

HIGHLAND MIDDLE SCHOOL

3880 Ridge Road
Medina, OH 44256



Home of the Hornets

2025-2026 Student/Parent Handbook

Rob Henry, Principal
Jessica Boytim, Assistant Principal
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330-239-1901 • 330-278-2727 • 330-686-1901

Main Office - ext. 1201
Attendance Line - ext. 1511
School Counseling Office - ext. 1230

www.highlandschools.org

Name: _____ Grade: _____

MIDDLE SCHOOL CALENDAR

Check for updates at www.highlandschools.org

2025-2026

August	19	First day for 6th grade students
	20	First day for all students
	26	Open House
September	1	Labor Day (No School)
October	8	Parent/Teacher Conferences
	10	NEOEA Day (No School)
	13	Teacher Professional Development (No School)
November	13	Parent/Teacher Conferences
	26	Conference Comp. Day (No School)
	27-28	Thanksgiving Break
December	22-31	Winter Break
January	1-2	Winter Break
	6	School Resumes
	19	Martin Luther King, Jr. (No School)
February	12	Parent/Teacher Conferences
	16	Presidents' Day (No School)
March	5	Parent/Teacher Conferences
	30-31	Spring Break
April	1-3	Spring Break
	6	Conference Comp. Day (No School)
	7	School Resumes
May	25	Memorial Day (No School)
	28	Last Day for Students

GRADING PERIODS

1st: 8/19 - 10/17 2nd: 10/20 - 12/19 3rd: 1/5 - 3/13 4th: 3/16 - 5/28

HHS BELL SCHEDULES

Normal Schedule

7:20	Warning Bell
7:30 – 8:19	1st Period
8:22 – 9:07	2nd Period
9:10 – 9:55	3rd Period
9:58 – 10:43	4th Period
10:46 – 11:20	5th Period
11:20 – 11:58	6th Period
11:58 – 12:44	7th Period
12:47 – 1:32	8th Period
1:35 – 2:22	9th Period

Two-Hour Delay Schedule

9:20	Warning Bell
9:30 – 10:00	1st Period
10:00 – 10:30	2nd Period
10:30 – 11:10	5th Period
11:10 – 11:50	6th Period
11:50 – 12:30	7th Period
12:30 – 1:00	3rd Period
1:00 – 1:30	4th Period
1:30 – 2:00	8th Period
2:00 – 2:22	9th Period

I am excited to welcome you to the 2025-2026 school year. Please take time to become familiar with the important information contained in the Student Handbook and keep it available for frequent reference. It summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District, and was developed to answer many of the commonly asked questions that you and your parents may have during the school year. If you have any questions that are not addressed in this Handbook, you should reach out to your building principals. Best wishes for a successful school year.

Mr. Rob Henry
Principal

Parents, staff members, and administrators believe the mission of Highland Middle School is to provide an educational program and environment that is designed to meet the needs, interests, and abilities of a particular age group—the early adolescents. Our mission is based on the following belief statements.

We Believe:

- All students can learn.
- Parental involvement in the education of their children is a key to student success.
- Staff and parents will encourage and guide students to critically think, reason and problem-solve.
- Staff, students, and parents should have high academic and behavioral expectations.
- Students should develop independence and accept responsibility for their actions.
- Students will become aware of their unique physical, mental, and social traits.
- Students will develop respect for the legal and personal rights of all individuals in a democratic society.
- Students will acquire a lifelong learning pattern for living in an ever-changing society.
- Staff and students will attend school in a safe, clean environment that promotes wellness and is drug, alcohol, and tobacco-free.
- Staff will provide instruction in a variety of academics and arts to develop student potential.
- Through active involvement of parents, staff, administrators, and local and county government officials, students will develop pride and membership in the Highland community.
- Students should be offered leadership opportunities.

SCHOOL DISTRICT MISSION

The Highland Local School District is committed to the highest academic and behavioral expectations. Our mission is to guarantee that each learner reaches maximum potential by providing, in partnership with the community, a quality, progressive, educational program in a safe and dynamic lifelong learning environment.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of 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) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as “Protected Characteristics”) or other protected characteristics as well as place of residence within District boundaries, or social or economic background. 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:

Director of Curriculum and Instruction
3880 Ridge Road, Medina, OH 44256
330-239-1901

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 must arrive at school on time, prepared to learn and participate. 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.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

STUDENT WELL-BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, the student must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

STAY SAFE SPEAK UP/ANONYMOUS REPORTING

Highland Local Schools utilizes the Stay Safe Speak Up program for the reporting of severe issues that arise during or after school hours. Students can access this program to make a report through the Highland Local School webpage.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. The school nurse or appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SCHOOL COUNSELING PROGRAM

The purpose of the comprehensive counseling program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially. We try to do this in several ways: 1) Preventive Programs; 2) Helping the new student feel at home in our school with new teachers and friends; 3) Classroom guidance lessons; 4) Individual conferences whenever a student, a teacher or the counselor deems it necessary; 5) The counselor welcomes the opportunity to talk things over with any student,

parent, or teacher; 6) Assist the students with any problems that might occur. The counseling program will conduct surveys of the student body to gain perspective of the school climate.

School Counselors provide a comprehensive counseling program and may initiate referrals to an outside agency when necessary. Topics discussed with a counselor are held confidential, except those required by law to be reported, or that are suspected to involve the threat of harm to self or others. Cases involving suspected abuse must be reported to the appropriate agency. Parents may request information or referral assistance to outside agencies with certain family counseling issues. Students wishing to talk to a counselor should fill out a counseling request form.

DAILY SCHEDULE/TRANSITION

Highland Middle School operates on a regular schedule of seven academic class periods, one academic lab period, plus one 30-minute lunch. It is recommended that locker stops be planned carefully to maximize in-class instruction and avoid delays. Students must have a teacher's permission to leave class and must have a hall pass. Students excused on a hall pass issued by a teacher are still presumed under the supervision of that teacher. Abusing that privilege invariably leads to the denial of future passes. Dangerous or disruptive behaviors in transition to and from class, such as running, shouting, general misconduct, etc., will not be tolerated. Your indoor voice is one that is always "business appropriate". Optional bell schedules are used as needed for special events, class meetings, assemblies, or presentations.

ANNOUNCEMENTS

General announcements are updated daily. They are available to view on the school webpage, view on the monitors around the school, and heard by using the PA system. All announcements must be school-related, concise, and submitted properly, along with an activity advisor's signature. Administrative discretion may be applied. Because emergency notifications may occur at any time, complete quiet is required during any use of the public address system. Everyone must be able to hear important instructions and be prepared to take appropriate action. Interfering with an emergency notification (such as fire drill, lockdown, tornado drill, etc.) can obstruct a school safety plan, and such actions may result in severe discipline.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

ENROLLMENT AND TRANSFER

New students attempting to enroll at the middle school must do so at the School Counseling Office. Appointments are preferred. Parents/Guardians can begin filling out paperwork online through Final Forms. The link to Final Forms can be found at www.highlandschools.org. Official documents, including but not limited to birth certificate, proof of residency, guardianship, etc., are required to initiate enrollment. We require a copy of any court order pertaining to custody, guardianship, restriction, or exclusion from access to person or records. Informing the school of changes made to any court-ordered documents is the responsibility of the parent/guardian. Inquiries or questions about court intervention should be made directly to the building principal. Parents must show proof of vaccinations as required by the Medina County Health Department. An official transcript/school records from the previous school is required prior to scheduling classes.

WITHDRAWAL/TRANSFER FROM SCHOOL

Parents of students who anticipate transferring schools should contact the School Counseling Office at least one week in advance of plans to enroll in the school. Access to permanent records or other

protected information requires a signed release. Unpaid school fees or other obligations, such as returning the school-issued Chromebook, may delay the process. A student who has been expelled and is currently serving an expulsion from another public school in the state of Ohio will not be enrolled. Parents can avoid delays in the enrollment/transfer process by establishing communication between both schools ahead of the actual enrollment process.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Principal. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that **students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease**. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. Any questions about immunizations or exemptions should be directed to the school nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

ADMINISTRATION OF MEDICATION

When it is necessary for the administration of medication to a student while in school, the following procedure is required. The clinic nurse must receive one or more of the following completed medication forms signed by the licensed prescriber (physician, nurse practitioner) who prescribed the medication and by the parent/guardian or student (if emancipated).

For prescribed medications, parents must complete the form titled: Prescribed Medication. This form requires a parent/guardian and a physician's signature.

For over-the-counter medication, parents must complete the form titled: Over the Counter Medication Form. This form requires a parent signature.

These medical forms are available on the district website at <https://www.highlandschools.org/> click on Final Forms, or in the school clinic.

- Prescribed Medication
- Over-the-Counter Medication
- Asthma School Medication Plan: For Student Possession and Use of an Asthma Inhaler
- Allergy Action Plan: For Student Possession and Use of an Epinephrine Auto-Injector

The authorization to administer medication will be in force from the duration stated by the prescriber as long as the prescriber is attending the student's medical needs but will not extend beyond the current

school year. The parent/guardian or student must obtain and submit a revised statement from the prescriber if any of the information provided by the prescriber changes.

A copy of the form authorizing the student to receive medication during the school day will be in the possession of the clinic nurse, who is responsible for supervising and securing the proper storage of medication and the administration of medication to students.

Students should never have in their possession any prescription or over-the-counter medication with the exception of asthma inhalers, epinephrine auto-injectors, and diabetic supplies. Failure to comply may result in disciplinary action.

Medication, prescription or over the counter, must be brought to the school clinic. The medication must be in the container in which it was purchased or dispensed by the licensed pharmacist. Medication will be stored in a locked storage place unless refrigeration is required, and then it will be stored in a refrigerator not accessible to students.

The first dose of any new medication will not be administered at school in case of an allergic reaction. For questions concerning the administration of medication while in school, please contact the school nurse at your child's school.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. A la carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period. Guests are not accommodated during lunch time.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students and parents through Final Forms. If a student does not receive an application form and believes they are eligible, contact the school office.

SAFETY AND SECURITY

- All visitors must report to the office when they arrive at school.
- All visitors are given and required to wear a building pass while they are in the building.
- Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- As many unneeded outside doors as possible are locked during the school day.
- Portions of the building that will not be needed after the regular school days are closed off.
- All District employees are to wear photo-identification badges while in District schools and offices or on District property.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay through its emergency contact system. Information

concerning school closings or delays can also be found on the School's web page at www.highlandschools.org. Parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file. Parents and students are responsible for knowing about emergency closings and delays.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

LOST AND FOUND

The lost and found area is in the 600 hallway. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

HOMEWORK POLICY

The school realizes that the assigning of homework provides opportunities for students to practice concepts presented in the classroom, apply previously learned skills to new contexts, and integrate knowledge into projects and/or presentations. Homework often has non-academic benefits such as teaching self-discipline and communicating to parents what is taking place within the classroom.

GRADING SCALE

98 – 100 A+	93 – 97 A	90 – 92 A-
87 – 89 B+	83 – 86 B	80 – 82 B-
77 – 79 C+	73 – 76 C	70 – 72 C-
67 – 69 D+	63 – 66 D	60 – 62 D-
		0 – 59 F

PROMOTION/RETENTION

Promotion procedures demand continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible.

1. A student may be promoted to the next grade level after successful completion of four or more core academic subjects (language arts, math, science, social studies).
2. Students failing one or more courses may be required to successfully complete summer school coursework in order to be promoted to the next grade.
3. A student may be placed in the next grade level if it can be established that the student is working to his/her ability, even if they have failed to meet the requirements of promotion.

REPORT CARDS

Report cards are available to view through the parent portal at the end of each 9-week period. Parents may request a printed copy of the report card from the Counseling Office.

STUDENT PROGRESS

Highland Local Schools uses PowerSchool, a grade recording program that allows parents/students to access their current grades. Information on how to access the PowerSchool Parent Sign-in will be sent home in September. This has replaced the traditional Interim Report.

GRADE POINT AVERAGE/HONOR ROLL

A Grade Point Average is calculated for each quarter of the school year. Each course the student is enrolled in is weighted the same. Honor Roll certificates are provided for those students who achieve a 3.7 GPA for each quarter.

TEXTBOOKS/CHROMEBOOKS

The school furnishes textbooks and Chromebooks to all students. This is done with the expectation that this major investment will be properly safeguarded. It is expected that all books be covered. Reasonable wear is expected as a result of daily use; however, unreasonable damage will result in fines for repair or replacement.

ACHIEVEMENT AND STANDARDIZED TESTS ADMINISTRATION AND SECURITY

Students and parents are advised that there are strict security procedures that exist regarding the admission and handling of state assessments. Only those people authorized by district policy should have access to these test materials. Under no circumstances should students have access to the testing materials prior to or after the testing session is complete. Cheating, violation of test security provisions, or other inappropriate testing practices by a student will result in invalidation of the test and disciplinary action.

COLLEGE CREDIT PLUS

Ohio's College Credit Plus allows students in grades 7-12 to earn college and high school credits at the same time by taking college courses from community colleges or universities. Students should contact the school counseling department if interested in this program. There are procedures and deadlines that need to be met in order to participate.

HMS SCHEDULE CHANGE POLICY

Highland Middle School does not offer any elective courses. The courses students are scheduled for are required. When school reopens in the fall, class schedules may be adjusted for the following reasons:

- Direct conflict of two classes scheduled during the same period
- Failure of a course that is a prerequisite for another course
- Omission of a required course from a student's original schedule
- Completion of a course in summer school
- Addition of a course to meet eligibility guidelines, or
- Request for additional course if possible

POLICY FOR HIGH SCHOOL CLASSES TAKEN AT HMS

Some students may take classes at HMS for high school credit (Algebra, Geometry, French, Spanish, Chinese). These courses will appear on the student's high school transcript along with the student's final grade, credit earned, and end of course assessment score (if applicable). High school courses taken at the middle school will not count toward the student's Highland High School GPA, but will count only as credit earned.

If a parent, student, or teacher feels a student is misplaced, a request for a schedule change should be made in writing to the School Counselor by the end of the first quarter. The student will be dropped from the high school course without penalty and enrolled in the comparable non-high school credited class, if one exists.

After the first quarter, students will remain in the high school scheduled class for the remainder of the year. Students who receive 2 D's and/or F's within the first 3 quarters will have the option of removing the class from their high school transcript. The student will be required to retake the class for high school credit the following year. The student will remain in the course for the remainder of the year. Students who have higher grades than 2 D's and/or F's in the first 3 quarters will be granted high school credit for the course, and the course and grades will appear on their high school transcript.

CELL PHONES/ELECTRONIC DEVICES

The office telephone is restricted to use by students for emergencies only. Forgotten items and after-school plans do not constitute an emergency. Cell phones, iPods, iPads, laptops, eReaders, electronic games, laser pointers, ear pods, etc., should be turned off and kept in lockers. Any electronic device that is seen or heard during the school day will be confiscated. Once confiscated, parents may be required to pick up the item at the middle school office. There is NO EXPECTATION OF PRIVACY regarding data or information stored on any electronic device. If such device is confiscated, the school administration may exercise its right to inspect and investigate any material contained within. Evidence of violation of school rules will be used for disciplinary purposes. The first violation will result in the object being kept in the office for the day and a lunch detention issued. A second violation will result in the student turning in the device to the office when they arrive for the remainder of the year.

Guidelines for using BYOT in school:

1. It is inappropriate and often illegal to make any visual or audio recording without the express consent of the subject.
2. Device is never to be out in an area of privacy, such as restrooms or locker rooms.
3. Device is never to be out during lunch/recess time. Secure device in your locker.
4. Device is never to be used in hallways.
5. Device must be set to silence at all times. Headphones/Earbuds may be used only with teacher permission. Headphones/Earbuds may not be used in the hall during transition time.
6. Possession and use of the device in class is ONLY with teacher permission. Examples of improper use during school day:
 - Surfing the internet
 - Texting
 - Sending/receiving email
 - Using as a calculator (without teacher Permission)
 - Playing video games
 - Listening to music (without teacher permission)
 - Recording voice, picture, or video without teacher permission.
7. You may not connect to the internet via cellular connection.
8. Devices are brought to school at the owner's risk. The school and administration assume no responsibility for a device's functionality or issues resulting in lost, stolen, or damaged devices.

ACCEPTABLE USE AND INTERNET SAFETY

The following guidelines and procedures are expected to be utilized by staff, students, or community members who are authorized to use the District's computers or online services.

1. Privileges - The use of the Internet, school computers, and BYOT devices at school is a privilege, not a right. Inappropriate use will result in cancellation of these privileges and appropriate disciplinary measures.
2. Privacy - Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that users are using the system responsibly. Users should not have the expectation of privacy on any BYOT device they bring into Highland. The school reserves the right to search any privately owned BYOT device in accordance with applicable laws and policies.

3. Saving work - Users are required to use appropriate measures to save all of their work. Highland Local Schools is not responsible for any work lost due to user error, equipment or network failure. BYOT devices will only have internet access. No server access or printer access will be given to BYOT devices. Files must be saved via other means, such as flash drives, Netstorage, FTP, Google docs, etc.
4. Storage capacity - Users are expected to remain within allotted disk space and delete material that takes up excess storage space.
5. Email - The use of email is only permissible through school accounts assigned by the network administrators for appropriate school use.
6. Illegal copying - Users should never download or install any commercial software, shareware or freeware, unless they have permission from the Network Administrator. Users should not send or receive copyrighted materials in violation of U.S. Copyright law. Nor should students copy other people's work, login to other's accounts and/or access other's files.
7. Inappropriate language, materials, images, music - Profane, abusive or impolite language should NOT be used to communicate, nor should materials be accessed which are not in accordance with the rules of school behavior. A good rule to follow is never view, send or access materials that you would not make public. Should users encounter such material by accident, they should report it immediately. Highland Local Schools determines what materials may violate these standards.
8. Other Usage - Computers are not to be used for commercial activity, personal business, financial gain, or for any illegal activity.
9. Reliability - Highland Local School District specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.
10. Security - Security of any computer system is a high priority. If a user can identify a security problem on the Internet, the Technology Department should be notified immediately. Do not demonstrate the problem to other users. Highland Local Schools may deny access to any user identified as a security risk. Use of any personal hotspots (internet sharing), USB device tethering, or peer-to-peer networks is strictly prohibited.
11. Vandalism - Vandalism or harassment will result in cancellation of privileges. Vandalism is any attempt to harm or destroy hardware, data of another user, the Internet or network that is connected to the Highland Local Schools. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is the purposeful annoyance of another user, or the interference of another user's work.
12. Release - In consideration for the privilege of using the Highland Local Schools computer network, every account user releases the Highland Local Schools, its operators and administrators from any and all claims of any nature arising from his/her use, or inability to use, the Highland Local Schools Computer Network.
13. Internet Safety – Highland Local Schools provides education for students regarding online safety and appropriate use within the District's board-approved curriculum, which includes, but is not limited to, appropriate online behavior, interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. **Highland maintains an Internet filter in compliance with the Child Internet Protection Act. When using BYOT devices at school, users will only be allowed to access the Internet through Highland's public wireless network. Use of Internet connections such as 3g/4g/5g cellular is strictly prohibited.**
14. The responsibility to keep any personal BYOT device secure is the sole responsibility of the owner. Highland Local School District is not responsible for any device damaged, lost or stolen. It is recommended that the device is labeled or otherwise identified before bringing it to school.
15. Users and/or parents of a minor MUST complete all information on this form to use any computer belonging to Highland Local Schools or participate in Highland BYOT program.

Students must have a completed COMPUTER AND INTERNET ACCEPTABLE USE form on file in order to use any technology belonging to Highland Local Schools or to participate in Highland BYOT program.

USING ARTIFICIAL INTELLIGENCE

As a student at Highland Middle School, you are expected to use technology responsibly and ethically. One aspect of responsible technology use is avoiding the use of Artificial Intelligence (AI) tools for class assignments. The following guidelines outline what is considered acceptable use of AI technology in this context:

1. AI tools may not be used to generate content or complete assignments on your behalf. This includes, but is not limited to, automated essay generators, paraphrasing tools, and language translation software.
 2. AI tools may not be used to manipulate data or results for a project or experiment. This includes, but is not limited to, using algorithms to alter graphs, charts, or other visual representations of data.
 3. AI tools may not be used to conduct research or gather information on your behalf. This includes, but is not limited to, using web crawlers or machine learning algorithms to collect data.
 4. AI tools may not be used to plagiarize content or present someone else's work as your own. This includes, but is not limited to, using text-generating software to produce content that is not your original work.
 5. Any use of AI tools must be disclosed to the teacher or instructor. If you are unsure whether the use of an AI tool is appropriate, consult with your teacher before using it.
- Violations of these guidelines may result in disciplinary action, which may include receiving a lower grade or other academic penalty.

Remember, using AI tools to complete assignments is not only dishonest but it also undermines learning and academic growth. By putting in the time and effort to complete assignments on your own, you develop valuable skills and knowledge that will serve you well in the future.

EXTRACURRICULAR ACTIVITIES

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing, and/or appeal rights.

STAYING AFTER SCHOOL

Students staying after school must be under the direct supervision of an adult or staff member. Students not taking the bus home, but waiting for private transportation, must be picked up no later than 2:45 p.m. These students are asked to wait in the back parking lot for their transportation to arrive. Students who walk are required to provide a permission slip from their parent or guardian. Students in the building unsupervised after 2:45 p.m. will face disciplinary action.

ATHLETICS

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of four of those subjects in which the student received grades. Students must also maintain a 1.5 GPA to participate.

PHYSICAL EXAMS- ATHLETICS

An OHSA physical examination form signed by a physician MUST be on file in the office BEFORE a student can participate in any tryouts and/or athletic programs. The form can be found on the school website. These exams are valid for one calendar year.

PAY TO PARTICIPATE

Students must pay a fee to participate in a sport or a club. The fee is due by the first official practice or organizational meeting. More information and official forms can be obtained from the office.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone. The Code of Conduct applies to students attending after-school events.

ATTENDANCE POLICY

Regular school attendance is required by law for any minor child under the age of eighteen. Schools will report habitual truancy by filing charges in juvenile court. In the investigation of such charges, the juvenile court prosecutor may bring a complaint against parents who fail to ensure their children attend school regularly as required under the Ohio Revised Code. In severe cases, parents who fail to meet this obligation have been court-mandated to attend classes in "parental education". The failure of a parent to attend such a program constitutes "parental educational neglect" under criminal code, which is punishable as a fourth-degree misdemeanor under O.R.C. 2919.222. [See TRUANCY p. 28] The law defines truancy as: Unverified or unexcused absence from school is considered TRUANCY. Ohio Revised Code 2151.011(B)(18) states a student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. There are steps the district will take to work with parents and the child to help increase regular attendance. These steps may include requiring students to provide documentation (doctors' notes, court notices, funeral notes, etc.) once a student has reached thirty-eight (38) total absence hours in a month or sixty-five (65) total absence hours in a year. Failure to provide such documentation may result in an unexcused absence. If the student refuses to participate in or has failed to make satisfactory progress on the steps taken within 61 days, the district is required to file a complaint with the Judge of the Juvenile Court in compliance with House Bill 410.

1. **BOARD POLICY AND THE LAW:** Students are to be in class every day, on time, prepared, and with necessary materials. Medical and dental appointments should be scheduled outside of the school day, except in cases of emergency or serious illness. The attending medical professional should provide a note to bring to school following the appointment. The board of education recognizes legitimate reasons for school absence or early dismissal when absolutely necessary, but board policy does not supersede state law regarding compulsory attendance. School districts have the authority to establish reasonable expectations and procedures for the required reporting of school absence. (See No. 2 below - CALL OFF PROCEDURE.) Unexcused absences may result in a referral to the juvenile court. In accordance with board policy and the O.R.C., school administrators may only excuse absence from school for the following reasons:
 - a. PERSONAL ILLNESS, or ILLNESS IN THE IMMEDIATE FAMILY:
 - b. QUARANTINE: Time is limited to the length of quarantine as determined by health officials. Verification with the county board of health is required.

- c. **DEATH IN THE IMMEDIATE FAMILY:** School absences arising from a death in the immediate family are usually limited to three days. Parents should contact the building principal to authorize any extended absence beyond three days. "Immediate Family" is defined in board policy.
 - d. **PARENTS ARE OUT OF TOWN:** Absence may not extend beyond the period during which parents were out of town. NOTE: Any minor child left at home without a proper guardianship may be referred to the Medina County Department of Job and Family Services, reported to the county sheriff, or both.
 - e. **RELIGIOUS HOLIDAY:** Parents should contact the principal in advance and are required to submit a written note upon return to school.
 - f. **COURT HEARING:** If a student is required to appear in court, parents should call and notify the attendance line as well as provide documentation from the court upon the student's return.
 - g. **MEDICAL, BEHAVIORAL, OR DENTAL APPOINTMENT:** The approving authority may require the written statement of a physician, mental health professional, or dentist if it is deemed appropriate.
 - h. **OTHER EMERGENCY CIRCUMSTANCES:** Only the superintendent or designee may determine those conditions which constitute a reasonable and sufficient cause for absence. (Certain exclusions apply - and are not regarded as excused. Since bus transportation is provided by the board of education, an absence or late arrival due to mechanical breakdown of any other vehicle is not excused. Only those reasons reflected in board policy and statute empower the school to excuse an absence. Additional examples of unexcused absences include missing the bus, oversleeping, being overly tired, etc.) Students who miss schoolwork due to reasons that are not excused under policy may also expect to be denied credit for the work missed, possibly resulting in a grade penalty.
2. **CALL OFF PROCEDURE:** To report your child absent, parents will utilize **SafeArrival**. With **SafeArrival**, you can report your child's absence in advance using any of these 3 convenient methods:
- a. App - Using your mobile device, download and install the **SM Home app** from the Apple App Store or the Google Play Store (or from the links at home.schoolmessenger.com). The first time you use the app, select **Sign Up** to create your account. Select **Attendance**, then **Report an Absence**.
 - b. Website - Use the SafeArrival website home.schoolmessenger.com. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
 - c. Phone - Call the toll-free number **at 1-855-677-8609** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. If your student will be out for a planned absence of three days or longer, please continue to complete the planned absence form that can be found on the Highland Local School District website under Quick Links on the webpage of your child's school building. You may also contact the school secretary for this form.

3. **TARDY:** Any student arriving late to school will be marked absent from school electronically and must sign into the main office immediately upon arrival. All tardies are unexcused unless a note is submitted and approved by administration at sign-in. Tardies to school may only be excused under existing guidelines relative to those stated as approved absences. Students will be marked tardy up until 8:00 a.m. Missing the school bus is not considered an excuse. Weather-related delays, mechanical breakdowns, road closures and delays, power outages, etc., are not excused

without administrative approval. A chronic pattern of notes that explain a student's late arrival usually indicates a more serious problem. Interrupting class by frequently arriving after instruction has begun compounds the problem by distracting others. Notes submitted several days after the fact will not be accepted.

Progressive discipline is applied for accumulated tardies as follows:

- a. FIVE (5) TARDIES IN A SCHOOL SEMESTER: One Lunch Detention.
- b. TEN (10) TARDIES IN A SCHOOL SEMESTER: One After-School Detention
- c. FIFTEEN (15) TARDIES IN A SCHOOL SEMESTER: One Saturday Detention

*At any point in the disciplinary process, a tardy contract may be issued between student and administration in an attempt to correct the behavior.

SCHOOL FUNDING IS LINKED TO SCHOOL ATTENDANCE

4. PLANNED EARLY DISMISSAL DURING THE SCHOOL DAY: **All notes requesting early dismissal, bus change, or verifying past absence are received in the main office prior to the start of the school day. Notes must be dated and include a daytime telephone contact for verification.** Leaving early for reasons not contained in board policy is not excused. Credit is forfeited for work missed due to an unexcused absence. Requests for early dismissal should be made in writing and should contain a daytime telephone number for verification. PLEASE NOTE THE FOLLOWING RESTRICTIONS: Because of the difficulty in verifying a caller's identity, telephone requests for a student's early release may not be accepted without an accompanying written request, email from a parent, or office staff approval over the phone with a parent. In general, schools have taken the position that classroom instruction should not be interrupted to excuse a student without having submitted a written note to the office before school, as requested. We understand that emergency situations do arise, however, and will make every effort to verify the identity of a parent or legal guardian prior to authorizing a student to be released on a verbal request. Questions arising as to the safety of releasing a child to an unknown individual will be addressed by administration. (SEE UNPLANNED EARLY DISMISSAL FROM SCHOOL.)

5. UNPLANNED EARLY DISMISSAL FROM SCHOOL: **To be dismissed early, students should present a written request when they arrive in the building. This written note should be received in the main office upon arrival to receive an Early Dismissal Slip.** The dismissal will then be listed on daily attendance. Phone call requests to dismiss students are discouraged. All written requests for early dismissal must be signed by the parent/guardian and include a reason and a telephone number to verify the appointment. The voicemail number for attendance is not to request an early dismissal. Any student who leaves school without authorization from school administration, regardless of the reason, is cutting school and is subject to discipline. Unplanned events do occur from time to time. A student, for example, who becomes ill while at school must report to the office immediately and inform an adult on duty. Emergency medical forms, required for each student, will be used to contact parents in the event the student is unable to return to class. Nursing services are contracted to verify immunization, vision, and hearing checks as well as advise school personnel on certain long-term individual student medical needs, which are authorized for care. A school nurse is NOT on duty to treat temporary illness, nor are school personnel medically trained. In the case of serious or life-threatening injury or sickness, paramedics will be called FIRST. Every reasonable attempt will be made to reach parents as soon as possible. Only the administration can grant permission for a student to be released early, and only after contacting one of the persons listed on a required emergency medical form. Students who are released from school early due to illness are presumed to have left for the day. Parental contact and administrative authorization are required in order to release a child to anyone other than the parent or guardian. Students involved in athletics or any extracurricular activities must be physically present in school at least one-half day in order to be eligible to compete that day.

6. EXTENDED ILLNESS: Students who have been or anticipate being absent for an extended period of time due to illness may request the collection of assignments by contacting the Main Office. A typical

timeline for this process is twenty-four hours' notice. Work completed and submitted may be denied credit until absences are reconciled as excused by the main office upon receipt of a written statement from parents. (See also MAKE UP WORK.) Students who anticipate being absent for twenty (20) consecutive school days or more due to medical reasons should contact the Director of Student Services to obtain information about home tutoring.

7. MAKEUP WORK: Makeup work is to be completed and turned in within the same number of days as the absence; however, tests, quizzes, projects due or presentations that were announced well in advance may be expected immediately upon return to school except in cases where new instructional or related review materials were presented during the absence. It is recommended that parents contact individual classroom teachers to discuss questions about makeup work and refer to the course syllabus in order to assist their child in meeting classroom requirements. Teachers may use discretion in following this policy and consider extraordinary circumstances. Following an absence, students are responsible for obtaining assignments, notes, and makeup work. Note: A grade of "F" is entered for schoolwork not completed for unexcused or unauthorized absence.

8. PRE-PLANNED ABSENCE: The Highland Board of Education does not advocate missing school for the purpose of vacation or other nonessential reasons. Each situation will be evaluated on an individual basis to determine whether such requests will be excused. Missing school during exam week or standardized testing, or immediately prior to or following scheduled school breaks is inherently problematic. Parents should be aware of the implications for increased difficulty in making up missed work during these times. Students planning to be out of school for 3 days or more must complete a PLANNED ABSENCE FORM available in the main office and on the school website. A planned absence form is not required for school field trips, athletics, or other extracurricular events. For all pre-planned absences, students should inform classroom teachers ahead of time and be aware of their expectations regarding makeup work. All assessments and assignments provided for the planned travel shall be completed and turned in by the **second** day of the student's return back to school. Students in doubt about such expectations should consult directly with their classroom teacher, as some situations are unique.

10. IN-SCHOOL ASSIGNMENT: Students serving ISA are shown as present in school, but students serving ISA may be excluded from participation in after-school or extracurricular activities during the period of ISA. All work completed during the ISA must be turned in upon return to the classroom. No student may be excused from ISA to attend a class unless pre-approved by administration in consultation with the teacher. Any accommodations routinely provided under an IEP will remain in effect. As long as the in-school assignment is served entirely in the school setting, it will not require any notice or hearing or be subject to appeal.

11. CLASSROOM ATTENDANCE: Daily school attendance is recorded electronically at the start of each school day. Daily classroom attendance is maintained by the individual teacher. Note: ALL school absences must be recorded, whether excused or unexcused. Students who wish to maintain perfect attendance should be aware of this reporting requirement under law. Excused absences will affect perfect attendance.

CAFETERIA AND LUNCH

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time are students allowed to take food outside of the cafeteria. Students are not to go into areas where classes are being held during their lunch hour. Additional guidelines include:

- Students must go to their lockers and the restroom before or after the lunch period. Hallways are off-limits during the lunch periods. Students are expected to be on time to lunch and recess.

- Students buying a plate lunch are to line up single file in an orderly manner. No cutting in line will be tolerated.
- Lunch brought or called in from outside establishments will not be allowed as it leads to disruption of the cafeteria.
- Students will clean their eating area of any litter and wash their table before being dismissed to recess.
- Students must bring coats and appropriate clothes to go outside for recess in inclement weather. Students will not be allowed to return to their lockers.

No energy drinks (ex. Monster, Red Bull, Celsius, Ahlai, etc...) are to be consumed at lunch or any other part of the school day.

STUDENT CONDUCT CODE

The conduct code applies to all curricular and extracurricular activities including any building in the Highland Local School District as well as inter-school activities outside our district. Students are also subject to discipline, as outlined in the Student Code of Conduct, for misbehavior that occurs off school property when the misbehavior causes or is reasonably foreseeable to cause, a substantial disruption to the educational environment. The rules also apply to any form of student misconduct directed at a District official or employee, regardless of where the misconduct occurs.

Violation of the conduct code may result in disciplinary action, up to and including lunch detention, after-school detention, in-school assignment, in-school suspension, out-of-school suspension, or expulsion. The following is a list of actions considered to be a violation:

- Accumulation of 5, 10, 15 lunch detentions in a semester
- Accumulation of 5, 10, 15 tardies in a semester
- Any misconduct that is reasonably foreseeable to cause a substantial disruption to the educational environment, hinder learning, or interfere with the orderly process of education.
- Bullying
- Bus violation
- Cut class
- Cheating/Plagiarism includes using ChatGPT and/or similar AI tools
- Disobedient/Disruptive behavior
- Dress code violation
- Failure to serve detention
- False alarms/bomb threat
- Fighting/Violence
- Firearm Look-a-Likes
- General misconduct
- Harassment/Intimidation
- Hazing
- Insubordination
- Inappropriate Behavior
- Inappropriate/Profane Language or Gestures
- Leaving school without permission
- Physical Aggression
- Repeated Violations
- Serious Bodily Injury
- Theft/Stealing
- Threat (written or verbal) of violence against another student, staff, or district property
- Truancy, including tardiness to class/school
- Unauthorized / Unwelcome Bodily Contact
- Unwelcome Sexual Conduct

- Use, Possession, Sale or Distribution of a Dangerous Weapon other than a Firearm
- Use, Possession, Sale or Distribution of a Firearm
- Use, Possession, Sale or Distribution of Alcohol
- Use, Possession, Sale or Distribution of a Flame Producing Device
- Use, Possession, Sale or Distribution of any Explosive, Incendiary or Poisonous Device or Gas
- Use, Possession, Sale or Distribution of Drugs or Drug Paraphernalia other than Tobacco or Alcohol, including CBD or hemp products.
- Use, Possession, Sale or Distribution of Tobacco Products (including e-Cigarettes, Vaporizers, and E-Liquid)
- Use, Possession, Creation, Sale or Distribution (including electronic) of Pornography
- Vandalism/Damage to school or personal property
- Verbal abuse
- Inappropriate/Unauthorized use of Technology
- Any misconduct that is reasonably foreseeable to cause a substantial disruption to the educational environment, hinder learning, or interfere with the orderly process of education

DISCIPLINARY DEFINITIONS

1. **TOBACCO/NICOTINE:** Possession or use, or being in the immediate proximity of smoke, matches, lighters, tobacco, chewing tobacco, electronic cigarettes, vaping devices or other tobacco/nicotine products and related materials constitutes a violation. Students suspected of smoking/vaping may be judged to have been smoking/vaping and disciplined accordingly. Students remaining near another student suspected to have been smoking/vaping may be judged similarly. To clarify, “possession” includes an immediate odor of tobacco or smoke/vapor, or presence of smoke/vapor. Discovery of tobacco (or other prohibited substances or objects) is considered fair finding and is subject to discipline. E-cigarettes and paraphernalia associated with it will be considered as a tobacco product and will be treated as such under the policy outlined in the Code of Conduct.

2. **ANTI-BULLYING POLICY:** The Highland Local School District Board of Education prohibits harassment, intimidation, bullying or violence of any student by student(s), school personnel, school volunteers or others engaged in district business, whether in the classroom, on school property, on school buses or vehicles, at school-sponsored events or at any time when subject to the authority of the school. The district’s commitment to addressing harassment, intimidation, bullying and dating violence involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which harassment, intimidation, bullying or dating violence will not be tolerated. As used in this policy, “harassment, intimidation or bullying” is defined as meaning any intentional written, verbal or physical act, as well as any electronically transmitted act that an individual has exhibited toward a particular student more than once. The behavior causes both mental and physical harm to the student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Using technology to harass, intimidate, or bully, also known as cyberbullying, is strictly prohibited and falls within the Highland Local School District’s Anti-Bullying policy. Cyberbullying is very serious and can cause great emotional distress to the victim. Incidents of cyberbullying which substantially disrupt the educational process in a negative way may be subject to school disciplinary procedures. Behaviors that are determined to be harassment, intimidation, or bullying (including cyberbullying) may result in disciplinary action, including suspension and/or expulsion from school. Students should report acts of harassment, intimidation or bullying to school personnel. Students may make reports anonymously through the school counselor’s office or through the Highland Local Schools website. Students making false reports may also be subject to disciplinary action, up to and including suspension from school.

3. **DRUGS, ALCOHOL, UNDER THE INFLUENCE, EVIDENCE OF CONSUMPTION:** Possession or use of alcohol or drugs threatens the safety of everyone coming into contact with the individual. It is

incumbent upon the administration to use every tool available to detect, isolate, and eradicate such safety threats as are associated with persons under the influence. Those tools include random drug testing for athletes, use of breathalyzers at school events, K9 drug sweeps, or search of lockers, persons, or vehicles driven onto school property. In conducting an investigation into the possible possession or transmittal of drugs, schools may invoke significant search procedures in order to ensure the safety of all persons. This policy extends to all school-sponsored sports, clubs and organizations at all home and away events. Away events include tournaments, out-of-league play, field trips, overnight local and out-of-state trips, and other functions representing Highland Local Schools. Consumption off campus may be disciplined if a student enters school grounds. The misuse of prescription drugs, OTC medications, or any other substance not consistent with its intended purpose will constitute being under the influence. Paramedics and police may be called. This policy also applies to counterfeit or look-alikes. Failing to cooperate with an investigation of alcohol or drugs may increase the severity of the discipline. Any student found in violation of the drug and alcohol policy may be turned over to the authorities during school hours or at school-sanctioned events. **Note: Showing evidence of consumption includes the odor of alcohol, marijuana, reddened eyes, restlessness or nervousness, or exhibiting behaviors consistent with an individual who may be under the influence. Reasonable suspicion is sufficient grounds for suspension, and more commonly, expulsion.**

4. POSSESSION OF DANGEROUS OR LETHAL WEAPONS, FIREWORKS, FLAMMABLE LIQUIDS OR COMPRESSED GASSES, HOMEMADE OR OTHER DANGEROUS DEVICES: Guns, knives, blades with and without handles, laser emitting devices and pointers, electrical or photographic devices used inappropriately, or any other object used as, or purported to be a weapon, including threat of weapon, explosive, or other dangerous device, while on school premises, school grounds or at school functions home or away is considered grounds for suspension or expulsion, and most commonly, referral to police in addition. Look-alike weapons, toy guns or knives, etc., are presumed to be real. Any object used intentionally in a manner believed to cause harm, or which may cause harm, will be treated as a weapon. Failing to cooperate with an investigation into the use or possession of a dangerous or lethal weapon may increase the severity of the discipline. Do not bring items to school for classroom purposes that may be misconstrued with negative results.

5. TRUANCY: The law defines truancy as unverified or unexcused absence from school. According to the Ohio Revised Code Section 3321.19(E), upon failure of a parent to cause the child's attendance at school, and such child is considered to be truant, the Board of Education may file a complaint in the juvenile court jointly against the child and the parent. A child is considered a habitual truant if absent from school for 30 consecutive hours, 42 or more hours in a month, or 72 or more hours in an academic year without legitimate excuse. Under board policy, parents may be required to present substantive evidence to support absences related to illness or other approved reason. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

DRESS CODE AND GROOMING

Dress and appearance of students are to be governed by standards of cleanliness, neatness, health, safety, appropriateness, and decency in an academic environment. These guidelines are enforced in accordance with prevailing community expectations and board policy empowering building administration to make a final determination. Inappropriate clothing and poor grooming habits can disrupt education. Examples having a reasonable foreseeability of disruption include, but are not limited to:

- Hair styled in a disruptive manner
- Clothing that is unclean
- Pajamas
- Clothing worn in a manner other than intended.
- Chains hanging from pants or worn around the neck
- Clothing or jewelry with spikes (plastic or other)

- Visible undergarments
- Saggy pants anchored below the waist, or clothing that drags on the floor
- Straps hanging from clothes
- Any tops with necklines that reveal excessive cleavage
- Clothing made of transparent or otherwise see-through material (i.e. shirts made of sheer material)
- Halter tops, tank tops, tube tops, bare midriffs (standing or sitting), or clothing specifically designed to be worn as sleeping apparel
- Shorts, skirts, and dresses that are of a length that is deemed inappropriate by school administration
- Sleeveless dresses, blouses, and shirts that are deemed inappropriate by school administration.
- Clothing bearing slogans or illustrations that pertain or relate to alcohol, tobacco, drugs, weapons, sex, violence, or offensive matter
- Hats, hoods, bandanas and all other headwear, as well as gloves, are not to be worn inside the school building
- Footwear must be worn and must be appropriate for the student activities.

All coats and bookbags will be stored in lockers upon entering the building.

This dress code will be in effect for all school days, except those “special” days as designated by the building principal. Serious deviations from this dress code at extracurricular activities will be handled on an individual basis. The final judgment for these matters rests with the school administration.

Consequences for failure to comply with the dress code:

Correction of violation and a verbal warning to the student.

School disciplinary measures as appropriate.

LUNCH DETENTION

Students may be assigned a detention by any member of the faculty. Students assigned to detention are to report to the room designated on the detention notice at the time given and for the number of days assigned. Each student cooperates with the detention supervisor. Students will be given one school day’s notice. Students may bring their own packed lunch from home or may purchase a lunch in the cafeteria. Should a student receive two detentions for the same day, he/she must serve the second detention on the following day. Students failing to report to detention will receive the following consequences:

1st Offense - One additional Lunch Detention.

2nd Offense - After School Detention. Students will serve lunch detention until the after school detention has been served.

3rd Offense - Saturday Detention.

Students absent from school on the day of a scheduled detention must serve that detention the next available day.

AFTER-SCHOOL DETENTION

After-school detentions may be assigned by the middle school office and will be served on the scheduled day from 2:30 to 4:30 p.m. at the middle school. Each student is to have sufficient materials and books to study for the detention period and is to cooperate with the monitor. Students must be picked up at 4:30 p.m. Students appearing late or failing to appear for an School Detention will be assigned a Saturday detention.

SATURDAY DETENTIONS

Accumulation of discipline referrals and/or detentions can result in a Saturday detention. Saturday detentions will be from 8:00 a.m. to 12:00 p.m. in the high school cafeteria. Failing to serve a Saturday detention will result in further disciplinary consequences.

IN SCHOOL SUSPENSION

Students who are assigned to In-School Suspension will be confined to a room with supervision for the school day. Students are responsible for gathering their assignments and bringing all necessary materials with them. Students will receive credit for the work they complete.

OUT OF SCHOOL SUSPENSION

Students who are suspended out of school are not to be on school property while their suspension is being served. This includes after-school activities and sporting events. It will be the student's responsibility to collect and complete any work that is missed during a suspension. The work, including tests, that is missed during a suspension may be turned in for some credit determined by the administration.

Those wishing to appeal a suspension may do so before the Board of Education or the Board's appointed designee; to have a hearing before the Board of Education or its designee in order to be heard against the suspension; to request that the hearing be held in executive session; and to be represented in the appeal proceedings by a representative of your choosing. The decision of the Board of Education or its designee shall be acted upon at a public meeting. The Board's designee for purposes of an appeal of this suspension is Mrs. Catherine Aukerman, Superintendent. If you wish to schedule an appeal hearing in this matter, please notify the Treasurer of the Board of Education in writing. Your written notice of intent to appeal must be received no later than fourteen (14) calendar days after the date of the Notice of Suspension.

SCHOOL LOCKERS - NOTICE OF LOCKER SEARCHES

Students will be issued lockers at the beginning of the year. The care and cleaning of the locker is the responsibility of the student. The student may be held accountable for any damage to the locker. Students are not permitted to put any decorations, signs, etc. on the face of the lockers unless approved by the administration. Lockers may be used only by that student. **Students should not share lockers or give out the combination to their locker to other students.** The school does not assume liability for the loss of personal items due to theft, fire, or vandalism. Tampering with the operation of the school locker is grounds for disciplinary action and may cause the forfeiture of its use. No food, beverage, or beverage container is ever to be kept in the locker overnight.

All students are hereby put on notice that lockers are the property of the Board of Education, and the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. Administrators have broad authority to conduct searches, exceeding even that of police. At the request of administration, however, a random search may include sheriff's deputies using K9 drug sniffing dogs. Any item discovered during a bona fide search authorized by school personnel, and which is reasonably believed to violate school rules, may be turned over to authorities even if the item was not specifically being sought at the onset of the search. Such items are then considered admissible as evidence, leading to possible charges and prosecution. Alcohol, drugs, or weapons discovered in a school locker are presumed to be the property of the student. Students are assigned school lockers randomly by grade. In voluntarily accepting the locker use privilege, students agree that book bags, backpacks, purses, or other potential concealment devices may also be inspected as part of the contents of the locker. All school lockers, including those used for athletic purposes, must be locked at all times when in use. Students must provide and use a quality lock for athletic facility storage. Never give your combination to anyone else or share lockers. Failure to exercise reasonable

care for the safeguard of textbooks and other school-owned materials assigned to the student may result in personal or monetary liability for their loss, damage, or destruction. Lockers are to be kept neat and orderly. Compromising the function or tampering with the operation of the school locker is grounds for disciplinary action, and the locker privilege will be revoked. No food, beverage, consumable, or containers, whether full or empty containers are ever to be kept in a locker overnight. No writing, tape, stickers, or any type of decal is permitted on the inside or outside of a locker. The Athletic Administrator will thoroughly in-service coaches in reviewing the procedures and requirements for using a locker for sports or gym. Coaches and physical education teachers will review this procedure with students and student-athletes.

UNSECURED/UNAUTHORIZED PERSONAL PROPERTY

Every reasonable effort will be made to exercise appropriate care in the safeguarding of personal property. Students continue, however, to bring items to school that have no basis of necessity in the day-to-day operation or delivery of curriculum. Never leave cash or personal valuables unattended and unsecured. Careless disregard for items such as cell phones, media players, earbuds, etc. has led in many instances to damage, theft, or loss. Negligence or reckless handling of personal property resulting in damage or loss shall not impose an undue burden of liability upon the district. Neither school personnel nor resources shall be consumed in the investigation or recovery of items that are nonessential or prohibited. The loss or theft of nonessential personal property is not the responsibility of the school to pursue. Students may complete a theft report, and shall be advised to contact the Medina County Sheriff.

VIDEO SURVEILLANCE

The Board of Education has installed video cameras in the interior and exterior of the school, as well as in school buses, to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior. A recording may be used as evidence by the administrators or by the police in any situation involving the violation of any rule, regulation, policy, or law. To maintain student privacy, school personnel have sole viewing rights.

BOOK BAGS AND COATS/HATS

Students are encouraged to bring their books to and from school in book bags, but are required to keep their bags in the assigned lockers during the school day. Coats and hats are encouraged to be worn as dictated by weather conditions. They also are required to remain in the student's assigned locker during the school day.

COMPUTER/ONLINE SERVICES

Acceptable Use and Internet Safety - see BOE Policy 7540.03. Guidelines and procedures are expected to be utilized by staff, students or community members who are authorized to use the District's computers or online services. This board policy will be communicated clearly and appear in a document that must be signed and on file before students may access a school computer or network services. Violations of the Acceptable Use Policy may result in the revocation of computer privileges and disciplinary action.

PICK-UP/DROP-OFF

Parents should drop off/pick up students in the back parking lot (west side of school) between 7:00 - 7:30 a.m. and 2:15 - 2:45 p.m. Drivers are not permitted to drive through the front lot at these times.

SCHOOL BUS RULES

Students being transported are under the authority of and directly responsible to the bus operator.

- Students shall obey the directions of the bus operator.
- Students shall be on time for the bus both morning and board the bus promptly after school.

- Students shall walk on the left side of the road, when possible, facing oncoming traffic when coming to meet the bus.
- Students shall take their seats immediately and stay seated.
- Students may be assigned seats by the bus operator.
- The bus operator shall instruct students how to cross the road.
- Students shall have written permission to leave the bus other than at home or school. This permission must be signed by the school office by 9:00 a.m.
- Students should converse in normal tones; loud or vulgar language is prohibited.
- Students shall hold all things they carried on the bus.
- Students shall share seat space equally when needed.
- Students shall keep their head, hands, and arms inside the window at all times.
- Unsatisfactory conduct may result in the denial of the privilege to ride the bus.
- In order to ride another bus, students must have written permission; i.e.: one note from host parent/ guardian and one note from guest student's parent/ guardian turned in and signed by the office by 9 a.m. Failure to produce both notes will negate the riding privilege.
- Students shall not consume food, drink or candy on the bus.

Violation of one or more bus regulations may result in disciplinary action up to and including conference with the student, bus probation, suspension from riding the bus, detention, out-of-school suspension. An immediate suspension from riding the bus may occur in circumstances where the physical well-being of the driver and/or students has been jeopardized.

COLLECTION OF MONIES

Throughout the school year, there will be many occasions in which the student will bring money to school to pay for such items as workbooks, pictures, school fees, etc. It is requested that these monies be clearly marked (as to purpose) in an envelope with the student's name and teacher's name, and when possible, please have the correct change. A suggestion would be to pay all fees by check. This will provide you with a record of payment. If a student abuses school property, loses HLS material, or has an unpaid fee or library fine, the school may withhold report cards and deny participation in field trips until the debt has been paid.

SAFETY DRILLS

Safety drills will be held regularly in accordance with state law. These include fire, tornado, and lockdown drills. Students should be familiar with room evacuation plans that are listed beside the door in each room. During safety drills, there should be no talking or excess noise since silence must be maintained in order to allow for further instructions. Specific instructions on how to proceed with each drill will be provided to students by their classroom teacher.

CHEATING/PLAGIARISM

Plagiarism is defined as using a source without giving credit to the author (i.e. books, magazines, internet, etc.)

Cheating is defined as acting dishonestly by:

- Copying another student's work (test, homework, class work, etc.).
- Allowing another student to copy your work.
- Using prohibited materials for tests (cheat sheets).
- Handing in the work of someone else as your own, or using AI tools without using proper documentation.

Acting dishonestly in the form of cheating or plagiarism will not be tolerated. If a student is found to be acting dishonestly, teachers and administrators will work together on an appropriate penalty.

SUBSTITUTE TEACHERS

Substitute teachers are guests in our building. It is expected that substitutes will be treated with the utmost courtesy and respect. Students shall be helpful, considerate, and respectful of substitutes. Misbehavior while under the supervision of a substitute may result in the doubling of routine disciplinary action.

PUBLIC DISPLAY OF AFFECTION

Students will not engage in kissing, hand-holding, or any sexual acts or displays not appropriate to the educational environment.

PTO EVENTS

Once entering the activity, students cannot exit without permission. Students are expected to remain the entire time. PTO events are for Highland Middle School students only. Violation of school rules at a PTO event may result in the student's immediate removal and/or result in other disciplinary action, including permanent revoking of the privilege to attend future PTO activities. Students are expected to be picked up on time at the conclusion of the event.

FIELD TRIPS

Field trips are a privilege. Their purpose is to allow for an enrichment experience that goes beyond the confines of the school. When it is the consensus of the team teachers that the behavior of any student is consistently disruptive and his/her behavior would interfere with the learning experience of the group, the student will not be permitted to participate in the field trip. The principal has the right to deny participation to any student. From time to time, field trips and absences may require students to submit homework prior to departure. It is the student's responsibility to make the necessary arrangements with teachers to meet this requirement.

The teachers at Highland Middle School plan an extended field trip for 8th grade students to Washington D.C. and 6th grade students to Camp Wanake. Students who cannot attend the field trip are expected to attend school. All previous school fees must be paid prior to money being applied to the trip cost.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous.