

**Hardin Community School**

**2024 - 2025**

**Student**

**Code**

**Of**

**Conduct**

**Handbook**

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## **SAFE SCHOOLS ACT**

No person shall assault, strike, threaten or menace a teacher, instructor, person in charge of a class of students or any employee of any school in the performance of his duties, or disrupt, disturb, or interfere with any activity conducted in a school building, or upon the grounds thereof, or in any public place, or improperly and unlawfully assault, strike, threaten, menace, follow, pursue or lay hands upon a student or other person in a building, or upon the grounds thereof, or upon the way to or from any school, or on the way to or from any school sponsored activity.

## **SCHOOL DAY**

For students not riding buses, the school day begins when he/she first arrives on campus in the morning and does not end until he/she leaves campus after the last class in the afternoon. For students riding buses, the day begins when he/she boards the bus in the morning and does not end until he/she departs from the bus in the afternoon. Students are not allowed to leave school property at any time during the day without the expressed approval of a director. Students who choose to leave without permission will be considered unexcused absent.

THE LUNCH TIME SHALL BE CONSIDERED PART OF THE SCHOOL DAY AS WELL AS ANY SCHOOL SPONSORED ACTIVITIES THAT MAY TAKE PLACE BEFORE, DURING, OR AFTER THE REGULAR SCHOOL DAY.

## **STUDENT DISCIPLINE CODE**

The following rules, regulations, and procedures are based upon official policy of the Board of Education of Hardin Community School. Certain types of student conduct are prohibited. These rules and regulations shall be enforced, unless otherwise specifically stated therein, on the school grounds during and immediately after school hours; on the school grounds at any other time when the school is being used by a school group; off school grounds at a school activity, function or event; where units of credit are given towards graduation. A student found to be in violation of any of these or a portion thereof will be subject to disciplinary action. This shall consist of either a disciplinary notice, suspension for a set number of days, expulsion, probation violation, or permanent exclusion. (The examples listed in the rules below are not meant to be exhaustive.)

The administration asks students/parents/guardians to keep in mind that two factors will weigh heavily in the assignment of disciplinary action:

1. Seriousness of the offense
2. Repeated violations

In addition to or in lieu of the above-mentioned disciplinary action, the disciplining authority may impose disciplinary measures in the nature of after school work, repair of or payment of physical damage caused by the student, cleanup, painting, and revocation of the privilege of participation in school activities.

**The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with HCS Board Policy.** This also means the administration may develop appropriate rules and regulations as called for by various situations. It also means that **the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook.**

## **ZERO TOLERANCE**

A student who fails to comply with established school rules and any reasonable request made by school personnel on school property and/or at school related events will be dealt with according to approved student discipline regulations. The HCS Board of Education has “zero tolerance” for violent, disruptive or inappropriate behavior by its students, i.e., the Board will not tolerate violent, disruptive, or inappropriate behavior by its students and such behavior is prohibited as set forth in the student code of conduct. The Board has a “zero tolerance” for excessive absences from school which will result in disciplinary action as set forth in the student attendance regulation. (O.R.C. 3313.534)

## **RULES AND REGULATIONS**

Hardin Community School strives to provide an atmosphere and the opportunity for students to develop into productive, respectful, caring and educated people. Hardin Community School clearly supports, promotes and enforces a “NO USE” of illicit drug and unlawful use of alcohol policy. The following rules are offered to make students aware of the standard of behavior which they are expected to meet. Discipline is necessary to ensure an orderly environment in which each person may live and learn to his/her full potential in harmony with others. Ideal discipline is self-directed and self-controlled. When self-control falters and self-discipline fails, disciplinary action must be imposed on the individual to protect the rights of others. All rules are in effect for the period of time defined as the school day or during school sponsored activities and events.

**The following is a list of the possible consequences for each of the following Rules:**

- **Warning**
- **Loss of privileges**
- **Detention**
- **Extended detention**
- **In-school reassignment**
- **Parental Contact**
- **Counselor or social services referral**
- **Detention in JDC (Probation Students)**
- **File Probation Violation**
- **File Safe School Ordinance with police**
- **File charges with the court**

**These consequences are over and above any that were given out by the classroom teacher.**

**THE ASSIGNMENT OF CONSEQUENCES IS AT THE DISCRETION OF THE SCHOOL ADMINISTRATION.**

## **RULE 1 – DISRUPTION/FALSE ALARM/FALSE REPORTS**

A student shall not by use of force, violence, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

## **BOMB THREATS**

The Superintendent is authorized to expel a student from school for a period not to exceed one year for 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. Any expulsion under this division extends, as necessary; into the school year following the school year in which the incident that gives rise to the expulsion takes place (ORC 3313.66).

## **FIRE ALARMS**

The school is required by the State of Ohio to have planned fire drills to evacuate the building within acceptable time limits and to prepare for such emergencies.

## **FALSE ALARMS AND FALSE REPORTS**

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the people in the building. What may seem like a prank is a dangerous stunt that is against the law. The proper authorities will be notified and will be referred to Law Enforcement for possible charges. **This is a federal offense.**

## **RULE 2 - UNAUTHORIZED TOUCHING, FIGHTING, HITTING**

A student shall not cause physical injury or behave in such a way which could threaten to cause physical injury to school staff, students, or visitors. Examples may include, but are not limited to touching, hitting, fighting, throwing objects, running in the halls, etc.

## **FIGHTING**

During the school year some students choose to resolve their differences by fighting. HCS cannot and will not tolerate fighting of any kind. Students should consider these options before resorting to physical violence:

1. Bring the concern/problem to the building administrators. We will investigate and bring all parties together to discuss possible solutions.
2. Name calling often leads to fighting. Inform a near-by teacher or seek out an administrator before the situation gets out of control.
3. If provoked, walk away and seek out a teacher or administrator.
4. Do not get involved in someone else's business or problems. If you feel you must be involved or already are involved and the situation is out of control, seek out an administrator and report your concern and involvement.

Students, who decide to take matters into their own hands and fight, may be disciplined. Administrators recognize there are different degrees of fighting, but caution students that rarely is a fight one-sided. Consequently, both parties are usually disciplined.

### **RULE 3 – STEALING**

A student shall not steal or attempt to steal, or possess, school property or private property of other students or school personnel. This may include, but is not limited to; theft of information, copyright infringement, unauthorized duplication, transmission or use of any unauthorized academic information, electronics, student or school property or valuables.

### **RULE 4 - DAMAGE TO SCHOOL OR PRIVATE PROPERTY**

A student shall not deface, damage, or destroy school property (landscaping, athletic facilities, buildings and contents, etc.). A student shall not deface, damage, or destroy private property of any school employee, student, or school organization on the school premises (vehicles, clothing, or other personal possessions, etc.). Damage to buildings, property, and equipment may also result in disciplinary action by the school administration.

- 1) Students and/or their parents/guardians shall be held responsible for any damage to school buildings, equipment, public or personal property. This includes the introduction of viruses into computers, and/or the deletion or changing of files and/or data bases.
- 2) Students 18 years of age or older, and parents of all other students shall be held responsible for any damage to the school building, property and/or equipment.
- 3) The responsible parties shall be responsible for restitution to HCS Board of Education for all costs involved in repairing or replacing school equipment and for repairing school buildings or property. HB 601 allows for up to \$10,000 reparations against the parent for failure to reasonably control a child when damage, or theft, and/or willful destruction of school property occur.
- 4) All claims for damage shall be billed by the board treasurer or his/her designee.
- 5) Payments for damage shall be made to the board treasurer. The treasurer will notify the building administration when the claim has been paid.

### **RULE 5 – INSUBORDINATION**

A student shall not disregard or refuse to follow school rules, regulations, assigned disciplinary action, or reasonable directive given by school personnel.

### **DISCIPLINARY REFERRALS FROM CLASS**

Students sent out of class or lunch for a disciplinary reason shall report directly to who they have been referred to. (Note: **Probationers may be referred to probation staff.**)

### **RULE 6 - FRIGHTENING, DEGRADING, DISRESPECTFUL, OR DISGRACEFUL ACTS**

A student shall not engage in any act which frightens, degrades, disrespects, or disgraces an administrator, teacher, student, non-certificated staff, or visitor by written, verbal, visual, or gestured means. Any form of hazing would also be included under this rule.

### **PROFANITY/OBSCENITY/GRAPHIC DISPLAY**

A student shall not use any form of profanity toward any person while under school authority. This would include, but not be limited to, blurting out profanity, obscene gestures, signs, letters, pictures or etc. This shall include obscene or inappropriate words or pictures on clothing and electronic devices.

## **HAZING POLICY**

- It is the policy of the HCS Board of Education that hazing activities of any type are inconsistent with the educational process and shall be always prohibited. No administrator, faculty member or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing.
- Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- All employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing is discovered, involved students will be reported to the building director.
- Administrators, faculty members, students, and all other employees who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law RC2307.44 and RC2903.31.

## **RULE 7 - PUBLIC DISPLAY OF AFFECTION**

Public displays of affection (kissing, touching, arms around each other, etc.), is inappropriate for any school environment. Such acts shall subject the offending student(s) to disciplinary action as set forth in the PDA policy.

## **PDA POLICY**

Public displays of affection are inappropriate for the school environment. PDA shall be defined as follows:

1. Kissing
2. Arms around each other
3. Hand(s) in pocket(s) of another
4. Holding hands
5. Other acts deemed inappropriate by the administration

Any student(s) referred to the office for displaying affection publicly will be subject to disciplinary action.

## **RULE 8 - SCHOOL DRESS**

School dress should ensure the health and safety of the student body, establish a positive learning environment which is free of distraction and create a positive image of our students. Any dress or grooming that violates these three principles or reflects adversely upon the students of Hardin Community School in comparison with commonly accepted styles of the times, is unacceptable.

## **DRESS CODE POLICY**

HCS believes that most students exercise good common sense in dressing for school. Hardin Community School is operated with public funds for the purpose of student learning and achievement. Student dress must also serve that purpose. Dress must not be distracting to the student(s) and must be healthy and safe.

The staff at HCS does not wish to severely restrict student dress. The staff reserves the right to discuss a student's appearance with the student and his/her parent(s) and to require improvement. If the school official(s) questions if the dress of the student is not appropriate, he/she may be sent home to change or given clothing to wear. Time missed will be unexcused.

## **DRESS CODE REGULATIONS**

Specific rules and regulations cannot begin to cover all dressing and grooming styles and fads because they are constantly changing. However, the following will be enforced:

1. The dress and grooming of students must be clean and in keeping with health, safety, and sanitary requirements reflecting a positive image of our school.
2. The dress and grooming of students must not disrupt the learning process.
3. Students may not wear shorts that are extremely tight (such as bicycle shorts). The bottom hem line on student's shorts or skirt must extend to the mid-point of the thigh (to finger tips with hands at side).
4. Students may not wear mesh tops, tank tops, sheer clothing, muscle shirts or sleeveless shirts with sleeves cut out. Logos must be in good taste and void of obscenities (either gestures or visual). Shirts with tobacco, drug, sexual innuendo, alcohol advertisement, gang insignia, cult and/or satanic images will not be allowed.
5. Shoes or sandals must be worn for health and safety factors. No bare feet. No dangerous or destructive shoes will be allowed.
6. Hair is to be groomed.
7. No excessive or distracting piercings are permitted.
8. Hooded sweatshirts may be worn in the building during the school day but hoods are to remain off. Violation of this policy will result in the loss of this privilege.
9. Any type of hat is not permitted to be worn in the building during the school day. All hats and coats are to be placed in the student's locker upon arrival and remain in the locker during the school day.
10. Excessively worn or torn pants/ jeans are not allowed. All pants are to be worn on the hips. Yoga pants may not be excessively tight or revealing and may only be black in color.
11. The dress regulations may be waived or amended for inclement weather with permission from the administration.

NOTE: Students who fail to comply by these standards are subject to disciplinary action.

## **VIOLATIONS OF THE DRESS CODE**

1. Violators will be referred to the administration. Administrators will advise the student of the infraction.
2. The student will be required to change. The administration may provide clothes if the student does not have anything immediately available.
3. Should the student fail to correct the infraction or otherwise fail to follow the directions of the administration are subject to disciplinary action.



## **RULE 9 – ATTENDANCE & TRUANCY POLICY**

- The educational program offered by HCS is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.
- In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a verbal or written statement of the cause for such absence. The HCS Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

### **STUDENTS ON PROBATION**

- Students on probation will follow probation rules regarding school attendance, 3. (A) “You shall attend school on time, every day school is in session, unless medically excused. A doctor must complete the Court prescribed excuse form and it shall be given to the school and your Community Control Manager within 24 hours of your first absence. The form(s) shall cover each day of absence.”
- Repeated infractions of HCS Board policy on attendance may result in intervention including court intervention. Additionally, charges of truancy may be filed.
- The HCS Board considers the following factors to be reasonable excuses for time missed at school:
  - A. Personal illness
  - B. Illness in the family necessitating the presence of the child
  - C. Quarantine of the home
  - D. Death of a relative
  - E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
  - F. Observation or celebration of a bona fide religious holiday
  - G. Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District-approved enrichment or extracurricular activity  
Any classroom assignment missed due to the absence shall be completed by the student.
  - H. Such good cause as may be acceptable to the Superintendent
- Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the HCS Board.
- The HCS Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

## **RULE 10 – ALCOHOL AND DRUGS**

No student shall possess, distribute or sell any form of alcohol or drugs (this includes look-alike, prescription/non-prescription, inhalants, look-alike mind-altering substances, or counterfeit controlled substances and drug paraphernalia devices).

### **DRUG/ALCOHOL POLICY**

#### **A. Drug/Alcohol Use**

1. Selling or distributing harmful drugs/alcohol to fellow students and/or possession of drug paraphernalia.

a. Parent/Guardian shall be notified and consultation will be offered.

b. Information shall be turned over to the proper legal authorities for verification of the substance.

2. Possession of, attempting to possess, having used, or having control of harmful drugs/alcohol when such possession or control is in violation of Federal and State Laws, and HCS Board of Education Policy.

a. Parent/Guardian shall be notified and consultation will be offered.

b. Information shall be turned over to the proper legal authorities for verification of the substance.

#### **B. Suspected use of harmful drugs/alcohol**

If a student is suspected of having used drugs/alcohol or other mind-altering substances, the following procedures will be followed:

1. **All students of Hardin Community School are subject to Random Drug Screens.**

2. The building administrator shall be notified.

3. Any unusual behavior will be observed and documented.

4. Referral to the Treatment Counselor will automatically be made and the recommendations from the counselor will be considered.

5. Emergency medical procedures will be followed, if needed.

6. Parents/Guardians shall be notified and consultation will be offered.

7. If deemed necessary for verification, parent/staff will take the student for drug identifying testing.

8. If it is determined that the student was using drugs/alcohol, the penalties for possession of, or having used will be enforced.

#### **C. Allowable use of prescription drugs**

1. Parents shall notify the school officials that the student will be taking prescription drugs during school hours, or scheduled school activities.

2. The school officials shall notify the teachers that the student is taking prescription drugs during school hours, or scheduled school activities.

3. Any and All Prescription drugs are to be turned into staff upon arrival at school with dispensing directions on the original package and will be dispensed by a school staff member as prescribed.

4. All allowable medication must be in a container (preferably original) with the student's name, type of medication, dosage, route and time of administration.

5. Inhalers, with medical documentation, may be carried by each student

**D.** This policy shall be in effect for any and all prescriptions including acetaminophen, ibuprofen, over the counter medications, narcotics, alcohol, drug, "look-alike" (counterfeit-controlled substances), or mind-altering substances on school property, or possession of paraphernalia conducive to above substances, including buses, or at any school activity.

1. Examples of “look-alike” drugs are as follows:

- a. Represents to be a controlled substance.
- b. Represents to be of a nature, appearance or effect, which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.
- c. The substance substantially resembles a controlled substance (black beauty, yellow jacket, blue and clear, brown bombers, white cross, purple hearts, valium, cocaine, etc.).
- d. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance.
- e. The substance is not labeled as required by the FDA.
- f. The person states that the substance may be resold at a price that substantially exceeds the value of the substance.

### **OVER THE COUNTER MEDICATIONS**

In order to allow those students that need aspirin and ibuprofen to receive this medication, we are requiring parents to provide such medications. Parents need to supply a new unopened bottle with their child’s name written on the bottle with permanent marker. **Parents must also fill out and return the Over the Counter Permission slip to the school.**

This will allow the school to track medications, amount and frequency. Only your child will be able to receive medication from their own bottle and school staff will dispense and record the medication.

### **RULE 11 – TOBACCO**

Possession or use of tobacco in any form is prohibited.

#### ***TOBACCO POLICY***

Students attending HCS will not be allowed to possess or use tobacco during the school day.

A. School Day-Definition:

1. Students not riding school buses: That period of time when the student first arrives on campus in the morning and until leaving the campus after the last class in the afternoon.
2. Students riding school buses: That period of time when the student boards the bus in the morning until he/she departs from the bus in the afternoon.
3. Lunch is considered part of the school day.
4. The school day shall also include all school sponsored activities that take place before, during or after the regular school day.

### **RULE 12 - ARRIVING OR LEAVING DURING THE SCHOOL DAY AND TRESPASSING**

A student must have an authorized permit and report to the high school office when leaving the building for a specified and legal reason. Students are required to sign out upon leaving and sign in upon returning to school in the high school office. A student who arrives during the school day, must report to the high school office to secure a tardy admit slip. Students will not be admitted to class without this slip.

#### **TRESPASSING**

Although schools are public facilities, the law does allow the school to restrict access to school property. When a student has been removed, the student is not allowed on school property without authorizations of the director.

Unless participating in Counseling, Community Service, or an extra-curricular activity, students are to leave the building at the end of the school day. Trespassing also includes entering unauthorized areas of the school building and/or grounds.

**RULE 13 - PUBLICATIONS AND ORGANIZATIONS**

Publishing or distribution of any printed material and the promoting or joining of any club/organization which has not been approved by the building director is prohibited.

**RULE 14 – FORGERY, CHEATING AND FALSIFICATION**

All forms of cheating, including plagiarism on school work are prohibited. Any form of forgery (attendance notes, passes, etc.), is strictly prohibited. Lying for any reason is prohibited.

**RULE 15 – AIDING OR ABETTING VIOLATIONS OF SCHOOL RULES**

No student shall assist or aid in any way another student in violating federal, state, local or school rules. If a student assists another student in violating any school rule, both will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their own behavior.

**RULE 16 – BULLYING, HARASSMENT, INTIMIDATION, OR THREATS**

HCS believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment or bullying of other students or members of staff, or any other individuals is not permitted. This includes any oral, written, electronic means (cyber bullying) or behavior that creates a hostile, intimidating, threatening or offensive learning environment. The policy applies to busses. Students who violate the policy, including cyber bullying, may be subject to disciplinary action

*HARASSMENT – INTIMIDATION GENDER/ETHNIC/RELIGIOUS/DISABILITY/RACIAL HARASSMENT*

**Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, disabilities, etc. toward a fellow student, staff member or other person associated with the district.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.

**Nonverbal:**

Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member or other person associated with the district.

**Physical:**

Any intimidating or disparaging action such as hitting, hissing or spitting on or at a fellow student, staff member or other person associated with the district.

**RULE 17 – POSSESSION OF A WEAPON/EXPLOSIVE**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon on school property is prohibited and will result in referral to Law Enforcement.

Under Federal law, a firearm is defined as any weapon, including a start 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 destruction 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. This also includes fireworks, lighters and matches. A knife is defined as any cutting instrument with at least one sharp blade.

### **DANGEROUS WEAPONS AND INSTRUMENTS**

A student shall not possess, handle, transmit, or conceal any object, which might be considered a dangerous weapon, instrument of violence, or explosive while on school property or at a school sponsored activity

### **RULE 18 – EXTORTION**

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

### **RULE 19 – POSSESSION OF ELECTRONIC DEVICES**

It should be understood that the use of student owned electronic devices such as cell phones, personal devices, MP3's, CD/DVD players, iPods, video cameras, etc. at school is a privilege and not a right. If, at any point during the school year, it becomes clear to the administration that the good faith, in which this privilege was extended, has been violated by misuse which causes a disruption to the educational process, or the normal activity of the school, or contributes in any way to any situation violating school rules or policy, then the result may be the loss of this privilege, individually or as a student body. **Students shall not use or possess any electronic equipment without the permission of the teacher/director or under one of the following conditions.** Unauthorized recording or videotaping of students or staff members by any means is strictly prohibited.

Electronic devices are not permitted for use during the school day. Any electronic device must be off and turned into staff at check in prior to the start of the day.” Cell phones, personal devices, iPods, and MP3 players may only be used by students in grades 6-12 on school grounds as follows:

- Any time after the 2:30 p.m.

Cell phones and personal electronic devices are to be turned off and secured with a staff member during the school day **unless such use is in the teacher's lesson plan for educational purposes.** Cell phones and personal electronic devices used as educational tools during the activity shall be turned off and secured with a staff member at the conclusion of the educational activity. Teachers will have the discretion to allow the use and/or privilege of personal electronic devices when they believe it may enhance the student's learning environment during a classroom period. Students must follow individual classroom policies.

The possession or use of laser pointers is prohibited at any time while on school property.

Possession and/or use, other than described above, may result in the following:

- 1.) Confiscation of device and or loss of privileges
- 2.) Confiscation of device and Detention
- 3.) Confiscation of device and Extended Detention or 2 Detentions

**Hardin Community School does not assume any responsibility for any student possession(s) including electronic devices, at any time, brought onto school property, permitted or otherwise, that become lost, confiscated, damaged or stolen.**

**RULE 20 - UNAUTHORIZED USE OF FIRE**

Any unauthorized use of fire will not be tolerated. A student shall not have in his/her possession, a lighter, matches, or any flammable materials.

**RULE 21 – GAMBLING**

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

**RULE 22 – STUDENT TRANSPORTATION**

HCS student should look upon bus transportation to and from school as a privilege, not a right. The state DOES NOT require the school to bus high school students, regardless of the distance from home to school. Therefore, the school expects orderly behavior while riding buses. The bus driver holds authority while the student is boarding, riding, and/or exiting from the bus. Action by a student which distracts the driver and/or interferes with the safe operation of the bus will not be tolerated. Denial of a student's bus privileges for a limited or unlimited period of time may be necessary if action by a student is considered to be unsafe and/or distracting to the driver and/or other students. If a student is denied bus privileges, it then becomes the responsibility of the student and/or parent/guardian for transportation to and from school. The student will not be excused from school because transportation is not available. Occasionally, buses are delayed for a number of reasons. If that does occur, students riding that particular bus are to stop in the school office for a late bus permit. This will admit the student to class and will not count against the student for attendance purposes.

**STUDENTS 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 and provide evidence of: a. driver's license; b. insurance certificate; c. vehicle registration.
3. The student must obtain a permit from the Director.

All student cars parked on school property are subject to be searched by school officials if deemed warranted as a condition for student driving privileges.

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

Cars must exit in an orderly fashion and at a speed not to exceed 5 MPH. Violation of rules and regulations (excessive speed, reckless operation, high noise level, excessive loitering, etc.) will result in administrative action. Further violation may result in permanent loss of driving privileges for part or all of the school year.

School buses always have the right of way.

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 privileges for 5 days; 3rd violation: Loss of driving privileges for 30 school days; 4th violation: Loss of driving privileges for one semester.

When the school provides transportation, students shall not drive to school sponsored activities. 1. Unless the student's parents provide written authorization for the student to drive and release from liability using Form - Parental Authorization and Release from Liability Form – which is approved by the Director. **2. Approved student drivers may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and released from liability using Form– Parental Authorization and Release From Liability Form - which is approved by the director.**

#### **RULE 23 – COMPUTER TECHNOLOGY**

Students shall not use someone else's password or access another student/faculty member's files or materials; they will be subject to disciplinary procedures as outlined in other sections of this handbook. Further, students who use school equipment or their own computer to try to access the school's computer system will be subject to privilege loss and other disciplinary measures. Opening an inappropriate site and/or copying inappropriate material is strictly prohibited. Unauthorized access information from the computers is prohibited. The school district has the right to inspect all information/data stored on school owned equipment.

#### **RULE 24 - 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.
9. Students not reporting to their assigned lunch period shall be considered truant.
10. Closed Lunch - Lunches purchased from a restaurant cannot be brought into the lunchroom.
11. Chewing gum in school is prohibited.

#### **RULE 25 – ENTERING ANOTHER STUDENT'S LOCKER**

No person shall open another person's locker, either by use of the combination number or by forcing the locker open, with or without specific permission from the student assigned to that locker. Lockers are not to be shared or changed for any reason.

#### **RULE 26 – SEXUAL HARASSMENT**

No student shall sexually harass another student or school employee. Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual, or physical conduct of a sexual nature. A student who feels he/she has been a victim of sexual harassment should file a sexual harassment complaint with the school administrator.

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, and/or continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

### **SEXUAL HARASSMENT POLICY**

- 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.



### **REPRIMAND/WARNING**

The student meets with the director or his/her designee to discuss the incident. A verbal warning will be issued and recorded as such. The parent/guardian may be informed by phone or through a warning letter about the incident.

### **PARENT/GUARDIAN CONFERENCE**

The director or his/her designee may request a conference at the school with the student and parent/guardian as a means to correcting or taking steps to correct the student's behavior/discipline problem.

### **RULE 27 – REPEATED OFFENSES**

Disregard for the student Code of Conduct, as evidenced by repeated violations of school rules and/or policy, will result in **possible Legal Proceedings**.

### **DENIAL OF PARTICIPATION**

The rules and regulations approved by the Hardin Community School Board of Education shall be followed by all students who participate in extracurricular activities at HCS.

- The advisor shall provide each participant with a list of the rules and regulations under which his/her activity will operate. The advisor will provide a copy of the rules and regulations and go over them verbally. Students and parents will be required to sign the Code of Conduct for participation in the extracurricular activity.
- When it appears that a student has violated a rule and the penalty for such a violation is denial of participation, the following due process procedures shall be followed:

A. Should a student violate one of the rules and/or regulations that govern that particular activity, the advisor will be involved.

B. If the administrator agrees that the rules and regulations have been violated, it is the responsibility of the Administrator to deny participation to the student. The student will be presented with a written NOTICE OF INTENT TO DENY PARTICIPATION.

C. After receiving such written notice, the student will be provided with the opportunity to appear at an informal hearing to state his/her side of the story. The advisor will be consulted and an Administrator will be present at such hearings.

D. Based on the hearing, the decision to deny participation or not to deny participation is made. If the decision is to deny participation, the administrator shall notify the parents, in writing, and state the reason(s) for such denial.

E. The student may appeal this decision directly to the building Director. This appeal must be in writing and given to the director within forty-eight (48) hours after the decision is rendered or no appeal will be heard, granted or considered.

F. The student may appeal this decision directly to the Superintendent of Schools. This appeal must be in writing and given to the superintendent within forty-eight (48) hours after the decision is rendered or no appeal will be heard, granted or considered.

### **DISCIPLINARY ACTION INFORMATION**

The following forms of disciplinary action are employed by Hardin Community School. The forms of action listed here are in accordance with district wide policy relative to the student code of conduct.

### **DETENTION**

Students may be required to come to school early or remain after the school day providing the director or his/her designee gives the student a one (1) day notice or notifies the parent/guardian.

## **DETENTION POLICY**

- One of the goals of HCS is to prepare students to be responsible adults. We at Hardin Community School need to emphasize to students the realities of the adult world concerning punctuality, habits and behavior. The following educational tool is designed to provide students with consequences for their actions similar to those of the adult world. This policy is designed to strengthen our position on requiring students to be on time to class and on student classroom behavior.
- Hardin Community School uses detention as a disciplinary consequence for tardiness and a variety of behavior related school disruptions. A student assigned detention will be given at least a 24-hour notice prior to serving and is expected to work out any transportation problems.
- Detention sessions will begin promptly at 2:30 pm. Students who report late or skip detention sessions will not be given credit nor allowed to serve their assigned detention and one additional school detention will be added.

## **WITHHOLDING OF PRIVILEGES**

Special privileges such as library, hall pass, special permits, computer usage, music access in the classroom, attending after school activities, field trips, etc.; may be withheld when there is evidence of abuse of such privileges or as a form of discipline.

## **SPECIAL ASSIGNMENTS**

Students may be required to perform reasonable tasks appropriate to the disciplinary infraction. (Ex: – cleaning tables in lunchroom for throwing food)

## **EMERGENCY REMOVAL**

If a pupil's presence poses a continuing danger to persons or property, or is an ongoing threat of disrupting the academic process, either within a classroom or elsewhere on school premises, then the Superintendent or Director may remove the student from the premises. A teacher may remove the student from the curricular or extra-curricular activity under his/her supervision, but not the premises.

## **NOTES:**

**THE WORDS “SCHOOL STAFF, SCHOOL ADMINISTRATION, STAFF MEMBERS” USED THROUGHOUT THIS DOCUMENT REFER TO ALL STAFF IN THE BUILDING (PROBATION, TREATMENT, LUNCHROOM, COURT, SCHOOL).**

“Medicine Dispensing” refers to Bridget Moots

“Superintendent” refers to Marsha Johnson

Hardin County Juvenile Court’s probation rules and consequences if probation rules apply to the student being considered for discipline may be instituted rather than follow school discipline measures.

Students are permitted to participate in their local school’s extracurricular sports programs for 2024-2025 academic year.

## **Acceptable Use and Internet Safety Policy for the Computer Network at Hardin Community School**

- Hardin Community School is pleased to make available to students' access to interconnected computer systems within the district and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.
- In order for Hardin Community School to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While HCS teachers and staff will make reasonable efforts to supervise student use of network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.
- Following is the Acceptable Use and Internet Safety Policy of HCS and the Data Acquisition Site that provides Internet access to HCS. Upon reviewing, signing, and returning the Acceptable Internet and Use and Safety form, as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to the following policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read the Policy and sign the Policy Form. Hardin Community School cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy Form to HCS as directed or, if under 18, does not return the Policy Form as directed with the signatures of the student and his/her parents or guardians.
- The following list are the provisions of your agreement regarding network and interne use. If have any questions about these provisions, you should contact the person that your School has designated as the one whom you can direct your questions. If any user violates this Policy, the student's access may be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary actions.

### **I. Personal Responsibility**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

### **II. Term of the Permitted Use**

A student who submits to HCS, as directed, a properly signed Policy Form and follows the Policy to which he or she has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the School District before they are given an access account.

### **III. Acceptable Uses**

- A. Educational Purposes Only. HCS is providing access to its computer networks and the internet for educational purposes.

If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by Hardin Community School to help you decide if its use is appropriate.

#### **IV. Unacceptable Use of the Network.**

Among the uses that are considered unacceptable, and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages, offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the network are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other use identifier that misleads message recipients into believing that someone other than you is communication or otherwise using his/her access to the network or the internet; upload a worm, virus, "Trojan horse," "Time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer networks or other networks on the internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Users that are commercial transactions. Students and other users may not sell or buy anything over the internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

##### **A. Netiquette**

All users must abide by the rules of network etiquette, which include the following:

1. Be Polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of email is giving his or her permission for you to forward or redistribute the message to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments by email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and in a format which the recipient can open.

## **I. Internet Safety**

### **A. General Warning: Individual Responsibility of Parents and Users**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and internet and stay away from these sites. Parents of minors are the best guide to materials to shun, If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the school.

### **B. Personal Safety**

Be safe. In using the computer network and internet, do not reveal personal information i.e. home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the internet in a scheduled place or in a private setting.

### **C. "Hacking" and Other Illegal Activities.**

It is a violation of this Policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain unauthorized access. Any use which violates state or federal law relating to copyright, trade, secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

### **D. Confidentiality of Student Information**

Personally identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private information about themselves or others on the internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

**E. Active Restriction Measures.**

The school, either by itself or in combination with Data Acquisitions Site providing Internet access, will utilize software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

**Internet filtering software** or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for the purpose of a bona fide research or other educational projects being conducted by student aged 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254) as meaning any picture, image, graphic, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion, depicts, describes, or represents, in a patently offensive way with respect to what is suitable for a minor, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political or scientific values as to minors.

**I. Privacy**

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review, and store at any time without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information remains the property of the School District and no user shall have any expectations of Privacy.