

# **Hardin Community School**

**400 Decatur St**

**Kenton, Ohio 43326**

**2025-2026**

**Student/Parent**

**Handbook**

**Includes Code of Conduct**

Approved by the Board of Education on 5/22/2025

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For the latest HCS announcements, information, updates, and notifications please visit:  
[hardincommunityschool.org](http://hardincommunityschool.org)

Whenever Kenton City Schools are closed because of inclement weather or other emergencies, HCS will also be closed. On such days, students are expected to log into their classes and continue learning from home.



If you or someone you know is struggling or in crisis, help is available. Call, text, or chat the [988 Lifeline](https://988lifeline.org)

#### Student rights and responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's Behavior.

#### School Day

HCS begins school at 8:00 AM and Dismissal is at 2:30 PM. Students must arrive on time , prepared to learn and participate. Any electrical devices will be handed over upon arrival at school and returned at the end of the school day.

#### Title IX

Any person who believes that they have been discriminated against on the basis of their race, color,national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes ) while at school or a school activity should immediately contact the School District's Compliance Officer(s) at 419-673-3210 ext 1007 [traciconley@hardinohio.us](mailto:traciconley@hardinohio.us) .

Complaints will be investigated in accordance with the procedures described in Board Policy. Any student making a complaint or participating in a school

investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## **Attendance**

Students enrolled in the School must attend School regularly in accordance with the laws of the State. The educational program offered by the School is predicated upon the presence and punctuality of the student and requires continuity of instruction and classroom participation. A parent must contact the School in accordance with the procedure set forth in Policy 252 whenever a student is absent.

Please call 419- 673-3210 Ext 1012 or text 567-295-9209 to report your student absent

A student who becomes ill during the school day should request permission to go to the office. The adult will determine if the student remains at school or will contact a parent to go home. No student will be released from school without parental permission.

### **Excused Absences**

Absences due to the following will be excused:

1. Personal physical illness that prevents attendance at School (at the discretion of the Director or his/her designee, a written statement from a physician may be required).
2. Personal mental illness such that the student will not benefit from instruction (at the discretion of the Director or his/her designee, a written statement from a physician/mental health professional may be required).
3. Illness in the family necessitating the presence of the child (at the discretion of the Director or his/her designee, a written statement from a physician and an explanation as to why the child's absence was necessary may be required).
4. Quarantine in the home (absence will be excused for the duration of the quarantine as determined by proper health officials).
5. Death in the family (absence will be excused for no more than eighteen (18) hours unless the Director or his/her designee determines that a longer absence is reasonably necessary).
6. Medical, behavioral, or dental appointments (at the discretion of the Principal or his/her designee, a written statement from a physician, mental health professional, or dentist confirming the appointment may be required).
7. Observance of religious holidays or expression of religious beliefs consistent with the truly held religious beliefs of the child or the child's family for no more than three (3) school days (the Director may require confirmation of the parent's signature requesting the absence, but may not inquire as to the sincerity of the student's religious or spiritual belief system). This list is non-exhaustive and will not be used to deny an accommodation for an absence due to a holiday or festival of the student's faith or religious or spiritual belief system that does not appear on this list

Holidays : Eid ul Fitr, Good Friday, Rosh Hashanah, Yom Kippur, Passover, and Eid ul Adha

8. College or university visits (at the discretion of the Director or his/her designee, verification of the date and time of the visit may be requested).
9. Pre-enlistment reporting to military enlistment processing station (at the discretion of the Director or his/her designee, a written verification confirming the date and time reporting may be required).
10. Absence due to a placement in or changes to a foster care placement or any court proceeding related to a student's foster care status.
11. Absences due to a student being homeless.
12. Absences due to deployment activities of a parent or custodian.
13. The existence of an emergency condition at home such as absence, illness, or death of the parent or custodian.
14. Necessary work in a family business or on a family farm (after proof of necessary absence is provided to the Director or his/her designee).
15. Necessary work directly and exclusively for a child's parent, if the child is over the age of fourteen (14) and has been in regular attendance at school during the current school year (after proof of necessary absence is provided to the Director or his/her designee).
16. Instruction at home from a person qualified to teach the branches of education in which instruction is required, and such additional branches, as the advancement and needs of the child may require (after adequate certification of home instruction has been provided to the Director or his/her designee).
17. An emergency or set of circumstances which in the judgment of the School constitutes a good and sufficient cause for absence.

The Director or his/her designee reserves the right to verify statements and to investigate the cause of absence.

#### **Withdrawal**

A student who fails to participate in seventy-two (72) consecutive hours of learning opportunities will be automatically withdrawn, unless the student's absence is excused. Otherwise, a parent may withdraw a student voluntarily by signing a Voluntary Withdrawal form with the Director or his/her designee.

#### **Truancy and Absence Intervention Strategies**

The School's attendance officer or designee shall investigate possible School attendance violations, and students who are habitually truant or have excessive absences will be required to have an absence intervention plan in place before filing a truancy complaint in juvenile court. These plans will be developed by the absence intervention team, including the parent. A student is excessively absent from school if a student is absent from the School with or without legitimate nonmedical or nonreligious excuse for thirty-eight (38) or more hours in one (1) school month or sixty-five (65) or more hours in one (1) school year. Within seven (7) days of a student becoming excessively absent from School, the attendance officer shall notify the student's parents of the student's absences in writing.

A student is habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or seventy-two (72) or more hours in one (1) school year.

These plans will be developed by the Absence Intervention Team, which includes the parent/guardian. AIP meetings are scheduled within 14 school days after the student is identified as "Habitually Truant". At least three meaningful attempts to secure participation will be made: The Attendance officer will email or text the student and their parent/guardian, a phone call will be made to attempt to contact, and a letter will be mailed to the home address on file. If a student/family does not attend, attempts will be made to reschedule the meeting. Parent failure to respond or participate, depending on circumstances, may trigger reporting to Job and Family Services. If the meeting cannot be rescheduled, the remainder of the team will develop the plan without student/family participation. HCS will use the following process:

- Step 1 Warning letter mailed to home address on file, giving potential legal consequences of being truant and notification of the responsibility for completing coursework (ORC 3321.19).
- Step 2 Letter mailed to home address on file, with additional notification of potential legal consequences. Students/parents are emailed or texted.
- Step 3 Student/parent required to attend an Absence Intervention Meeting (AIM) at HCS. Step 3 Referral to Juvenile Court for school age students may include a Pre-court Diversion meeting or a request for formal charges against the student AND parent/guardian. Letter mailed to home address on file.

### **Student Code of Conduct**

Hardin Community School strives to provide an atmosphere and the opportunity for students to develop into productive, respectful, caring and educated people. The following rules are offered in order to make students aware of the standard of behavior which they are expected to meet. Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in school discipline, suspension, and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials, as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school

1. Possession/Use of drugs and/or alcohol
2. Possession/use of tobacco
3. Use and/or possession of a weapon

The term "weapon" includes 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, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under State law. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

4. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, and jewelry.

**5. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

**6. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony

**7. Physically assaulting a staff member/student/person associated with the School.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting, or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful, or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

**8. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the School.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

**9. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

**10. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the School. Misconduct is defined as any violation of the Student Discipline Code.

**11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law.

**12. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**13. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false IDs. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

**14. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or

any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm, is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law and will subject the student to disciplinary action.

**15. Terroristic Threat**

**16. Possession and/or use of explosives and/or fireworks**

**17. Trespassing**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school, or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the Director.

**18. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the Director

The School is not responsible for personal property.

**19. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

**20. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property.

**21. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**22. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**23. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**24. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.



#### **25. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

#### **26. Possession of electronic equipment**

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the Director. Examples of prohibited devices include, but are not limited to, radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

#### **27. Violation of individual school/classroom rules**

#### **28. Violation of bus/school vehicle rules**

Students should look upon bus transportation to and from school as a privilege, not a right. The school district rules apply and the district bus driver holds authority while the student is boarding, riding, and/or exiting from the bus. Any incidents will be handled according to the district rules and regulations and followed through by HCS.

### **Student Driving to School**

The following rules shall apply:

1. Students under age eighteen (18) must have written parent permission prior to driving to school.
2. Students and their parents shall complete the Student Vehicle form – Application to Drive Vehicles on School Property.

All student cars parked on school property are subject to search and inspection.

Students are not permitted to return to the car during school time unless granted special permission by an administrator.

An approved student driver may not transport other students unless parents of the approved student driver and parents of the students to be transported has provided written authorization and a release of liability form has been completed and on file in the school office

Driving on school property in such a manner as to endanger persons or property is prohibited.

Failure to comply with these rules will result in loss of privileges and/or disciplinary action of the student.

Driving penalties: 1st violation: Warning 2nd violation: Loss of driving privilege ( Director will determine the amount of time) Repetitive failure to comply with rules will result with privilege driving to school being revoked

Any change of student transportation in the PM ( being picked up rather than riding a bus , going home with a friend on another bus or being picked up by another parent, etc ) MUST BE PROVIDED to the office by the parent(S) by 9.AM. for HCS can contact other district transportation providers

#### **29. Interference, disruption, or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and

performing arts events.

### **30. Harassment and or Aggressive Behavior( including bullying /Cyberbullying)**

The School prohibits acts of harassment, intimidation, or bullying (including cyber-bullying) of any student on school property or at school-sponsored events (any event conducted on or off School property, including School buses and other School related vehicles, that is sponsored, recognized or authorized by the Board). A safe and civil environment in the School is necessary for students to learn and achieve high academic standards. Harassment, intimidation and bullying, like other disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bu"Harassment, intimidation, or bullying" means either of the following: (1) any intentional, written, verbal, electronic, graphic, or physical act that a student or group of students has exhibited toward another particular student more than once, and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student; or (2) violence within a dating relationship. The definition of "harassment, intimidation, or bullying" also includes the above described acts which are electronically generated, stored or transmitted, sometimes called "cyberbullying."

The School reserves the right to discipline students' off campus behavior which substantially disrupts the School's educational process or mission, or threatens the safety or well-being of a Student or Staff member. Factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or the School's mission due to the stress on the individual(s) victimized or the time invested by Staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a Student's or Staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the administration or Board, using factors and guidelines set out by the courts or by common sense, reasonable person standards.

Some acts of harassment, intimidation, bullying, and cyber-bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, bullying, or cyber-bullying that they require a response either in the classroom, School building, or by law enforcement officials. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying, or cyber-bullying range from positive behavior intervention up to and including suspension or expulsion. Due process procedures for suspension and expulsion will be followed, as provided for under R.C. 3313.66. The disciplinary procedures and Code of Conduct of the School shall be followed and shall not infringe on any student's First Amendment rights under the United States Constitution.

All school personnel, volunteers, and students are required to report prohibited incidents of which they are aware to the Director or his/her designee. All other persons may report prohibited incidents of which they are aware to the Director or his/her designee. Should any School employee, or School

official who has authority to institute corrective measures on behalf of the School, receive notice of sexual harassment or allegations of sexual harassment, they shall immediately report it to the Title IX Coordinator. Anonymous communications, if necessary, may be made by telephone, electronic mail, or in writing. In the case of sexual harassment as defined by Title IX, the School shall follow the School's Title IX Grievance Procedure. For all other incidents, the Director or his/her designee is responsible for determining whether an alleged incident constitutes a violation of this policy. In so doing, the Director or his/her designee shall conduct a prompt and thorough investigation of the reported incident. Once an investigation is completed, if the reported incident has been substantiated, the Parent of any Student involved in the prohibited incident shall be notified. To the extent permitted by R.C. 3319.321 and the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g),

All School personnel, volunteers, and Students shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy promptly and in good faith.

The School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Director or his/her designee after consideration of the nature and circumstances of the act, in accordance with School policies and procedures.

Students are prohibited from deliberately making false reports of harassment, intimidation, or bullying, and Students who deliberately do so will be disciplined up to and including suspension or expulsion.

The School shall implement the following strategy for protecting victims from new or additional harassment, intimidation, or bullying, and from retaliation: supervise and discipline offending students fairly and consistently; provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition; maintain contact with parents and guardians of all involved parties; provide counseling for the victim if assessed that it is needed; inform School personnel of the incident and instruct them to monitor the victim and the offending party for the indications of harassing, intimidating and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed; check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other parties.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying" will warrant disciplinary action whether and to what extent to impose disciplinary action (*i.e.*, detention, in- and out-of-school suspension, or expulsion) is a matter left in the professional discretion of the Director, or other decision-maker in the case of sexual harassment. The following procedure sets forth possible interventions for the Director to enforce the prohibition against harassment, intimidation, or bullying. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

#### **1. Non-Disciplinary Interventions**

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation or bullying, its prohibition and their duty to avoid any conduct that could be considered harassing, intimidating or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Peer mediation may be deemed inappropriate to address the concern at the discretion of the School administration.

## **2. Disciplinary Interventions**

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. In- and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation. Expulsion may be imposed only after a hearing before the Board of Directors, a committee of the board or an impartial hearing officer designated by the Board of Directors in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying, and/or situations where past interventions have not been successful in eliminating prohibited behaviors.

Nothing in this policy prohibits a victim from seeking redress under any provision of Ohio or federal law that may apply.

To the extent state or federal funds are appropriate, the School shall require that all students enrolled in the School be provided with age-appropriate instruction of this policy annually, including a written or verbal discussion of the consequences for violations. The School may form a prevention task force and/ or programs to educate students about this policy, such as holding an assembly on harassment, intimidation and bullying for Parents and Students, to raise the level of awareness and help prevent the prohibited conduct.

### **31. Hazing**

All incidents of hazing must be reported immediately to any of the following individuals: the Director; teacher; aide; or SRO. Students who engage in hazing may also be liable for civil and criminal penalties

### **32. Violent Conduct**

Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property

### **33. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol, or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

### **34. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

### **35 Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior)

### **36. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames.

### **37. Possession of Pornography**

Possessing sexually explicit material.

### **38. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization.

## **Lunchroom**

Meals are served daily in the lunchroom. All students must eat in the lunchroom whether they purchase lunches or not. Students will not be permitted to go home or off campus for lunch.

The rules for the lunchroom originate in courtesy and consideration for other students and employees:

1. All students are responsible for cleaning up after themselves.
2. There will be a limited number of students per table.
3. NO FOOD/BEVERAGES will be taken from the lunchroom.
4. Students will remain in the lunchroom until they are dismissed by the supervisor.
5. Students will sit at one table throughout a lunch period.
6. Students must be courteous to school employees and other students.
7. Students must follow safety and health regulations.
8. Students who fail to follow the above rules may be assigned a seat.

## **Discipline**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or

incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school vehicle rules.

The School is committed to providing prompt, reasonable progressive discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the School. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

#### **Progressive Discipline**

##### **First Level Offense**

The teacher explains or reviews class and School rules and warns the student of possible consequences. The teacher applies appropriate in-school consequences.

##### **Second Level Offense**

The teacher applies appropriate consequences, including longer time-outs, or alternate areas for reflection, loss of privileges, etc.

The teacher personally communicates the problem(s) with the student's parent(s).

The teacher sends a written report home and a copy to the office.

##### **Third Level Offense**

If actions taken at Levels 1-2 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct for his or her grade level, the Director may suspend the student from School, not to exceed ten School days, subject to Policy 273.

##### **Fourth Level Offense**

Subject to Policy 273, if actions taken at Levels 1-3 have not corrected the inappropriate behavior, or, if the student engaged in serious act(s) of misconduct for his or her grade level, the highest level administrator of the School likened to a Superintendent may expel the student from School, not to exceed 80 days, unless one year is specifically authorized, or, unless the student is permanently excluded under Policy 273.

Progressive discipline levels may be skipped for serious acts of misconduct at the discretion of the Director and/or the highest level administrator of the School likened to a Superintendent.

#### **Suspension and Expulsion**

The Director or his/her designee may suspend a student for up to ten (10) school days. The person designated as Superintendent in OEDS-R (hereafter "Superintendent") may expel a student for up to eighty (80) school days, and in some instances, one (1) year. Provided however, beginning with the 2019-2020 school year neither the Director nor the Superintendent shall initiate the process of issuing an out-of-school suspension or expulsion to students in grades pre-kindergarten through three, unless

the student has committed a firearm, bomb-threat, or knife offense; or other criminal offense that results in serious bodily injury or property damage; or where the student's out-of-school suspension or expulsion is necessary to protect the immediate health and safety of the student, fellow classmates, or school personnel. The Director or Superintendent may not suspend, expel, or remove any student from School solely on the basis of the student's unexcused absences from School.

In the event that, in the opinion of the Director or his/ her designee, a student's presence at the School creates a health risk, presents a danger to other persons or property or seriously disrupts the functions of the School, the student may be removed from the premises without formal suspension or expulsion procedures. A removed student in grades pre-kindergarten through three may be removed for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the following school day without a hearing, unless the student's conduct warranting the emergency removal is likely to result in an out-of-school suspension or expulsion. Students in grades four through twelve may be removed, and must be provided with notice and procedures to follow the removal in accordance with R.C. 3313.66, including a hearing on the next school day following the removal.

A student shall be expelled for one (1) year for bringing a firearm to the School or onto school property (any property owned, used, or leased by the School for School, School extracurricular, or School-related events).

A student may also be expelled for a period not to exceed one (1) year for:

1. bringing a firearm to an interscholastic competition, an extracurricular event, or any other School program or activity that is located at a School or on school property;
2. bringing a knife to the School, onto school property, or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the School or in which the School is a participant;
3. possessing a firearm or knife at School, on school property, or at an interscholastic competition, an extracurricular event, or any other School program or activity which firearm or knife was initially brought onto school property by another person;
4. committing an act that is a criminal offense when committed by an adult that results in serious physical harm to persons or serious physical harm to property;
5. making a bomb threat to a school building or to any premises at which a School activity is occurring at the time of the threat.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes but is not limited to, any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one quarter ounce, mine, or other similar device.

A knife is defined as any cutting instrument consisting of at least one sharp blade that is capable of causing serious bodily injury.

The specific circumstances under which the Superintendent may modify a one (1) year expulsion could include:

1. a recommendation from the group of persons knowledgeable of the student's educational needs in accordance with the Individual with Disabilities Education Act;
2. the student was unaware that s/he was possessing a firearm or knife;
3. the student did not understand that the item s/he possessed was considered a firearm or knife;
4. the student brought the item to School as part of an educational activity and did not realize it would be considered a firearm or knife; and
5. the student may be eligible for participation in an alternative program.

A student may be expelled for up to eighty (80) days for serious misconduct or rules violations, or for other just cause.

During the period of suspension, removal, or expulsion, the student may not attend or participate in any School functions without permission from the Director. The student may enter School facilities only when given permission by the Director or if accompanied by a parent or guardian who accepts responsibility for the student's actions and/or behavior at the facility.

Students issued an in-school suspension shall serve suspensions in a supervised learning environment and may be permitted to complete any classroom assignments missed because of the suspension. While serving an out-of-school suspension, the Board authorizes students to receive instructional services from the School. If students are authorized to receive instructional services from the School, then such instructional services may include completing tests and exams; homework packets; individual tutoring; library or online assignments; essays on behavior leading to suspension; and grading of all work. Any student serving an out-of-school suspension shall be permitted to complete any classroom assignment missed due to the suspension and receive at least partial credit for the completed assignment; however, the student may receive a reduced assignment grade on account of the suspension. The School will not automatically award a failing grade on any complete assignment solely based on the student's suspension.

The Board also authorizes the Director to suspend a student from any or all co-curricular or extra-curricular activities for misconduct or rules violations. The length of suspension shall be determined by the Director commensurate with the seriousness of the student's misconduct or rules violations in accordance with the Code of Conduct. Participation in extracurricular activities is a privilege and not a right. Accordingly, students prohibited from participating in all or part of any extra-curricular activity are not entitled to notice, hearing, or appeal rights.

If the Director determines that a student's behavior on a School vehicle violates School rules, s/he may suspend the student from School bus riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior.

The Board authorizes the Director the option to require a student to perform community service or another alternative consequence in conjunction with, or in place of, a suspension or expulsion, except when an expulsion is imposed for bringing a firearm to School or onto school property.



The Board designates the Superintendent or his/her designee as its representative at all hearings regarding the appeal of a suspension, provided the Director and Superintendent are not the same person. If the Director and Superintendent are the same person, a committee of the Board will hear the appeal of the suspension.

A committee of the Board will hear the appeal of an expulsion.

#### Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), and/or Section 504 of the Rehabilitation Act of 1973.

#### Search and Seizure

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including, but not limited to, common areas, hallways, cafeterias, classrooms, and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities. Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held, or turned over to the police. The School reserves the right not to return items that have been confiscated.

#### Sexual Harassment

All individuals associated with Hardin Community School, including but not necessarily limited to, the Board of Education, administration, staff, students and members of the public while on school grounds are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community or while on school property will be in violation of this policy.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, or when made by a student to another student or staff member where:

Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile or offensive employment or education environment. Sexual harassment may include, but is not limited to:

Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, whistling or display of sexually suggestive objects, pictures, or cartoons.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

Implying or withholding support for an appointment, promotion, or change of assignment: suggesting that a poor performance report will be prepared; or suggesting that probation will be failed. Within the educational environment, implying or actually withholding grades earned or deserved, suggesting that a poor performance evaluation will be prepared, or suggesting that a scholarship recommendation or college application will be denied.

Offering or granting favors for educational or employment benefits, such as grades, or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors.

A substantiated charge against a staff member in the district shall subject such staff member to

disciplinary action per board policy. Any faculty or staff member who knows of such conduct must report it to the superintendent or designee or shall be subject to disciplinary action per board policy.

A substantiated charge against a student in the district shall subject that student to disciplinary action, which may include suspension, expulsion and/or filing of criminal charges.

All matters involving sexual harassment complaints will remain confidential for both the charging party and the person being accused of sexual harassment.

#### **Technology and Internet Acceptable Use**

The use of technology and computer resources at the School is a revocable privilege. Failure to abide by this policy may render you ineligible to use the School's computer facilities and may bring additional disciplinary action.

All users are expected to use the technology available at the School in a manner appropriate to the School's academic and moral goals. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, email, and all other similar networks and devices. Users are expected to be responsible and use Technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of Technology, including, but not limited to, email, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community is prohibited, even if such uses take place after or off School property (i.e., home, business, private property, etc.).

Failure to adhere to policy and the guidelines below will result in disciplinary action as outlined in the Student Code of Conduct.

#### **Unacceptable uses of Technology/Internet include but are not limited to:**

Violating the conditions of federal and Ohio law dealing with students' and employees' rights to privacy; trespassing in others' folders, work, or files; copying other people's work or attempting to intrude into other people's files; or using other users' email addresses and passwords.

1. Using profanity, obscenity, or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; or transmitting any material in violation of federal or state law.
2. Accessing profanity, obscenity, abusive, pornographic, and/ or impolite language or materials; accessing materials in violation of the Student Code of Conduct; or viewing, sending, or accessing materials that you would not want instructors and parents to see. Should a student encounter any inappropriate materials by accident, he/she should report it to his or her instructors immediately.
3. Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
4. Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas

of others and presenting them as if they were original to the user.

5. Damaging Technology devices, computers, computer systems, or computer networks (for example, by the creation, introduction, or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).<sup>1</sup> Using the Technology or the Internet for commercial purposes or activities, which are defined as offering or providing goods or services or purchasing goods or services for personal use, and include, but are not limited to, the following:

- a. any activity that requires an exchange of money and/or credit card numbers;
- b. any activity that requires entry into an area of service for which the School will be charged a fee;
- c. any purchase or sale of any kind; or
- d. any use for product advertisement or political lobbying.

Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the School's policies or contrary to the School's mission or best interests.

All users are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the School computer network system should be in support of education and research, consistent with the educational mission or objectives of the School and in accordance with federal law, Ohio law, and the Student Code of Conduct<sup>2</sup>

Students and Staff have no expectation of privacy with respect to the use of Technology, the Internet, intranet, or email. The School monitors the online activities of students. Maintenance and monitoring of the School network system may lead to the discovery that a user has or is violating School policy or the law. Violations of School policy, the Student Code of Conduct, or the law may result in severe penalties, up to and including exThe School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the School technology system will be error-free or without defect. The School will not be responsible for any damage users may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The School is not responsible for the accuracy or quality of the information obtained through or stored on the School system. The School will not be responsible for financial obligations arising through the authorized use of the system.

In accordance with the Children's Internet Protection Act ("CIPA"), the School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Parents should be aware of these risks.

#### **Protection and Privacy of Student Records**

Directory information can be provided upon request to any individual, other than a forprofit organization, even without the written consent of a parent. Parents may refuse to allow the Board to

disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found at [hardincommunityschool.org](http://hardincommunityschool.org)

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to Bridget Moots at, [bmoots@mresc.org](mailto:bmoots@mresc.org). You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

### Graduation Requirements

In order to receive a diploma and graduate, a student must fulfill the requirements of a graduation pathway that has been approved by State Law and the school board.

#### Credits:

English Language Arts:  ELA 9, ELA 10, ELA 11, ELA 12	4 Credits
Health and Physical Education	1 Credit
Mathematics:  Algebra 1, Geometry, Algebra 2, Advanced Alg 2	4 Credits
Science:  Physical Science, Biology, Environmental Science	3 Credits
Social Studies:  World History, US History, Government, Economics	3 Credits
Elective Courses:  Financial Literacy, College/Career Planning, Student Leadership ,Fine Arts, and other	5 Credits
Total Earn Credits:	20 Credits

**Demonstration of Competency :** Earn a competency score of (684 or higher) on Algebra and English 2 end of course tests or Earn 12 points on an approved Industry Recognized Credential

**Demonstration of Readiness:** Earn 2 diploma seals, 1 must be state defined. Seals ensure students develop and demonstrate an array of critical skills that are valuable to them as they transition to their next steps after high school.

## **HARDIN COMMUNITY SCHOOL**

### **2025-2026 CALENDAR**

<b>August 15 and 18</b>	<b>Staff Professional Development/workdays</b>
<b>August 19</b>	<b>First day of school-1<sup>st</sup> Semester Begins</b>
<b>September 1-2</b>	<b>No School-Labor Day and Fair Day</b>
<b>September 3</b>	<b>Students return-Classes resume</b>
<b>November 11</b>	<b>No School-Veterans Day</b>
<b>November 12</b>	<b>Students return-Classes resume</b>
<b>November 27, 28</b>	<b>No School-Thanksgiving Break</b>
<b>December 1</b>	<b>Students return-Classes resume</b>
<b>December 22 to Jan 2, 2026</b>	<b>No School-Christmas Break</b>
<b>January 5</b>	<b>Students return-Classes resume</b>
<b>January 9</b>	<b>End of 1<sup>st</sup> Semester</b>
<b>January 12</b>	<b>Second Semester Begins</b>
<b>January 19</b>	<b>No School- MLK Day</b>
<b>February 16</b>	<b>No School-Presidents Day</b>
<b>February 17</b>	<b>Students return-Classes resume</b>
<b>April 2, 3 and 6</b>	<b>No School-Spring Break</b>
<b>April 7</b>	<b>Students return-Classes resume</b>
<b>May 14</b>	<b>Last Day of school</b>
<b>May 15</b>	<b>Graduation</b>
<b>May 18-19</b>	<b>Staff Professional Development/workdays</b>

**Students Days: 173 days, 6.5 hours per day=1,224.5 hours**

**Staff Professional Development/workdays: 4**

**School days-8am to 2:30pm**

**Board of Education approval on 3/27/2025**

