

HOLGATE LOCAL SCHOOLS

VALUES STATEMENT

The Holgate Local Schools encourage basic values, including:

1. respect for students, parents, school personnel, and community;
2. respect for individuals' beliefs, knowledge, learning abilities and property;
3. promotion of fairness and equality; and
4. support of honesty and integrity

MISSION STATEMENT

While maintaining basic values, the Holgate Local Schools pursue the following mission:

- 1) to graduate responsible, well-rounded, independent citizens;
- 2) to prepare students for further education; and/or
- 3) to prepare graduates for successful employment

MIDDLE SCHOOL AND HIGH SCHOOL

MISSION STATEMENT

The purpose of Holgate Middle School and High School teaching staff is to create positive, cooperative environment that prepares young people to be responsible, productive, independent citizens.

SCHOOL CALENDAR

August 22	Teacher Work Day
August 23	1 st Student Day
September 5	Vacation - Labor Day
November 4	P/T Conferences - No School
November 23-25	Thanksgiving Break
Dec. 22 – Jan. 3	Christmas Break
January 16	MLK Day - No School/Teacher Workday
February 20	President's Day - No School
April 13-17	Spring Break
May 25	Last Day of School
May 28	Graduation
May 26	Teacher Workday
Make Up Days if Needed: Feb. 20, May 30, 31, June 3	

**NONDISCRIMINATION POLICY IN THE
EDUCATIONAL AND ACTIVITY PROGRAM**

Board adopted: 8/12/85

No student or employee, shall, on the basis of sex, race, color, creed, ethnic background or handicap be denied the benefits of, or be subjected to discrimination under any and all educational or activity programs operated by the Holgate Local School.

Principal	Holgate High School
Title IX Coordinator	103 Frazier St.
Section 504 Coordinator	Holgate, Ohio 43527
	(419) 264-2521

REGISTRATION PROCEDURE

Registration should be viewed in terms of a student's four-year program rather than in terms of the next school year only. A student may complete registration according to the following schedule:

- 1) Read the enclosed information carefully. Give consideration to the course descriptions, prerequisites and credits.
- 2) Complete the registration form. We request complete personal data each year. Select the courses you plan to take next year.
- 3) Consider the program with your parents before registration.
- 4) Each student will have a personal conference with the counselor to complete the registration process. The counselor welcomes the opportunity to discuss registration with students or parents at any time.
- 5) Be certain of your course selections. Course changes may not be possible later.

COLLEGE ENTRANCE REQUIREMENTS

In general, colleges require the following minimum requirements among 21 credits:

English	4 units with emphasis on writing skills
Science	3 units with two of the units including a lab
Mathematics	3 units which include Alg. I, Geometry, and Alg. II (4 units often recommended)
Social Studies	3 units.
Foreign Language	2 units in the same language
Visual or Performing Arts:	Many colleges suggest one unit in this area

Entrance requirements do vary from college to college and also depend on the area of study. Students are advised to consult information regarding entrance requirements. This information is available in the guidance office.

REGISTRATION POLICIES

- 1) A full time student must carry at least five full academic units of credit with no more than 1 study hall.
- 2) Students who fail required subjects must repeat these subjects the following year.
- 3) Summer school courses from accredited schools will be accepted toward graduation requirements.
- 4) When a student signs up for the first year of a foreign language it is understood that this implies taking the second year of the foreign language after the first year is completed.
- 5) No course changes will be permitted following the completion of the registration process unless extenuating circumstances exist. Such changes will require approval of the principal and counselor. All subjects dropped after the first week of each semester may receive a withdrawal failure for the semester.
- 6) Course requirements by year are as follows:

<u>CLASSES OF 2006+</u>	<u>CREDITS</u>
English	4
Science	3
Math	3
Physical education	0.5
Health	0.5
Business/tech, fine arts, or Foreign language	1

Social studies	3
Electives	<u>6</u>
Total credits	21

All students must meet the state's proficiency testing requirements.

7) Correspondence and outside credit: A student desiring to have credit awarded by a correspondence school or other outside source count for graduation must have the completed credit registered in the office of the high school principal no later than May 10 of the year of the proposed graduation. All such outside source credit must be approved in advance by the administration. The Holgate Local Schools will recognize no more than two (2) units of correspondence credit for graduation. Special circumstances will require prior permission from the school administration. Summer school classes may be available through Four County Career Center.

**COLLEGE PREPATORY CRITERIA
FOR DIPLOMA WITH HONORS**

Students who have completed the college preparatory curriculum in high school must meet any eight of the following nine criteria:

- a) Earn four units of English;
- b) Earn three units of mathematics which shall include at least the competencies obtained in Algebra I, Algebra II, and Geometry or complete a three-year sequence of courses that contain equivalent content;
- c) Earn three units of science that include instructional emphasis on the physical, life, and earth and space sciences
- d) Earn three units of social studies;
- e) Earn three units of one foreign language or two units each of two foreign languages;
- f) Earn one unit of fine arts;
- g) Earn either one unit of business/technology and two additional units in (a) through (f) above or earn three additional units, in (a) through (f) above;
- h) Maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year;

COLLEGE PREPATORY CRITERIA, cont.:

- i) Obtain a composite score of 27 on the American College Testing (ACT) tests or an equivalent composite score on the Scholastic Assessment Tests (SAT)

CAREER-TECHNICAL CRITERIA FOR DIPLOMA WITH HONORS

- a) Earn four units of English which may include one unit of applied communication;
- b) Earn three units of mathematics which should include algebra and geometry or a sequence of courses that contain equivalent content .
- c) Earn three units of science that develop concepts for physical, life and earth and space sciences.
- d) Earn three units of social studies;
- e) Earn either two units of a foreign language or two units; or two units of business/technology; or one unit of each;
- f) Earn three units in the student's career-technical education curriculum;
- g) Earn two additional units in (a) through (f) above, or in fine arts;
- h) Maintain an overall high school grade point average of at least 3.5 on a 4.0 point scale up to the last grading period of the senior year;
- i) Complete a career passport that reflects achievement of the occupational proficiency benchmark established for the Ohio Vocational Competency Assessment or the equivalent;
- j) Obtain a composite score of 27 on the ACT tests or an equivalent composite score on the Scholastic Assessment Tests (SAT).

GRADING POLICY

The grade point average (G.P.A.) of each high school student is computed according to the following procedures:

- 1) G.P.A. is figured on the yearly grade given in each course.
- 2) All subjects are used in computing the G.P.A.
- 3) The point value of the grade is multiplied by the number of units and the total grade value points earned divided by the total number of units attempted.

GRADING POLICY, cont.:

4) Figuring G.P.A. example:

<u>Grade Values</u>		<u>Units</u>		<u>Total Grade Value Points</u>
A=4 points	x	1	Math	=4 points
B=3 points	x	2	(Eng. & Science)	=6 points
C=2 points	x	1	Ind. Tech.	=2 points
F=0 points		4	units total	12 points total
G.P.A. = $\frac{\text{Total grade value points}}{\text{Total units}}$				$\frac{12 \text{ points}}{4} = 3.000$

In the example shown, the student would have a G.P.A. of 3.000.

- 5) A student's rank in class is calculated according to the grades in all subjects taken in the 9, 10, 11, & 12th grades.
- 6) Rank in class is computed after six semesters and again after seven and eight semesters.

SEMESTER AND FINAL GRADE PROCEDURES

To determine the semester grade:

A+ = 13pts.	C+ = 7pts.	Add the points for the two
A = 12pts.	C = 6pts.	9-week grading periods and
A- = 11pts.	C- = 5pts.	double the result. Then add
B+ = 10pts.	D+ = 4pts.	the points for the semester
B = 9pts.	D = 3pts.	exam. Divide that result by five
B- = 8pts.	D- = 2pts.	and round if necessary to get
	F = 0pts.	the semester grade.

<u>Example: 1st</u>	<u>2nd</u>	<u>Exam</u>
B-	A	C+
B- = 8 pts.	8 + 12 = 20	
A = 12 pts.	20 x 2 = 40	
C+ = 7 pts.	40 + 7 = 47	
	47 div. by 5 = 9.4 which rounds to 9 = B	

In addition, in order for a student to receive a passing grade for the semester, two of the three grades must be passing grades. However, this does not guarantee that two out of three passing grades will result in a passing grade for the semester:

SEMESTER AND FINAL GRADE PROC., cont.

Example:	<u>1st</u>	<u>2nd</u>	<u>Exam</u>
	D-	F	D-
	D- = 2 pts.	2 + 0 = 2	
	F = 0 pts.	2 x 2 = 4	
		4 + 2 = 6	
		6 div. 5 = 1.2 which rounds to 1 = F	

To determine the final grade for the year, average the two semester grades and round towards the 2nd semester grade.

Example:	<u>1st</u>	<u>2nd</u>
	A-	B+
	11	10 = 21
	21 div. 2 = 10.5 which rounds to 10 for a final grade of B+.	

Example:	B+	A-
	10	11 = 21
	21 div. 2 = 10.5 which rounds to 11 for a final grade of A-.	

In addition, in order to receive a passing grade for the year, the second semester grade must be a passing grade.

Although +’s and -’s are used to determine the final grade, +’s and -’s on the final grade will not be used to figure a student’s G.P.A.

Middle School students are not required to take semester exams. The semester grade is determined by averaging the two 9-weeks grades and rounding towards the most recent 9-weeks grade.

ABSENCES AND ATTENDANCE

Regular attendance by all students is very important. In many cases irregular attendance is the major reason for poor school work. Therefore, all students will be urged to plan to shop, make dental appointments, do personal errands, and so forth, outside of school hours. The following are legitimate reasons for excused absences:

- A. Personal illness;
- B. Serious illness of immediate family members;
- C. Quarantine of the home;
- D. Death or funeral attendance of a relative;
- E. Observance of a religious holiday;
- F. Vacation with parent or guardian (one week advanced notice); (5 day limit)

ABSENCES AND ATTENDANCE, cont.:

- G. Emergencies or circumstances which are judged by principal or superintendent to be sufficient cause for absence;
- H. Doctor, dentist, or driver's license appointment;
- I. Farm work, when proper work absence forms are completed.

On the morning of a student's absence, parents or guardians must contact the school office before 10:00 a.m., unless the absence has been prearranged. Upon returning to school, the student must bring a note signed by his parents or guardians explaining the absence. If an absence is excused, the student will have an opportunity to make up missed work.

Make-up work must be completed in a timely fashion. Students will have as much time to make up work as they were absent. For example, if a student has an excused absence of 3 days, he will be allowed 3 days to submit make-up work. All work not made up will remain a zero grade. Exceptions to this rule can be made by the principal in the case of an extended illness. For prearranged absences such as vacations, field trips, college visits, etc., make-up work will be due prior to the absence or when the student returns, at the teacher's discretion.

Students who are absent unexcused will not be allowed to make up missed work. Students who are absent from school or tardy and who do not provide a written excuse will be considered truant. Students arriving at school late or leaving early must sign in or out at the principal's office.

Any partial day absence which is equivalent to two periods or more will be counted as a half day of absences. If the absence is in excess of four periods or more, the absence will be counted as one full day of absence. Accordingly, a student must be in attendance a half day to be eligible for an athletic event.

Students who are absent a total of five or more consecutive days or 12 or more total days of school for the year will be required to bring an excuse from a medical authority to have subsequent absences excused. Excessive excused absences may be dealt with by parent conference followed by a referral to the proper authorities.

TARDINESS TO SCHOOL

Any lateness to school will be counted as a tardy. All students late to school must report to the Main Office. For this tardy to be excused, there must be a note from the student's parents stating

TARDINESS TO SCHOOL, cont.:

an acceptable reason. Failure to provide a note or a reason which is not acceptable will be counted as an unexcused tardy.

Unexcused tardiness to school will start with a warning followed by teacher detentions. On the fourth unexcused tardy, there will be an Administrative Detention assigned by the Principal. This consequence policy will start new each semester. Any lateness after 9:45 a.m. will no longer be counted as a tardy but rather as a half day of absence.

TARDINESS TO CLASS

Any lateness to class from second period through eighth period will be dealt with by each individual teacher according to their classroom rules. A student should report directly to the class they are scheduled for -- no admit from the office is required.

ACCIDENTS

All accidents to either persons or property in the school building, on the school grounds, at practice sessions, or at any school-sponsored event must be reported to the principal.

ACTIVITY ACCOUNTS

Each club or class organization has an account in the school activity fund. All purchases must be made by turning in a requisition signed by the activity treasurer and the advisor. A purchase order will then be issued for the purchase. The bill will then be paid by the school treasurer upon receipt of the items ordered. The treasurer of each organization must keep a record of all financial activities. A budget must be submitted each school year. All activity records must be turned in to the principal at the end of the year.

ADULT STUDENTS

Adult students shall comply with all school attendance and discipline regulations as well as any special regulations which may pertain to adult students. Adult students may write and sign their own excuses to school only if they are officially registered as an independent student. Independent students may be required to provide a medical excuse. Falsification of information regarding attendance may result in disciplinary measures.

ANNOUNCEMENTS

A daily bulletin containing announcements and attendance is distributed to classroom teachers each morning to be read to the

students. Students who want announcements made about a school event must have them signed by the advisor of that organization and submitted to the office before 8:10 a.m. All announcements must be approved by the principal.

ATHLETIC PARTICIPATION

Before an athlete may participate in any athletic program, he or she must have a current physical signed by a licensed physician, a parent-signed liability release, an insurance coverage form and an emergency medical form. Students must meet academic eligibility standards as established by the O.H.S.A.A. and Holgate Board of Education.

AWARDS

Students in the Middle School and High School have numerous awards and incentives available to recognize achievement. Some of these awards have strictly academic criteria while others combine academic achievement with attitude, cooperation, participation, citizenship, and other qualities. Each spring an awards assembly is held for the Middle School and for the High School. These assemblies are sponsored by the student councils.

COLLEGE VISITATION

Juniors may be excused from school one day and Seniors two days for the purpose of making college visitations. These days may not be scheduled during the month of May. Arrangements for college visitations should be made through the guidance office at least one week prior to the visitation. Seniors may be granted additional days for orientation, testing, or scholarship interviews. All college visitations require prior approval of the guidance counselor and principal in order to be excused.

COMPUTER USAGE

Computers and computer files used by students at school may be searched by school officials. There should be no expectation of privacy regarding student use of computers at school.

STUDENT GUIDELINES FOR REASONABLE CONDUCT AND RESPONSIBILITY

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not

violated. The students of Holgate Local School District will conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or 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 Board of Education has a "zero tolerance" for violent, disruptive, or inappropriate behavior, including excessive truancy, and such behavior is prohibited as set forth in the Student Code of Conduct.

TYPES OF DISCIPLINARY MEASURES

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Restrict or remove privileges.
3. Assign detentions (before school or after school).
4. Advise parents by telephone.
5. Advise parents by letter.
6. Hold conference with parents and student.
7. Refer student to counselor.
8. Refer student to psychologist, request psychological evaluation or participate in intervention program.
9. Remove student from class.
10. Withhold grades and/or transcripts (used only when a student owes the school money).
11. Assign Administrative Detention.
12. Suspend in-school (1 to 10 days).
13. Suspend out-of-school (1 to 10 days).
14. Recommend expulsion to the superintendent.
15. Remove student from an activity or school organization.
16. Require restitution (in cases of stealing or property damage).
17. Notify police authorities.
18. Move to cite student to court.
19. Suspend driver's license for truancy.

DEFINITION OF TERMS

DETENTION - The holding of a student in a specified limited area before or after school.

HEARINGS - The opportunity for a student to give his/her side of the story. The hearing process and the forms you are requested

to complete are designed to assure you of the due process to which you are entitled by law. If prior to or during the hearing, the hearing officer decides that you may be subject to suspension or expulsion because of the nature of the infraction, he will advise you in writing at that time.

EMERGENCY REMOVAL - Removal of a student from class whose presence poses a continuing danger to persons or property or an on-going threat of disruption to the academic process. This can not exceed a 72 hour period.

ADMINISTRATIVE DETENTION - The holding of a student for up to three (3) hours per session on specified afternoons. Abuse of Administrative Detention rules or failure to attend an assigned session may result in additional Administrative Detention assignments or suspension. School work will be required during Administrative Detention.

IN-SCHOOL SUSPENSION - The holding of a student in a specified limited area for the entire school day with the exception of necessary rest room privileges. An in-school suspension may be from one to ten days in length. Normally, school work can be made up for full credit during the time a student is on the in-school suspension. This suspension may be housed at Holgate School.

OUT-OF-SCHOOL SUSPENSION - The removal of school attendance privileges and all school activity privileges for a period from one to ten days. School work may not be made up for credit during the time a student is suspended out of school. A student suspended from school may not participate in any school event for the duration of that suspension.

EXPULSION - The removal of school attendance privileges and all school activity privileges for more than 10 days. School work may not be made up for credit during the time a student is expelled from school. A student expelled from school may not participate in any school activity for the duration of the expulsion.

PRIVILEGES - Activities such as extra-curricular events, assemblies, awards, incentives, dances, graduation ceremonies, etc.

DUE PROCESS PROVISIONS FOR STUDENTS

In all cases where disciplinary action is anticipated concerning a student, the student will be given an opportunity to

tell his side of the story. The student will have the opportunity at an informal hearing to state his case.

In case of an emergency removal from a class or from school for more than twenty-four hours, a hearing will be scheduled within seventy-two hours and the student will be given the opportunity to challenge the reasons for removal and any further action that may be taken.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion.

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the Holgate School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to Henry County Court of Common Pleas.

It is the policy of Holgate School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of the Holgate School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student

engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs student activities at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees, or such conduct would unreasonably interrupt the educational processes of the Holgate Schools.

CODE OF REGULATIONS FOR CONDUCT OF PUPILS

This code of regulations is adopted by the Board of Education of Holgate Local School pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or extra-curricular activities pursuant to 3313.661 Ohio Revised Code.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises.
2. Damage or destruction of private property on school premises or in areas controlled by the school.
3. Assault on a school employee, student or other person.
4. Harassment of school personnel or other students during school and/or non-school hours.
5. Fighting
6. Hazing (to persecute, harass or humiliate another student and/or employee).
7. Chronic misbehavior which disrupts or interferes with any school activity.
8. Failure to follow reasonable directions or commands by school personnel.
9. Disrespect to a teacher or other school authority.
10. Refusing to take detention or other properly administered discipline.
11. Skipping detention.

12. Falsifying of information given to school authorities in the legitimate pursuit of their jobs.
13. Forgery of school or school-related documents.
14. Cheating or plagiarizing.
15. Gambling, dice or card playing
16. Extortion of a student or school personnel.
17. The theft, attempted theft, or unauthorized possession of any school property or the personal property of another.
18. Arson or other improper use of fire.
19. Possession of matches or lighters or other similar devices.
20. Possession or use of dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including any classroom item.
21. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, dip, or using tobacco in any other form.
22. Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
23. Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substances.
24. Buying, selling, transferring, using, or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers etc.
25. Possession of electronic communication devices and/or an electronic laser pointing device or electronic light emitting device without expressed written permission of administration. Such items as walkmans, CD or tape players, beepers, pagers, cellular telephones or any other related electronic communication devices are not permitted in the school building or at school activities.

26. Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.
27. Use in any form of vulgar or improper language or hand gestures.
28. Publication of obscene, pornographic or libelous material.
29. Placing of signs and slogans on school property without the permission of the proper school authority.
30. Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
31. Demonstrations by individuals or groups causing disruption to the school program.
32. Truancy
33. Tardiness.
34. Leaving school premises during school hours without permission of the proper school authority.
35. Upon initial arrival, leaving school property without permission.
36. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
37. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. that at the discretion of the Administration is reasonably related to or represents gang or gang like activity.
38. Indecent exposure.
39. Engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.
40. Turning in false fire, tornado, bomb, disaster or other alarms.
41. Presence on school property with a communicable disease.
42. Failure to abide by rules and regulations set forth for student parking and driving on school grounds or in a school zone.
43. Inducing panic by a threat to do an act of violence, or initiating or circulating a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing such report or warning is false.
44. Any disruption or interference with school activities.

45. Willfully aiding another person to violate school regulations.
46. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
47. Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
48. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage property, when the student has information about such actions or plans.
49. Sexual harassment, sexual imposition, or sexual assault.
50. Hitting, kicking, or other inappropriate physical contact with a school employee, student or other person.
51. Skipping of class, assemblies, school lunch period, or other required activities.
52. The eating of candy or consumption of beverages in school areas other than the school cafeteria.
53. Engaging in any activity such as running, tripping, shoving, throwing of objects or other "Horseplay" that may endanger themselves or others.
54. Violation of the bus transportation rules.
55. Abuse of another. Verbal abuse of another student or a verbal altercation.
56. No gum allowed in building.

DETENTION

Detention may be held from 7:30 a.m. to 8:05 a.m. or from 3:05 p.m. to 4:35 p.m. in the teacher's room or the principal's office.

Students who are unable to serve or fail to serve before or after school detentions may receive a suspension or Administrative Detention. All students will receive one day's notice for any detention assigned. If school is canceled or if a student is absent on a day that a detention is assigned, the detention will be served the next school day.

DRESS AND APPEARANCE CODE

Students at Holgate Schools have considerable choice on the style of dress and appearance. Good common sense should prevail. Clothing must be neat, clean, and modestly worn. Any clothing or accessories that cause a disruption in the orderly function of the school is not permitted.

- 1) Articles that promote the use of tobacco, alcohol, or other drugs.
- 2) Articles with suggestive, offensive, or inappropriately worn decals, slogans or emblems.
- 3) Articles that may cause injury to the wearer in class, shop, or lab, i.e. open-toed shoes, wallet-chains, wristbands, etc. as per individual teacher classroom Safety rules.
- 4) Articles that may damage the building, equipment, or furniture.
- 5) Tank tops, "muscle shirts", or "see-through" articles.
- 6) Bare midriffs or tops unbuttoned below the top two buttons.
- 7) Absence of appropriate undergarments or presence of visible undergarments due to low cut pants or loose-fitting clothing.
- 8) Slippers
- 9) Head bands, head scarves, hats, hoods (up), or other head gear.
- 10) Clothing that supports or promotes gang affiliation or activities.

Appropriate length shorts may be worn. Types of shorts that are not appropriate include athletic shorts, biker shorts, spandex, and frayed or torn shorts. Shoes must be worn at all times. Outdoor garments are not permitted in the classroom unless the room is uncomfortably cold in the teacher's judgment. Hair must be well groomed and clean. Bright colored hair tints will not be allowed except on designated spirit days. In accordance with the previous standards, administrators and teachers have the right to issue warnings and to refuse to admit to school or class those students who violate the dress code. Any class time missed due to violations of the dress code will be considered unexcused.

STUDENT DRIVING

The rules below apply to all students who operate any type of vehicle on the way to or from school, school activities or on school grounds. Violation of these rules may result in removal of driving privileges and/or discipline measures as specified in the Conduct Code. Student driving and student parking is a privilege extended to those exhibiting good judgment and responsibility in the operation and supervision of a vehicle. Although parking areas are provided as a convenience, they, as well as any vehicles in them, are subject to school supervision, control and search.

- 1) The basic rule is a simple one - Vehicles must be operated in a responsible manner at all times.
- 2) All motor vehicles must be individually registered in the principal's office, unregistered vehicles may be towed at owners expense
- 3) Students shall not park motor vehicles in any area designated as off-limits to student vehicles. Student lots are designated as the lot south of the circle drive entrance (not the cafetorium lot) on Frazier Street east of the paved parking, and lastly, the east area between Frazier Street and the alley north of the 1956 wing.
- 4) Students shall not loiter in vehicles on school grounds. Upon arriving, students shall park their vehicles in a proper parking space, leave the parking lot area and report to the building. Students shall not go to vehicles during the school day without permission from the principal.
- 5) The transporting of other students off school grounds when they do not have permission to leave will be considered as serious an offense as leaving yourself without permission.
- 6) All state and local traffic laws must be obeyed.
- 7) When you drive to school you must accept the consequences for your inability to get to school on time. Mechanical breakdown, weather conditions, and other similar incidents will not be acceptable reasons for excused tardiness.
- 8) No contraband, such as but not limited to, alcoholic beverages, tobacco, illegal drugs, drug paraphernalia and weapons, are to be kept in any vehicle.

STUDENT ELECTRONIC DEVICES

Students may not have walkmans, (portable CD, MP3 or cassette players) beepers, pagers, cell phones, two-way radios, radios, game boys, laser pointers or other such electronic devices in school or at school activities without prior administrative approval.

BUS TRANSPORTATION

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses. Students will:

- 1) be on time for the bus in order to permit the bus to follow the time schedule.

- 2) be careful in approaching bus stops - walk on the left toward oncoming traffic; be sure the road is clear both ways before crossing the highway and wait in a location clear of traffic and away from the bus stop. Behavior at the school bus stop must not threaten life, limb, or property of any individual.
- 3) sit in assigned seats in the bus and show reasonable conduct in a manner similar to that shown to a teacher in a classroom.
- 4) reach seat in the bus without disturbing or crowding other students; remain seated while the bus is moving.
- 5) obey the driver promptly and cheerfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
- 6) not use profane language.
- 7) refrain from eating and drinking on the bus except as required for medical reasons.
- 8) not use or possess tobacco on the bus.
- 9) not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
- 10) not throw or pass objects on, from, or into the bus.
- 11) not engage in loud talking or laughing. Confusion diverts the driver's attention and may result in a serious accident.
- 12) keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.
- 13) open windows only with permission of the bus driver.
- 14) never sit in the driver's seat or handle the switches which operate bus safety equipment.
- 15) be courteous to fellow students and to the bus driver.
- 16) treat bus equipment as you would treat valuable furniture in your home. Damage to seats and other parts is unnecessary and always costly.
- 17) remain seated until the bus stops to unload; wait for signal from the bus driver and then cross the road in front of the bus.
- 18) leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
- 19) comply with the established school rules and regulations as defined in the Code of Regulations for Conduct of Pupils as adopted by the Board of Education of Holgate Local Schools pursuant to 3313.661, Ohio Revised Code.

Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his forfeiting the privilege to transportation by school bus.

EMERGENCY DRILLS

We will conduct various emergency drills for fire, tornado, and safe school, for the purpose of planning for an emergency situation should one ever arise. While it is easy to view these drills as just drills, each must be taken with the seriousness that it may be an actual emergency. Routes and procedures are posted in each classroom and should be reviewed.

EMERGENCY PROCEDURES FOR TORNADO WARNING

- 1) The tornado siren will be activated.
- 2) The student in the seat nearest the door should open door and lead students out into the area posted on the classroom wall. Teachers will follow the group and take attendance register or class record with them.
- 3) Students should go to an inside wall in corridors away from windows and squat on the floor next to the wall keeping their heads on their knees.
- 4) Groups will stay together in corridors until authorized to return to their room or until dismissed.

FIRE DRILL PROCEDURE

- 1) All personnel must leave the building.
- 2) Students are to exit their room single file in a quiet and orderly manner and leave the building through the exit assigned to their classroom. They are to remain outside with their teacher until told to return to the building.
- 3) Teachers should be sure that all windows are closed, lights turned out, and the door closed before leaving the building. All teachers should check their roll once their class has cleared the building and report to the principal that all students are accounted for, or the names of those who are missing.
- 4) During the lunch period, students in the cafeteria should leave the building through the exit assigned to the cafeteria. Other students who have been excused for lunch, but who are not in the cafeteria, should leave the building at the nearest exit and report to the cafeteria area outside the building. Teachers on their lunch break should leave the building at the nearest exit and report to the cafeteria outside the building.

SAFE SCHOOL DRILL

- 1) Students and teachers immediately move into the **closest** classroom.
- 2) When halls are empty (last person) **close** and lock the door.
- 3) Cover the window in the door with paper.
- 4) Stay Away from the door(s) and window(s).
- 5) **NO** Noise
- 6) Cafeteria monitors at lunch time would check the hallway for students and lock **all** doors.
- 7) Cafeteria Staff would lock **all** kitchen doors.
- 8) Do not open door for any reason.
- 10) Have class roster present with those absent and those from other rooms.

DEBTS

All money owed the school must be paid by the end of each grading period or the grades and credits will be withheld. Should a student owe money for two consecutive grading periods, additional action may become necessary. Should financial hardships prevent payment, special arrangements for payment can be made with the principal.

CLASS DUES

Class dues for the high school students will be \$5.00. The funds go directly into the class account to be used for class projects, the prom, graduation, and class trips. Middle school class dues will be \$2.00 and go directly to their class account.

EARLY DISMISSAL

There are times when it is necessary for a student to leave school early for a doctor's appointment, etc.; however, this is highly discouraged. Students who are to leave early must bring a note to the office prior to the start of school in the morning.

They are to return to the office at the time of their dismissal and sign out. Students are not to leave school during the day for any reason without signing out in the office. Upon returning to school, if it is the same day the student must also sign in at the office. Early dismissal cannot be permitted prior to 1:25 p.m. Four early dismissals will count as a half day of absence and shown on the date of the 4th dismissal.

WEEKLY ELIGIBILITY REQUIREMENTS

(Eligibility checked every Friday)

In order to be eligible, a student in grades 7, 8, 9, 10, 11, or 12 must not be failing more than one subject or have failing grades in the same subject for three or more consecutive eligibility periods in the same grading period. A week begins at midnight Sunday and ends at midnight the following Sunday.

A failing average in the same subject for three or more consecutive weeks will result in the student being declared ineligible for the following week. Failing averages in more than one subject during a week will result in the student being declared ineligible for the following week.

There shall be no extra credit work, special tests or other considerations given to individuals to insure their eligibility. Make up policies for tests and other work is at the option of each individual instructor. It should be consistent for all students and in each subject taught by the instructor.

The grade is to be computed on a cumulative basis of the work done from the beginning of the grading period to the end of the day on Thursday. Class work given on Thursday must be applied to the average reported Friday. The grade is accumulative through the grading period; each grading period will begin a new accumulative grade for the student.

When a student is declared ineligible, he or she is still expected to attend team activities, to travel with the team to away games and to sit with the team at but not in uniform. If any student is declared ineligible prior to the time school is dismissed for vacations, the student remains ineligible until such time as school resumes and eligibility is again determined.

GRADING PERIOD ELIGIBILITY

Students enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, students in grades 7 -12 are prohibited from participating in interscholastic extracurricular activities for the grading period if they receive two failing grades in the previous grading period or if they have less than a 1.5 G.P.A on a 4.0 grading scale during the previous grading period.

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Exception: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. Students must also meet academic eligibility requirements of the Ohio High School Athletic Association.

YEARLY ELIGIBILITY REQUIREMENT

To be eligible, a student/athlete must be currently enrolled and have received passing grades in a minimum of 5 one-credit courses, or the equivalent, in the immediately preceding grading period. Students taking post-secondary options must also comply with these standards.

MUSIC ELIGIBILITY REQUIREMENTS

Nine weeks eligibility will be determined on the same basis as other extra-curricular activities except for those activities that have been identified as co-curricular. Co-curricular activities include O.M.E.A. Marching Band contests, Fall Concert, Christmas Concert, Winter Concert, O.M.E.A. Large Group Contest, O.M.E.A. Solo & Ensemble Contest and the Spring "Pops" Concert.

All other eligibility requirements of the Holgate Local School District are a part of this policy. If students are not permitted to participate in a co-curricular event because of academic ineligibility, their music grade will not be affected.

FEES

Because of the cost of certain programs, a fee is necessary to help defray the expense of consumable items. Fees will be collected in the high school office. Students will be asked to pay fees and purchase books before school in the office. Receipts will be given for all payments. Make all payments with checks if at all possible.

FREE AND REDUCED LUNCHES

The Holgate Local Schools offer a free and reduced lunch program. Forms and explanations of the program are available in the office.

GUIDANCE

A guidance counselor will be available for all students to supply information, counsel, and help schedule. Scholarship information, career information, and college board testing help or registration may be obtained in the guidance office.

HALL PASSES

Students are expected to be in class at all times class is in session. Students are not to be in the halls, at their lockers, or in the rest rooms during class. Any student who is in the hall during class time must have a hall pass.

HANDICAPPED ACCESS

The school board has taken extreme interest in making the Holgate Local Schools accessible to handicapped students and citizens. Ramps and elevators have been installed for this purpose. Should you have need of the elevator, see the principal, who will arrange for you to use it. Otherwise, the elevator is off limits for students at all times.

We have wheelchair access to the gym through the use of the elevator. If needed, contact the school and enter through the elevator entrance located behind the school.

HONOR ROLL

Holgate High School and Middle School publishes three honor rolls each grading period. The requirements are as follows:

4.0 Honor Roll	4.0 G.P.A. in all subjects
3.5 Honor Roll	3.5 - 3.999 G.P.A. in all subjects, no D's or F's
3.0 Honor Roll	3.0 - 3.499 G.P.A. in all subjects, no D's or F's

ILLNESS

Should you become ill during school, request permission from your teacher to report to the office. The principal will determine whether to send you home or have you rest in the clinic. No student will be sent home without parent permission as well.

LIBRARY - MEDIA CENTER USE

The high school library has books, magazines, reference materials and computers available. Do not hesitate to ask the librarian for assistance in locating materials. If the particular materials you need are not located in our library, we will attempt to secure them for you.

Students are to be in the library-media center only when using the facilities. Permission to visit the library may be obtained from the study hall teacher or by a written pass from a classroom teacher.

Books or magazines are not to leave the library without being properly signed out. Magazines may not leave the reading area without specific permission from the librarian. Should a student be negligent in returning materials or improper in behavior, library privileges may be denied.

LOCKERS AND LOCKER ROOMS

Student lockers are provided. The lockers and contents are subject to search at any time by members of the

administration, their designee or law enforcement agencies. Any materials found in such a search that may be against school rules or may be illegal may subject the owner to school discipline, legal action, or both. There is no expectation of privacy. Random searches have a positive impact on reducing drugs and other criminal activity.

We strongly advise that students do not keep valuables in their lockers. Please keep them with you or do not bring them to school. If you wish to put a lock on your locker, you may rent one from the principal's office. Do not place stickers or such which can not be removed easily on the door or any part of the locker. Doing so may result in damage to the locker and a fine being imposed.

Students are not to be in the locker rooms unless they are changing for a physical education class or athletic practice or contest.

LUNCH HOUR

ALL students are required to go to the cafetorium for lunch. Students will remain in the cafeteria until released by the noon supervisor. All food is to be eaten in the cafetorium. Students may not have pop or snacks in the halls or classrooms at any time. Cheering, singing, banging on tables and other means of disruption to the school atmosphere will not be tolerated. Students without lunch money will be given the option to call home or be provided with an alternative lunch which will be charged at a reduced price. Charging will no longer be allowed.

MEDICATIONS

Each teacher must use careful judgment concerning what might constitute negligence and take necessary steps to eliminate any possibility of negligence. School personnel shall not diagnose and shall never administer any medication except for the following:

- 1) The prescription medicine to be administered at school must be received by an authorized designated person in the original container in which it was dispensed by the prescribing physician or licensed pharmacist.
- 2) Non-prescription drugs should be sent in original container with only the quantity needed for one day. Student will be responsible for administering his/her own non-prescription drugs.
- 3) Students have the right to possess and use a metered-dose inhaler or a dry-powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The right applies at school or at any activity, event, or program

sponsored by or in which the student's school is a participant. In order for a student to possess the inhaler he/she must have written approval from the student's physician and parent or other caretaker. The principal must have received copies of these required written approvals.

4) Notification of a student's need for medication and/or special attention relative to his health should be recorded on the student's emergency medical procedure card.

5) Parents are required to notify the office of any change in health status of their child.

6) Teachers will never keep any type of medication for a student.

MEDICAL FORMS

Each student is required to have the parent complete an emergency medical form for school use, plus a form for each sport in which the student is enrolled. These forms are extremely important as they give the school directions and authorization, if necessary, to provide for emergency treatment for the student in case of an accident or sudden illness. Return the forms promptly to the office, and notify the school should any change take place during the course of the year.

OFFICE

The high school office exists for service and for the conducting of official school business. Should you have a problem please notify the secretary or principal and they will help you. Students are not to be behind the counter in the office unless specifically directed to do so. The telephone in the office is for official business and not for social calls. Should you desire the use of a phone, the phone in the lobby is available .

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled after the end of the first grading period. These conferences will be scheduled to try to meet the needs of those parents who work early and late shifts. Students will not attend classes when conferences are held during the school day. All parents are encouraged to attend these conferences during those days. Parents may of course, schedule a conference at any time during the school year.

REGULAR SCHEDULE

Students should not be in the building prior to the arrival of our buses at 7:50 a.m. unless under the direct supervision of a

staff member. Only those students who have physical education first period are allowed in the gym before school.

8:10	-	8:50	Period 1
8:53	-	9:43	Period 2
9:46	-	10:26	Period 3
10:29	-	11:19	Period 4
11:19	-	11:49	Middle School Lunch
11:22	-	12:02	High School Period 5
11:49	-	12:29	Middle School Period 5
12:02	-	12:32	High School Lunch
12:02	-	12:22	High School Chorus
12:32	-	1:34	Channel One & Period 6
1:37	-	2:17	Period 7
2:20	-	3:00	Period 8

TWO HOUR DELAY SCHEDULE

10:10 - 10:40	Period 2
10:43 - 11:13	Period 3
11:16 - 11:46	Period 4
11:49 - 12:19	High School Period 5, Middle School Lunch
12:21 - 12:51	High School Lunch, Middle School Period 5
12:51 - 1:21	Period 1
1:24 - 1:54	Period 6
1:57 - 2:27	Period 7
2:30 - 3:00	Period 8

All students are expected to leave the building after dismissal by 3:10 p.m. unless they are involved in extra-curricular events. In that case, they should have all their books and go directly to their assigned areas. No students are to be back in the halls after their extra-curricular activity has ended. During athletic events no students are to be downstairs with exception of those participating and using the locker rooms. The building is locked at 3:30 p.m.

SCHEDULE CHANGES

Schedule changes are strongly discouraged. A student wishing to make a schedule change must first receive the approval of parents, guidance counselor, and the principal. All schedule changes must be made through the guidance office.

SCHOOL CLOSINGS OR DELAYS

Should inclement weather or system failure cause school to be canceled or delayed, announcements will be made on the following radio stations:

Defiance FM	WDFM	98.1
Defiance AM	WONW	1280
Napoleon FM	WNDH	103.1

SCHOOL DANCES

Student groups are encouraged to hold evening and after game dances as methods of raising funds as well as having a social activity. The following rules are in effect at Holgate dances:

- 1) Once a student has entered a dance, he or she must remain. Once a student leaves, he or she will not be allowed to return.
- 2) Students must wear appropriate clothes for the occasion. Special dress codes may be adopted for certain dances.
- 3) High school dances are for high school students only, and no middle school student may attend.
- 4) Middle school dances are for middle school students only, and no elementary or high school students may attend.
- 5) A high school student may bring a date/guest from another school; however, the Holgate student is responsible for the guest's conduct. Any guest who is not a Holgate student must be registered with the sponsor of the dance. Otherwise, Holgate dances are closed dances.
- 6) Faculty sponsors are expected to plan and chaperone all dances planned by their group.

STUDENT COUNCIL - CLASS OFFICERS

Student council members and class officers will be elected in the spring for the following school year for the high school. Middle school student council members and officers will be elected at the beginning of the school year.

STUDENT INSURANCE

Students are offered the opportunity to purchase accident insurance at the beginning of the school year. If an insured student is injured, he/she should request a claim form in the office.

STUDENT TRIPS AND TRAVEL

Travel by students whether local or distant is not school sponsored unless such travel is either provided by District-owned or leased vehicles, or other wise provided for by the District; or, approved by formal action of the Board of Education and escorted by District employees who have been specifically authorized in writing by the school administration to participate in the trip in order to supervise students.

The Board of Education does not and cannot prohibit student participation in non-school sponsored trips promoted by individuals or organizations so long as the trips do not interfere with student involvement in the regular school curriculum.

Further, the Board of Education does not and cannot warrant, guarantee, or take any position as to the reliability of any individual or organization that sponsors and solicits students to participate in non-school sponsored trips, or as to the quality of such trips. Students who participate in non-school sponsored activities, parents who authorize student participation, and the sponsors of such activities, share responsibility for any consequences that arise from such participation. The Board of Education does not accept any responsibility for non-school sponsored activities.

Employees of the Board of Education who solicit students to participate in non-school sponsored trips and related activities are acting outside the scope of their employment and official responsibilities, and are not acting as employees or agents of the School District.

The Board cannot be aware of all non-school sponsored trips in which students, parents or staff members acting as individuals may become involved. Therefore, the Board cannot accept any responsibility for notifying participants that such activities are not school sponsored. It is the responsibility of each participant to determine whether a particular trip is school-sponsored, and whether school-sponsored or not, make an independent assessment of the risks involved. The superintendent stands ready to answer all inquires as to whether a particular trip is school-sponsored.

STUDY HALL

Study halls are provided as an opportunity for students to work on their school assignments. Students are required to have something to do in study hall at all times. Students will have no more than one study hall per schedule unless they have an A.P. class or an I.E.P.

TEXTBOOKS

These are issued by the teacher at the beginning of the course. Students are responsible for the books assigned to them and should keep them covered at all times. Students will be required to pay for missing textbooks or any damage to textbooks when they are turned in at the end of their use.

VISITORS

Parents, friends, etc. may visit the school from time to time with administrative approval. All visitors must report to the principal's office before going elsewhere in the building, a visitor's pass will be issued at the main office. School-aged visitors are permitted only when both the Holgate student's parents and the visitor's parents receive prior permission from the administration. Holgate students are responsible for the behavior of their guests.

VOCATIONAL SCHOOL STUDENTS

Those students attending Four County Career Center are encouraged to participate in home school activities, clubs, and class offices whenever possible or feasible.

Students should read the daily announcements posted on their assigned bulletin board at Four County. If they have any questions, they may stop in the high school office before school.

Special announcements will be made over Four County's public address system when necessary.

Students may be brought back early for one pep session during football and one during basketball seasons and for other special occasions as needed.

There will be class meetings scheduled during the year at the high school. We will provide opportunities for Four County students to have input in any decisions that affect their class.

We also like to know about special events that might involve our students at Four County. Please inform the high school office of special honors or special events.

Four County Career Center offers half-day programs in which students would attend the vocational school for half a day and Holgate the rest of the day. Students must have a minimum of a 3.00 G.P.A. to participate in this program, must not be deficient any credits necessary for graduation, and must maintain a 3.00 G.P.A. to remain in the program. Participating students will need to provide their own transportation.

WEIGHT ROOM

The weight room is open specific hours during the summer and is available for students involved in programs during specific after school hours. These facilities are also made available to members of the community when the need arises.

Students are not permitted to use the weight room during school hours for training purposes. School time is to be used for school work and studies. Should a person be under the orders of a physician to use such equipment for rehabilitation

purposes; however, arrangements can be made with the principal.

Persons are never to use the weight room or machines unless they are dressed in athletic attire. Street clothes are not permitted. Use care and pride when using the weight room. Show respect for both the equipment and the condition of the room. Students are never to use the weight room without approved adult supervision.

“WHO’S WHO”

Holgate Schools do not participate in commercial organizations that publish supposed “honor publications”. These “vanity” publications include such titles as “Outstanding Names and Faces”, “Who’s Who Among Students in American High Schools”, “Outstanding Athletes”, and so on.

WORK PERMITS

Work permits are available in the high school or superintendent’s office. Work permits are not needed for eighteen year old students.