recorded on the student's permanent record.

INSTRUCTIONAL PILOT PROGRAMS AND GRADING

Heath City Schools acknowledge that methods for assessing student progress undergo continuous refinement. This evolution is driven by legislative mandates, academic research, and district-wide goals. Although this manual details standard grading procedures, faculty members may implement sanctioned pilot initiatives. These programs aim to bolster educational growth and ensure precise, uniform reporting of student achievement.

Under these authorized initiatives, classroom evaluation techniques might deviate from conventional structures. Such modifications potentially encompass:

- Options for student reassessment
- Frameworks focused on standards
- Establishing minimum grade thresholds
- Adjusted weight for assignments
- Specific evaluative categories
- Competency-centered reporting models
- Procedures regarding late assignments

- Opportunities for second attempts
- Diverse ways to prove proficiency

Every sanctioned instructional pilot must:
- support established district objectives,
- remain transparent for all stakeholders,
- uphold uniformity within the course,
- undergo regular administrative review.

Faculty involved in authorized pilots shall deliver specific evaluative criteria to families when a new term commences.
Determinations regarding student advancement or retention abide by Board regulations. These decisions reflect a comprehensive evaluation of a pupil's scholastic development.
The District maintains authority to modify assessment protocols and reporting standards as academic needs change.

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

Students in grades 9 – 12 at Heath High School must maintain a **1.7 GPA** each grading period in order to participate in interscholastic extracurricular activities. GPA's will not be rounded up and will be based on a minimum of the equivalent of 5 credit courses. This policy is in addition to, but not in place of, OHSAA policies and the Heath Board of Education Policy.

MAKE-UP WORK

A student has two weeks after the end of each grading period to remove an "I" (incomplete) from their report card. If the work is not made up at the end of the two (2) week period, the "I" may become an "F" (failing work). The teacher/principal has the discretion to extend the time period if he/she sees fit or to maintain the incomplete as a grade (no credit).

PROMOTION POLICY

Promotion at Heath High School is by course, not by entire grade level. However, to be considered a member of each succeeding class at Heath High School, and thus eligible for social and academic opportunities related to that class, a student must have successfully completed the following:

Grade 9 -	Successful completion of 75% of all Grade 8 subjects
Grade 10 -	Five (5) credits – including 1 credit of English 9
Grade 11 -	Ten (10) credits – including 1 credit each of English 9 and 10
Grade 12 -	Fifteen (15) credits – including 1 credit each of English 9, 10, 11

Failing a course

To earn appropriate credit, any student failing a course in Grades 9 through 12 must do **one** of the following:
1. Repeat the failed course the following year.
2. Make up the failed course by successfully completing the course in summer school.
3. Complete the course by an approved tutor or through an approved correspondence course if the student does not attend summer school and the course work cannot be rescheduled at the high school.

All options other than repeating the course work at Heath High School are the responsibility of the parent/guardian and at the expense of the parent/guardian.

INTERIM REPORTS/GRADE CARDS

At the end of the fourth week of each nine weeks' grading period, interim reports are sent to parents of all students. Grade cards are distributed one week following the end of each nine-week grading period. Students are encouraged to review their grade cards carefully and to report any errors to the main office. Parents/Guardians are also encouraged to actively review the grade card and to contact the high school staff with any questions.

PROGRESSBOOK

Progress and current grades are available daily by logging in to Progressbook. The login page can be accessed through our district website. Students and parents should make use of this tool to stay up to date on progress. If login information is needed, please contact Shela Croom in the Guidance Office.

TRANSCRIPTS

Heath High School will send transcripts to the student's choice of educational institutions or place of employment free of charge. All obligations to the Heath City Schools must be met before transcripts can be sent.

STUDENT DISCIPLINE

POLICY AND PHILOSOPHY

The Heath City Schools take a firm yet fair position on discipline in our schools. We believe that the rights of all students must be observed and guaranteed and will not tolerate any behavior that would negate such rights. We subscribe to balancing student rights with a corresponding assumption of responsibilities by all students. The administration and faculty/staff of Heath High School believe that effective discipline is maintained through cooperative effort and action, and mutual respect and understanding, by the school, parents, and students.

CODE OF STUDENT CONDUCT

Students are governed by the Code of Student Conduct outlined in this handbook while under authority of school personnel in school, on school grounds, on school transportation, or at school sponsored activities. The Code of Student Conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs. Students are expected to become familiar themselves with the handbook, to abide by the Code of Student Conduct, and to use the information contained herein to make their high school years rewarding and successful.

The Board approved Code of Student Conduct is presented below. A major intent of the code is the establishment of a standard for acceptable behavior. Violation of rules in the Code of Student Conduct may result in disciplinary action including, but not necessarily limited to, verbal or written warning, reprimand, referral to guidance counselor, parental contact or conference, after school or full-day detention, Friday school, community service, emergency removal, suspension and/or expulsion from school and/or possible referral to appropriate legal authorities. (Ohio Revised Code 3313.20, 3313.66, 3313.661, 3313.662).

The Career and Technology Education Centers of Licking County (CTEC) is an extension of our school program: Therefore, students who elect to attend CTEC are subject to disciplinary action based upon the Code of Student Conduct of either Heath High School and/or CTEC. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

1. **Off Limit Areas/Out of Assigned Area:**
   Students are prohibited from occupying off-limit areas as well as areas in which they are not assigned. Off-limit areas/out of assigned areas are defined as those areas, both inside and outside of the school building, which have been designated as such by school officials by definition or by time of day, including leaving the school building without permission during the school day. This includes sharing a restroom stall with another person(s).

2. **Academic Misconduct/Forgery and/or Impersonation:**
   Students shall not engage in any academic misconduct, including, but not necessarily limited to, cheating on tests, copying homework, plagiarizing reports, submitting AI written work as their own, or providing false information. Students shall not forge parent, guardian, or teacher signatures on school forms, attendance notes, or any other document, nor impersonate parents, guardians, or teachers for the purpose of deceiving school officials.

   Disciplinary consequences for academic misconduct will be as follows:

   First Offense: The student will be required to complete an alternate assignment. The teacher(s) involved will contact the student's parents and the administration and may assign a detention or alternative consequence. A record of the offense will be kept for future reference for the duration of their high school career. The policy regarding Academic Misconduct will be reviewed with the student and parents/guardian by their teacher or the administration.

Additional Offenses: A mandatory meeting will be held with the student, parents/guardians, teacher and administration to determine the cause of the repeated academic misconduct and appropriate progressive action/discipline.

* It should be noted that a second or subsequent offense in this area is collective; it does not have to take place in the same class/subject area. Discipline may be progressive depending on the situation.

Academic integrity is viewed as an essential student quality. Therefore, a student's academic misconduct record will be considered when determining eligibility for specific honors and programs. Any student in the National Honor Society who is found guilty of academic misconduct could lose their membership in that organization.

3. **Physical Displays of Affection:**
   Physical displays of affection such as but not limited to kissing, groping, pinching, slapping, grinding or other sexual acts between students are prohibited.

4. **Gambling**:
   A student shall not engage in gambling involving an exchange of money and/or any item(s).

5. **Computer Usage:**
   A student shall not violate the Electronic Information Access Policy/Agreement.

6. **Cyber-Bullying, Harassment, Hazing, Intimidation, or Threatening:**
   Students shall not engage, nor attempt to engage, in bullying, cyber-bullying, harassment, hazing, intimidation, or threatening of students or school personnel based upon personal attributes or beliefs on or off school grounds or on school transportation/buses. Students also shall not engage in activities that may cause fear or panic in an individual or group. ORC 3313.666 defines harassment, intimidation, or bullying as any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once, and which causes mental or physical harm to the other student, and is sufficiently severe that it creates an intimidating, threatening, or abusive educational environment for the other student. The intentional act also includes violence within a dating r relationship. Students also shall not engage in cyber-bullying, which is defined as the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. This policy applies on school property, at school events, and includes wherever bullying is communicated. Bullying is not protected speech, and the administration recognizes that actions in the virtual world can and do have consequences in the real one.

   Students also shall not engage, nor attempt to engage, in any hazing or threatening act, or in any act that injures, degrades, disgraces, or could lead to the injury, degradation, or disgracing of any student.

HARASSMENT, BULLYING, AND INTIMIDATION

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment, bullying, or intimidation of other students, members of staff or any other individuals is not permitted on school property or school-sponsored events.

Definition

Per Section 3313.666 of the Ohio Revised Code, "harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward another particular student more than once and the behavior both:

a.) Causes mental or physical harm to the other student; and

b.) Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Harassment, Bullying, and Intimidation may take different forms, including, but not limited to:

Physical: Harmful actions against another person's body or property. Examples include, but are not limited to biting, kicking,

pushing, pinching, pulling hair, "cornering" someone, etc. It is also interfering with another's property such as a book bag.
Verbal: Speaking to someone or about someone in a hurtful manner. Examples include, but are not limited to name-calling, teasing, jokes, spreading rumors, and gossiping.
Emotional: Involves behaviors with the intention to upset, exclude, or embarrass a person. Examples include, but are not limited to excluding one from group events, threatening, humiliating, joking, or causing social embarrassment
Sexual/Gender: Singling out a person because of gender demonstrates unwarranted or unwelcome sexual behavior. Examples include but are not limited to sexual comments, abusive comments, unwanted physical contact
Racial/Ethnic/Religious: Involves rejection or isolation of a person because of ethnicity, race, and/or religious belief. Examples include but are not limited to gestures, racial slurs, taunts, name-calling, making fun of customs/skin color/accent, etc.
Cyber or Online: A form of indirect or social bullying that uses technological communications (text or images) to humiliate, embarrass, tease, threaten, intimidate or slander one or more students or staff. This includes using email, IM, chat rooms, social networks, cell phone, cameras, etc.
Reporting Process
Complaints or reports of incidents may be filed as Formal, Informal, or Anonymous
Formal Complaints: Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation, or bullying. Such written reports may be filed with a school staff member or administrator.
Informal Complaints: Students, parents or guardians, and school personnel may make informal complaints of conduct believed to be harassment, intimidation, or bullying by verbal report to a teacher, school administrator, or other school personnel.
Anonymous Complaints: Students who make informal complaints may request that their name be maintained in confidence by school staff and administrators who receive the complaint.

Once a report has been received, the school will issue a review and investigate the situation. In the event that an act is verified as harassment, bullying, or intimidation, the school shall determine a course of intervention, any necessary disciplinary action, and notification to parents. Any acts that may be considered as criminal misconduct or may be considered as child abuse will require reporting to the proper authorities. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.
Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

7. **False Reporting:**
   A student shall not make a false statement, a false accusation, or provide false information that in any way defames or damages the reputation of another student or staff member. A student shall not make a false report or issue false accusations that result in the report of an incident of child abuse to children's services or law enforcement agencies.

8. **Fighting/Violence:**
   Participation in an incident involving physical violence. A student shall not cause physical harm or injury or behave in such a way which could threaten to cause physical injury to other students, school staff, or visitors while under the jurisdiction of the school. Any overt display of violent action between two or more individuals is prohibited. A student shall not inhibit school personnel from intervening when a fight occurs. A student shall not incite a situation to occur that would cause physical harm or injury.

9. **Disobedient/Disruptive Behavior**
   Unwillingness to submit to authority, refusal to respond to a reasonable request, or any act that disrupts the orderly conduct of a school function; behavior that disrupts the orderly school environment (including but not limited to dress code violations, inappropriate language, cursing, inappropriate gestures, play fighting, horseplay). This includes any threats that disrupt or threaten to disrupt the educational process or endanger or threaten the danger of the school, student(s) or staff members.

10. **Electronic Communication Devices:**
    To ensure a focused and safe learning environment, personal electronic devices (e.g., cell phones, smart watches, wireless earbuds/headphones) are not to be used upon entering the building in the morning and during the school day. Smart watches may be worn but must remain in airplane mode and function only as timepieces. Staff may request removal of devices during tests or assignments.

    Students are responsible for their personal devices; the school is not liable for lost, stolen, or damaged items. Unauthorized use—including recording, messaging, or internet access—is prohibited and may result in disciplinary action. Social media or messages sent from a student's device are the student's responsibility.

    Devices may be searched if there is reasonable suspicion of misconduct. Annual signed agreements are required to access the school's network. Violations of this policy may result in discipline per the Code of Conduct, up to and including suspension or expulsion.

11. **Theft/Stealing of Personal or School Property:**
    Taking of property belonging to another person. A student shall not steal, attempt to steal or otherwise deprive the rightful owner of private or school property, or possess or transmit lost or stolen property. Failure to return property to its owner or transmit it to school officials is in violation of this code.

12. **False Alarms and Bomb Threats:**
    Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff.
    A student shall not, through written or verbal means including virtual communication, cause false fire alarms and/or make bomb threats or any other threats which disrupt or threaten to disrupt the educational process and/or endanger or threaten to endanger the safety of school.

13. **Unauthorized Distribution of Materials:**
    Students must have permission from the building principal and administrator to display or distribute non-sponsored, non-commercial written material and petitions; buttons, badges or other insignia; clothing, insignia and banners; and audio and video materials. Materials cannot be displayed if they are: obscene to minors, libelous, pervasively indecent or vulgar, advertise any product or service not permitted to minors by law, intended to be insulting or harassing, intended to incite fighting, or present a likelihood of either because of content or the manner of distribution or display.

14. **Vandalism/Damage or Attempt to Cause Damage to School Property/Arson:**
    Willful destruction or defacement of school or personal property.
    Students are responsible for the proper use of school property. A student shall not cause or attempt to cause damage to school property or the private property of any school employee, student or student guest, and shall not set or attempt to set a fire while on school premises or while attending school sponsored activities on or off school property. Vandalism is considered the willful destruction or defacement of school or personal property. In addition to disciplinary measures, students (and/or their parents) who cause damage to school property shall be financially responsible for such damage.

15. **Gangs:**
    A student shall not violate the "Gangs" policy adopted by the Board of Education. Gangs and gang-related activity are strictly prohibited, and may include, but are limited to, items of clothing, paraphernalia, symbols, signs, and gestures. Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations, bullying, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, personal degradation, or disgrace resulting in physical or mental harm are prohibited. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership or causing and/or participating in activities which intimidate or affect the attendance of another student

is subject to disciplinary action. This includes all forms and instruments of harassment and bullying, including electronic communications devices.

16. **Use, Possession, Sale or Distribution of Tobacco/Nicotine/Vaping/Substitutes Products**
The use, possession or co-possession of tobacco in any form by students on or near school property, on school transportation or on school-sponsored activities is expressly forbidden. The student shall not use, possess or co-possess tobacco in any form. "Use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco or tobacco substitutes, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco/nicotine, in addition to papers used to roll cigarettes and/or the smoking or possession of electronic, "vapor," or other substitute forms of cigarettes or liquid cartridges, clove cigarettes or other lighted smoking devices. Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule.

17. **Use, Possession, Sale or Distribution of Intoxicating Alcoholic Beverages:**
A student shall not possess, use, conceal, transmit, attempt to transmit, under the influence or show evidence of consumption of any alcoholic beverage, (including substances containing any measurable amount of alcohol, such as "near-beer" or over-the-counter medicines). Under the influence is defined as manifesting before a school official signs of alcohol misuse such as, but not limited to, staggering, reddened eyes, odor of alcohol, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student**.** Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule.

18. **Use, Possession, Sale or Distribution of Drugs Other Than Tobacco or Alcohol:**
Use, possession, sale, concealment or distribution of any illegal drug, controlled drug, or over the counter medication other than prescription medication that has been administered in accordance with the district's policies. A student shall not possess, use, transmit, attempt to transmit, conceal, under the influence or show evidence of consumption of any illegal/harmful drug, alcoholic beverage, inhalants, mood altering chemical, or substance represented as an intoxicating or a mood altering substance. A student shall not possess or transmit drug paraphernalia and/or instruments, including rolling papers. Under the influence is defined as manifesting before a school official signs of drug misuse such as, but not limited to, staggering, reddened eyes, odor of drugs, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not typical for the particular student. Included in this prohibition are those students who assist, are present, or in any way participate in the violation of this rule. This includes vaping devices that are suspected of containing drugs.

19. **Transportation:**
A student shall not violate the Transportation Policy adopted by the Board of Education (private transportation and school buses). At a minimum, while on a school bus, students shall not act or participate in any act or acts, or attempt to act or participate in any act which poses a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver, or out the windows, extending arms or objects out of the windows, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

20. **Sexual Harassment/Unwelcome Sexual Conduct:**
Students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Sexual harassment, whether verbal or nonverbal, occurring inside or outside of District buildings, on other District-owned property or at school-sponsored social functions/activities, is illegal and unacceptable and will not be tolerated. Any student who engages in sexual harassment while acting as a member of the school community is in violation of this code of conduct.

i.

The Board has developed complaint procedures which are available to victims. The Board has also identified disciplinary penalties which could be imposed on the offenders. <u>To report an incident of sexual harassment, an individual should refer to and comply with Board Policy.</u>

ii.

Definition of Sexual Harassment: Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature may constitute sexual harassment when:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's educational development;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for educational decisions affecting such individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive environment.

Examples of sexual harassment-type conduct may include, but are not limited to, violence in a dating relationship, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes, flirtations, advances or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays in the workplace of sexually suggestive or obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.

Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

21. Extortion:
A student shall not expressly or impliedly threaten with physical violence or coerce by written, verbal or technological means, any student, school staff member, or visitor in an effort to secure property from another. This includes threats used to extort money or other item(s) of value from another student or person.

22. Repeated School Violations:
A student shall not repeatedly fail to comply with the directions of teachers, student teachers, substitute teachers, teacher's aides, principals, assistant principals, or other authorized school district personnel during any period of time when the student is properly under the authority of school personnel. This includes failure to attend school, and/or failure to attend school on time, as outlined in the district attendance policy.

23. Violation of Other School Rules:
A student shall not fail to comply with school rules, Board policy and/or regulations properly established for the safe and efficient operation of the school, or engage in conduct that interferes with the educational process.

24. Truancy
Unexcused absence from school.

25. Use, Possession, Sale or Distribution of a Firearm: A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Firearm look-a-likes should not be reported with this option.

26. Use, Possession, Sale or Distribution of a Dangerous Weapon Other Than a Firearm or Explosive, Incendiary or Poison Gas:
A weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocket knife with a blade of less than 2 1/2 inches in length (18 U.S.C. section 930)

27. **Use, Possession, Sale or Distribution of Any Explosive, Incendiary or Poison Gas :**
Any destructive device, which includes a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce and a mine or similar device. This definition would also include any weapon, firecracker or object that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and/or that has any barrel with a bore of more than one-half inch in diameter.

28. **F**irearm Look-a-Like :
In accordance with state law and district safety policy, the possession or use of firearm look-alike devices, including any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns, pellet guns). This prohibition also applies to any realistic replica, toy, or prop designed to look like a bladed weapon, explosive device, or other dangerous instrument (e.g., toy knives, fake grenades, or replica swords). Threatening gestures mimicking the use of a weapon is strictly prohibited...Threatening gestures mimicking the use of a weapon is strictly prohibited on school property, during school-sponsored events, or while under the supervision of school personnel.

29. **Serious Bodily Injury**
An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty (18 U.S.C. § 1365(3)(h)).

ZERO TOLERANCE

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

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

Students and parents annually receive, at the beginning of the school year or upon entering during the year, written information on the rules and regulations to which they are subject while in school or participating in any school related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable. The code of conduct also applies to any form of student misconduct that occurs off school property but is connected to activities or incidents that have occurred on school property and misconduct by a student that is directed at a District official or employee or the property of a District official or employee, regardless of where the misconduct occurs.

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

The Student Code of Conduct is made available to students and parents electronically via the Heath High School website and is posted in a central location within each building. A paper copy can be provided to any student or parent upon request.

AFTER SCHOOL DETENTION/FRIDAY SCHOOL

Detention is defined as being detained for a supervised period of sixty (60) minutes after school. Varying numbers of detentions may be assigned to a student by teachers, staff members, and administrators for classroom/school infractions. Friday School is defined as being detained for a supervised period of two (2) or four (4) hours on a Friday after school.

Detention/Friday School Regulations:

* Detention will be operated in a designated location from 2:50 P.M. – 3:50 P.M on Tuesdays and Wednesdays.
* Friday School will be held 2:50 PM - 6:50 PM on Friday.
* Students must bring textbooks, homework, or other suitable reading material.
* No talking, group study, etc. will be permitted.
* Failure to observe the rules will result in additional detention(s)/Friday School and/or other disciplinary action, including suspension.
* Unexcused absence from detention or Friday School will be cause for additional discipline and parental contact.

EMERGENCY REMOVAL OF STUDENT

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises. When the behavior is sexual harassment as defined by Title IX regulations, the student may be removed on an emergency basis, provided that the District undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the student with notice and an opportunity to challenge the decision immediately following the removal.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school day after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain their actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

SUSPENSION

1) The superintendent, principal, assistant principal, or designee may suspend a student from school.
2) No suspensions are to exceed ten (10) school days.
3) The superintendent, principal, assistant principal, or designee must give written notice of intention to suspend and the reasons why to the pupil.
4) The pupil must have an opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the intended suspension or otherwise explain their actions. The hearing

may take place immediately.

5) Within one (1) school day of suspension, notification of the suspension will be sent in writing to the parent or legal custodian of the pupil and Treasurer of the Board. Notice must include: the reasons for the suspension, the right of the pupil, parent, or legal custodian to appeal the suspension, the right to be represented at the appeal, and the right to request that any hearing before the Board or Board designee be held in executive session.
6) Unless otherwise indicated by the notice of suspension, students suspended from school are automatically suspended from all school activities, including all co-curricular and extracurricular activities for the time period of the suspension.
7) The decision of the principal may be appealed to the Board of Education's designee.
8) Students will be allowed to make up work during their suspension. Responsibility for making up work lies entirely with the student and parent/guardian. The student and parent/guardian should communicate with teachers to ascertain what is to be made up. See the Make-Up work policy on page 23. Students will be extended a period of time equal to the number of days of the suspension for completing make-up work.

EXPULSION

1) It is the responsibility of the superintendent to expel a student from school.
2) The superintendent must give the pupil and their parent or legal custodian written notice of the intended expulsion.
3) The notice is to include reasons for the intended expulsion.
4) The pupil, parent, legal custodian or representative will have an opportunity to appear before the superintendent or their designee to challenge the expulsion or to explain the pupil's actions.
5) The notice is to state the time and place to appear which must not be less than three (3) days or later than five (5) school days after the notice is given.
6) The superintendent may grant an extension of time. If such extension is granted, the student may not return to school during this time. If granted, the Superintendent must notify all parties the new time and place.
7) The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.
8) Within one (1) school day of the expulsion, the parent or legal custodian of the pupil and Treasurer of the Board will be notified of the action to expel. Notice must include the reasons for the expulsion, the right of the pupil, parent, or legal custodian to appeal to the Board of Education or its designee, the right to be represented at the appeal and the right to request that any hearing before the Board be held in executive session.
9) Unless otherwise indicated by the Notice of Expulsion, Students expelled from school are automatically suspended from all school activities, including all co-curricular and extracurricular activities for the time period of the expulsion.
10) No credit will be granted to the student during the period of time the student is expelled.

PERMANENT EXCLUSION

The board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1) Illegal conveyance or possession of a deadly weapon or dangerous ordnance, or object indistinguishable from a firearm, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of a controlled substance or the sale of a controlled substance and/or
2) Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual penetration, or felonious sexual penetration. In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent expulsion.

APPEAL PROCEDURE

A pupil or their parent or legal custodian may appeal the student's suspension or expulsion by a superintendent or principal to the Board of Education or to its designee. Such pupil or the parent/legal custodian(s) may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsion.

1) A verbatim, word for word, record is required. (This may be a tape recording.)
2) No particular procedure for the hearing to follow is required by the statute.
3) Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in "public"

session.

4) The decision of the Board and/or the board's designee may be appealed to the Court of Common Pleas under O.R.C. 2506.

DANGEROUS WEAPONS POLICY

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

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms or air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, chemical irritants and other hazardous agents, explosives or any object indistinguishable from the above or that is held forth as a weapon.

The term "firearm" means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive or other propellant; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary, or poisonous gas: bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle, or to any school-sponsored activity. The definition of a knife includes, but is not limited to any instrument that possesses a pointed or sharp-edged blade of metal or other rigid material and that is designed or can be used for cutting, slicing, or stabbing. This definition shall include, but is not limited to: straight razors, razor blades, utility knives, box cutters, ice picks, pocket knives, switchblades, and buck knives.

DISRUPTIVE BEHAVIOR AT CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

Chapter 3313 of the Ohio Revised Code empowers school boards and their designees with the statutory authority and duty to control the school grounds and all persons entering thereon.

High Schools Fan Behavior Policy

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

Student participants and all adults involved in Board-approved extracurricular activities are expected to demonstrate responsible behavior and conduct. The Board encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process, including athletics and all other extracurricular activities. The Board encourages that sportsmanship, ethics, and integrity be demonstrated by all segments of the community including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

The Board authorizes contest/event supervisors and security personnel to ensure that the contest/event can be enjoyed by participants and spectators alike. Any person who uses profanity, disrupts a contest/event in any manner including prior to and following a contest/event will be subject to removal from the contest/event. The Heath City Police or other appropriate law enforcement officers may be called upon to deal with any person who refuses to leave upon request. Offenders may also be subject to criminal prosecution for disorderly conduct, trespassing, or other applicable violations. The supervisor or security personnel may order the removal of any individual(s) who interferes with or causes a disruption of the contest/event or violates the principles of decency and sportsmanship to ensure that the contests and events can be enjoyed by participants and spectators alike.

In the event that a spectator is removed from a contest/event by a game official, security personnel, or a school employee, that spectator shall be denied attendance to any contest/extracurricular event involving the Heath City Schools, whether at home or away, for a period of one calendar year, unless a lesser period is determined by the Superintendent or their designee. Probationary status may be granted if the following conditions are met:

1) A meeting is requested by the ejected fan with the building principal and Superintendent.
2) The ejected fan accepts in writing all guidelines as set forth by school personnel, and the individual agrees to behave in a manner expected of all who follow the principles of good sportsmanship.
3) Any further infraction will result in the fan being denied admittance for one calendar year.

DRESS CODE

Dress and grooming standards require cleanliness in the interest of health, sanitary conditions and safety requirements. When a student is participating in school activities, their dress and grooming must not disrupt their performance or that of other students or constitute a health threat to themselves or other students. Dress and grooming are not such as to disrupt the teaching/learning process.

Considering the fact that clothing and style of dress are personal in nature, at times a situation results in a "judgment call" by the school administration. The decision of the school administration is final. Guidelines listed below should be followed at all times.

Clothing:

Students must wear clothing that includes both a top and bottom or equivalent.

Clothing must have opaque fabric on the front, back and sides that also completely covers all private parts and tops must be long enough to fully cover the belly button.

Shoes:

A. Shoes must be worn at all times.
B. No wheels.

Other Dress Related Items:

A. Hats, beanies, toboggans, ball caps, and hoods are not to be worn inside the school, unless such head coverings are for medical, religious purposes, or other extenuating circumstances approved by administration.(Head bands, handkerchiefs, durags are permitted so long as they do not cover the ears and do not become a distraction).
B. All Attire including accessories contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission are not permitted.
C. Any other attire, clothing, jewelry, or accessories deemed to be inappropriate by the administration. Violations may result in disciplinary action.

ELECTRONIC INFORMATION ACCESS POLICY/AGREEMENT

We are pleased to offer access to the Heath City School District computer network for electronic mail and the Internet. All students and employees are eligible to access the network resources in our school buildings. Except in cases involving specific class projects, students should not have access to chat rooms, online messaging systems, or other forms of direct electronic communication in school. Parents who would like their children to be denied access to the Internet in school should notify the building principal in writing at the beginning of each school year for which they would like this access to be denied. Internet privileges may be denied, suspended, or revoked as a consequence of violation of the provisions of this Access Policy. Furthermore, Heath City Schools' administrators and staff will cooperate fully with law enforcement officials when there is suspicion that unlawful activity has taken place. **Heath City Schools students in violation of this policy are subject to discipline under the student code of conduct, which may include suspension or expulsion.**

SUBSTANCE ABUSE POLICY

The Heath Board of Education recognizes its share of the responsibility for the health, welfare and safety of the students who attend the District's schools. The Board is concerned about the problems of alcohol and drug abuse and recognizes that illegal or inappropriate use of alcohol, narcotic drugs, depressants or other controlled substances is wrong and harmful, and constitutes a hazard to the positive development of all students.

The Board will not permit any student to possess, transmit, conceal, consume, show evidence of having consumed, used or offered for sale any alcoholic beverages, illegal drugs, prescription drugs, non-prescribed drugs, look-alike drugs or any mind altering substances while on school grounds or facilities; at school sponsored events; or in other situations under the authority of the District, or in school-owned or school approved vehicles. Recognizable odor of such substance(s) is considered sufficient evidence of consumption or use, and is justification for disciplinary action. Included in this prohibition are any substances represented as a controlled substance, nonalcoholic beers, steroids, and drug paraphernalia. The Board wishes to emphasize the following:

1) A student is required to obey existing laws on school grounds and while involved in school activities School authorities have the same responsibility as any other citizens to report violations of the law. The final disposition of any problem, however, will be determined by the building principal with due consideration of the welfare of the student and of any other relevant factors involved.
2) Discipline will be imposed independent of court action. Students will be subject to immediate suspension or expulsion proceedings for possession or use of illegal drugs or alcoholic beverages.
3) Parents and students will be given a copy of the standards of conduct and the statement of disciplinary sanctions and will be notified that compliance with the standards of conduct is mandatory.
4) If conditions warrant, the administration will refer the student for prosecution and offer full cooperation in a criminal investigation.
5) A reduction in penalty may be considered if the student receives professional assistance. Professional assistance may include but not be limited to an alcohol/drug education program; assessment with follow through based on the assessment findings, counseling, outpatient treatment or inpatient treatment.

The Superintendent will establish and the Board will consider for approval, detailed procedures for dealing with students who may have a drug or alcohol problem. These procedures will be in compliance with all applicable laws and observed by all staff members. It is the desire of the Board for students with problems to feel secure enough to ask for help from their teachers or counselors without fear of reprisal. This means that confidentiality shall be maintained, within the limits of the law, and the long-range welfare of the student will be considered paramount.

Substance Abuse Procedures

If a teacher suspects any student of being involved in the possession, use, sale, or transfer of illegal drugs, including anabolic steroids, or if a teacher suspects any student of being under the influence of illegal drugs, alcohol, or a harmful substance during the student's attendance at school or any school activity, he/she shall report the student to the principal. Such report should be made as soon as possible. If the principal confirms the allegations, the student's conduct shall be reported to the parents and other proper authorities. Further, the student will be suspended for ten (10) days with a recommendation for expulsion.

The principal shall notify the guidance counselor of any student who is involved in a substance abuse infraction for the first time during a school year.

* The guidance counselor shall arrange an interview conference during the time of the suspension with the student, their parent/guardian(s) and themself.
* The counselor shall contact each of the student's teachers to learn of any relevant information before the conference. Intervention is not an option for any student involved in the sale or trafficking of illegal drugs; counterfeit or look-alike drugs; drug paraphernalia; substances alleged to be illegal drugs, though in fact they are not; alcohol; or harmful substance.

The student will be suspended from school with a recommendation from the principal to the superintendent for the student's expulsion.

At the intervention conference, the guidance counselor shall have the authority to offer to the student the option of counseling or treatment in an appropriate agency, as determined by the counselor, if expulsion is recommended.

If the student and their parent/guardian(s) agree to this option, they shall sign the agreement and release forms and shall contact the designated agency. Upon notification to the superintendent from that agency that the student has made arrangements for counseling or treatment, the superintendent may consider this information when making a decision on the students' expulsion. At the designation of the superintendent, if the student is expelled, the period of expulsion may be held in abeyance. In either instance, the length of the initial suspension from school shall remain intact.

The guidance counselor shall maintain an awareness of the student's status in counseling or treatment with the referral agency and shall report any premature termination of counseling or treatment to the principal. If counseling or treatment is terminated before completion by the student, the expulsion day(s) will then take effect.

If a student is involved for the second time during one school year in any instance of substance abuse as described in the preceding paragraphs, the principal shall suspend the student from school immediately with a recommendation to the superintendent for their expulsion.

TOBACCO

A student should not use, attempt to use, or have in possession any form of tobacco or nicotine at school or school related events.

Punishment for violations of the Tobacco/Nicotine Policy may include as follows:

1. **First Offense:**
    - The student shall participate in a collaborative meeting with a designated school staff member to address the incident and discuss the risks and implications of tobacco or nicotine use.
    - A supportive meeting shall be conducted with the student's parent/guardian by a designated staff member to review the incident, discuss expectations, and identify appropriate support.
    - The student shall be required to complete an evidence-based tobacco education program approved by the school during Two-Hour Friday school.
    - The student and parent/guardian shall be provided with information regarding available free or low-cost tobacco and nicotine cessation programs and resources including those offered through the Ohio Department of Health, such as Live Vape Free and the Ohio Tobacco Quit Line.
    - Next steps will be verbally agreed upon by the student and the designated staff member.
2. **Second Offense:** Three (3) days of In-School Study.
3. **Third Offense:** Five (5) days Out of School Suspension.
4. **Fourth and Subsequent Offenses:** Ten (10) day suspension with a recommendation for expulsion.

TRANSPORTATION

Private Transportation

Students who elect to drive an automobile or ride a motorcycle, bicycle, etc. do so with the understanding that use of this transportation is conditional based on school rules. There is no expectation of privacy with vehicles parked on school property, and they are subject to search by administration or appropriate authorities at any time.

Rules and Regulations for Student Drivers:

1) The speed limit on school district property is 10 mph. Drive slowly and carefully. Speeding and/or reckless operation of a vehicle will result in disciplinary and/or police action.
2) Drivers are to park properly, one space per vehicle, between the designated lines. Drivers are not to park in handicapped or visitor areas or in fire lanes.
3) Students should park, lock their vehicles and go directly into the building – loitering in the parking lot is prohibited.
4) Students are not permitted to smoke or engage in any disruptive behavior while in vehicles on school grounds.

5) Students are hereby advised that vehicles parked on school grounds are subject to search at any time and may be subjected to random canine search.
6) During the school day, a student is not permitted to return to their car unless they has a pass from one of the administrators.
7) It is the student's responsibility to arrive to school on time. Students who arrive late due to a flat tire, engine trouble, or other transportation related excuses, will still be subject to attendance violations.
8) Give buses the right-of-way. Use extreme caution around school buses.
9) Follow the proper traffic pattern. Students who cut through the Middle School parking lot will have their parking privileges suspended.
10) Neither Heath High School not the Heath City School District will be responsible for any damage or loss incurred while student vehicles are parked in the student parking lots.
11) Student drivers must obtain from the office and display a parking permit on their rearview mirror. Failure to do so may result in loss of parking privileges on school grounds.
12) Heath City School students in violation of this policy are subject to discipline in accordance with the Code of Student Conduct, which may include denial or termination of driving privileges, suspension from school, or expulsion.

School Bus

Riding a school bus is a privilege; therefore, the student, as the rider, must behave responsibly and observe the following Bus Conduct Code to ensure continuation of their bus riding privilege.

All the rules listed herein and their consequences apply to students when aboard a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to the principal all violations of these rules. If an incident occurs on the bus which calls for suspension from school by the code of student conduct, the student conduct will take precedence and the student will be suspended from school. MAJOR BUS VIOLATIONS INCLUDING BUT NOT LIMITED TO DISRESPECT, FIGHTING (PHYSICAL), PROPERTY DAMAGE OR OTHER BEHAVIORS THAT COMPROMISE DRIVER OR STUDENT HEALTH AND SAFETY MAY RESULT IN SUSPENSION FROM SCHOOL.

While on the school bus, **a student shall not:**

1) Possess or use tobacco in any form.
2) Engage in loud and excessive noise.
3) Cause or attempt to cause damage to school buses.
4) Engage in fighting.
5) Use vulgar or profane language.
6) Possess, handle, transmit, or conceal any object which could reasonably be considered a weapon while on the school bus.
7) Possess, use, transmit, conceal, or be under the influence of alcoholic beverages, dangerous drugs, or narcotics.
8) Engage in any act which frightens, degrades, disgraces, or tends to frighten, degrade, or disgrace any other person by written, verbal, or gestural means.
9) Disregard or refuse to obey reasonable directions given to them by the bus driver.
10) Repeatedly fail to comply with reasonable directions given to them by the bus driver.
11) Eat or drink on the bus except as required for medical reasons.
12) Throw or pass objects on, from, or into the bus.
13) Put heads or arms out of the bus windows.

While on the school bus, **a student shall:**

1) Arrive at the bus stop before the bus is scheduled to arrive.
2) Wait in a location clear of traffic and away from the bus stop.
3) Behave at the school bus stop in such a manner that it does not threaten life, limb, or property of any individual.
4) Go directly to an available or assigned seat on the bus.
5) Remain seated keeping aisles and exits clear.
6) Carry on the bus only objects that can be held in their lap.
7) Leave or board the bus at locations to which the student has been assigned unless he/she has administrative

authorization to do otherwise.

8) Ride only the bus to which he/she has been assigned unless he/she has administrative authorization to do otherwise.

Violation of the Bus Conduct Code

Violation of the bus code may result in a verbal warning, detention, suspension, expulsion, or denial of transportation – depending on the severity of the infraction.

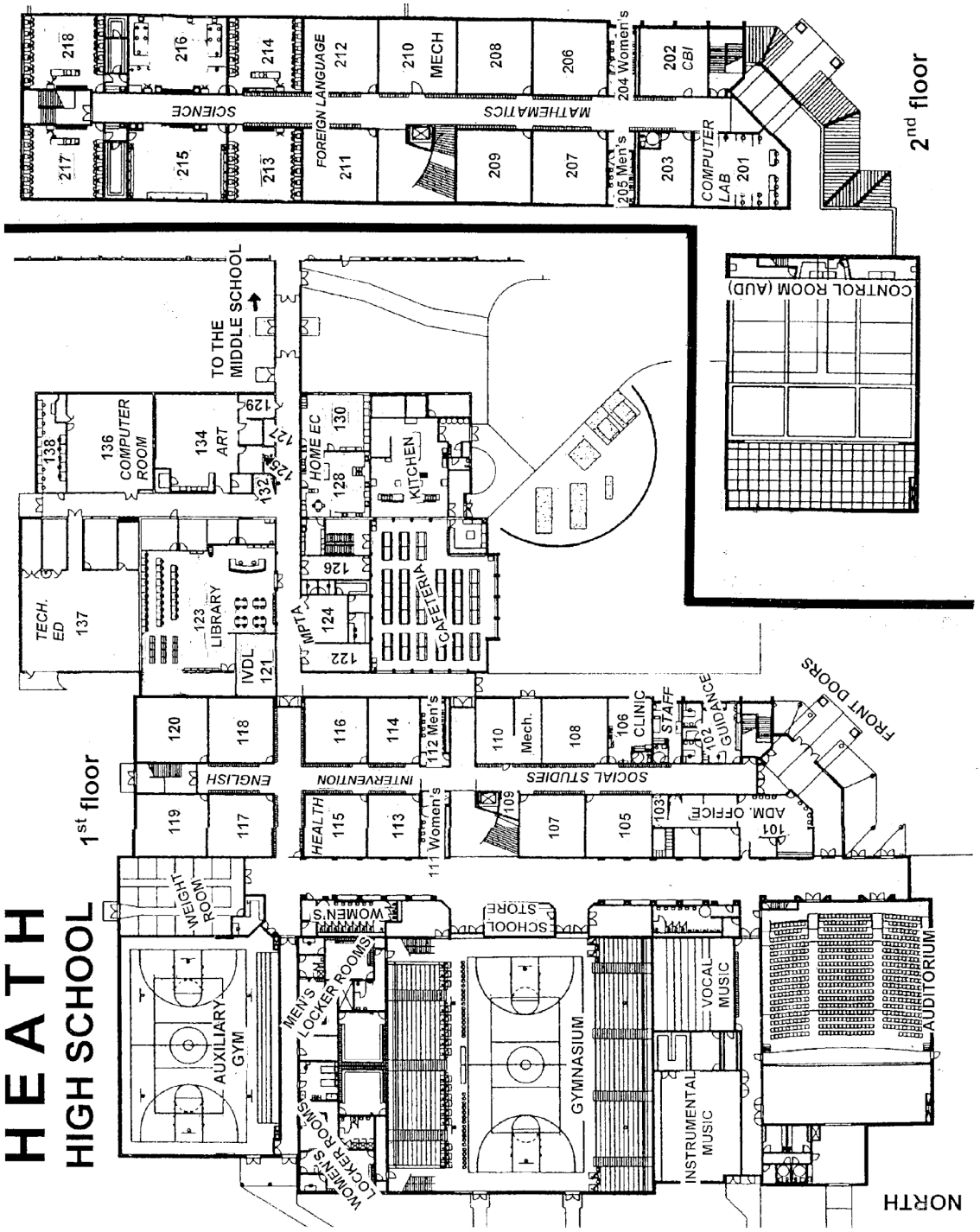
The consequence of a school bus violation will be assigned by the building administrator, after investigating, but does not necessarily have to follow a progression of incidents.

Denial or immediate removal of disabled students may require a modification of the above procedures and shall be accomplished in accordance with the law.

It should be noted that any and all other possible student misconduct, while a passenger on a Heath City School bus, reaching the gravity of the above examples, in terms of persistent disobedience or gross misconduct, shall serve as grounds for conference, and/or temporary/permanent denial of the privilege of riding a school bus.

VIOLATIONS OF THE LAW

A student shall not violate any law or ordinance when the student is properly under the authority of school personnel.

Since all acts of misconduct cannot be specifically stated, it must be understood that a student may be disciplined for any act, which disrupts the educational environment or infringes upon the rights of students, faculty and staff members, or administrators. Such misconduct may be subject to discipline, which may include suspension or expulsion.

HEATH HIGH SCHOOL MAP