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Welcome

Welcome to Harding High School. The Presidential family is glad to have you if you are a new student to our school. If you are returning as a former student, we trust you have renewed energy and enthusiasm toward reaching your graduation goals and toward helping our new students become an integral part of our family.

Our mission statement is printed below. We ask that you read it, learn it, and work with us in helping to attain its purpose. Success is rewarding and fun. The following three words may help you to be a successful person at Harding High School.

Competence - each person has their capability to do something and do it well.

Values - treat others, as you want to be treated.

Responsibility - each person should assume complete responsibility for his / her actions.

Harding High School will be whatever you make it. Take good care of it. Your motto might be this quotation from the President of Notre Dame, Theodore M. Hesburgh: "A decade after graduation, almost everyone will have forgotten where and what they played. But every time they speak, everyone will know whether or not they are educated."

Sincerely,
Carol Bebout
Principal

Mission Statement

The mission of the Marion City Schools is to work together to provide a safe, caring environment where all students can learn.

Equal Education Opportunity

This District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or at a school activity should immediately contact the Principal.

Student Responsibilities

The School's rules and procedures are designed to allow students to be educated in a safe learning environment. All students are expected to follow staff members' directions and obey all school rules.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. 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 his/her educational goals.

School Day

Harding High School is open from 7:00am until 3:30pm each day that school is in session. The following is the Bell Schedule:

Regular Day	Time
Opening	7:25-7:30
1 st Period	7:30-8:20
Home Room	8:20-8:36
2 nd Period	8:40-9:30
3 rd Period	9:34-10:24
4 th Lunch	10:24-10:54
5/6 th Period	10:58-11:48
7/8 th Period	11:52-12:42
4/5 th Period	10:28-11:18
6 th Lunch	11:18-11:48
7/8 th Period	11:52-12:42
4/5 th Period	10:28-11:18
6/7 th Period	11:22-12:12
8 th Lunch	12:12-12:42
9 th Period	12:46-1:36
10 th Period	1:40-2:30

One Hour Delay	Time		Two Hour Day	Time
Opening	8:25-8:30		Opening	9:25-9:30
1 st Period	8:30-9:06		1 st Period	9:30-10:05
2 nd Period	9:10-9:45		2 nd Period	10:09-10:41
3 rd Period	9:49-10:24		3 rd Period	10:45-11:17
4 th Lunch	10:24-10:54		4 th Lunch	11:17-11:47
5/6 th Period	10:58-11:48		5/6 th Period	11:51-12:31
7/8 th Period	11:52-12:42		7/8 th Period	12:35-1:15
4/5 th Period	10:28-11:18		4/5 th Period	11:21-12:01
6 th Lunch	11:18-11:48		6 th Lunch	12:01-12:31
7/8 th Period	11:52-12:42		7/8 th Period	12:35-1:15
4/5 th Period	10:28-11:18		4/5 th Period	11:21-12:01
6/7 th Period	11:22-12:12		6/7 th Period	12:05-12:45
8 th Lunch	12:12-12:42		8 th Lunch	12:45-1:15
9 th Period	12:46-1:36		9 th Period	1:20-1:54
10 th Period	1:40-2:30		10 th Period	1:58-2:30

Student Well Being

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures. If a student is aware of any dangerous situation or accident, he/she should 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.

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 or guardians.

A student who becomes ill during the school day should request permission to go to the nurse's office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

- A. Parental permission must be secured prior to any student leaving the building. This permission is secured through the Assistant Principal's office or the nurse's office prior to any student leaving the building.
- B. Unless there is an extreme emergency requiring you to rush from the room, secure permission from the teacher to leave the room.
- C. Report to the Assistant Principal's office and they will make a decision as to whether the situation warrants contacting parents.
- D. Any student requiring medication at school must have a permission slip signed by parent and physician and filed in the office. Medication will be dispensed by school personnel.

Section I - General Information

Enrolling in the School

In general, State law requires students to enroll in the school district of residence unless (1) enrolling under the District's open enrollment policy (2) enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

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 Guidance Office. Students may be denied course enrollment due to lack of available space or deficiencies in prerequisite courses. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Schedules are the result of careful planning on the part of the student, parents, and counselors and required courses cannot be changed. Elective courses were chosen by the student and approved by the parents.

Staffing is often dictated by your decisions and textbooks were purchased based on those decisions. Changes will only be made if a student's situation meets one of the following:

1. Student did not meet prerequisites for the course or has been inappropriately placed.
2. Student wishes to upgrade the schedule with the addition of a course or a more challenging course such as Regular English to Accelerated English.
3. Rectify a mistake of a course deleted or added by the counselor.
4. Special consideration and exceptions may be made in the case of extended illness, transfer students, and other special cases.
5. Students in courses which require additional work may not be dropped after July 25th.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without the parent, guardian or designee coming to the school office to request the release.

Late Start Wednesdays

The majority of Wednesdays will be on a one hour delay as defined by the school calendar. If there is a weather delay on a scheduled Late Start, the weather delay schedule will be followed.

Withdrawal / Transfer from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. Students who withdraw should report to the Assistant Principal's office, and make out the proper forms so that the record will be complete. All books and materials must be returned to the school, and all bills must be paid. Students are to report to the office one day prior to withdrawal.

Full time work permit

A full time working permit (FTWP) is defined as a permit to a minor (under age of 18) whose intent is to withdraw from school. The student must be employed for a minimum of 30 hours per calendar week. Secure the proper documents from the guidance department at Harding High School.

Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. 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 waiver.

Emergency Medical Authorizations

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 extracurricular activities, and co-curricular activities. The form is provided at the time of enrollment or at the beginning of each school year.

Use of Medications

Students who must take prescribed medication during the school day must comply with the following guidelines:

- A. Parents should, with the physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Nurse's office and must be delivered to school in the containers in which

they were dispensed by the prescribing physician or licensed pharmacist.

- D. Medication that is brought to the office will be properly secured. Except as noted below, students may not bring medication to school. Students may carry emergency medications, for allergies and/or reactions, or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The building nurse will maintain a log noting the administration of all medications. This log will be maintained along with the physician's written request and the parent's written release.
- G. Students will be permitted to carry and use epinephrine auto injectors (EpiPens), with the written approval of the prescribing physician and the student's parents. Parents must provide backup medication to the school. The physician's statement must state (among other things) that the student is capable of self-administering the drug. Law requires that emergency medical services be called whenever epinephrine is administered.

Nonprescribed Medications

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the Assistant Principal's office and the parent contacted. The medication will be confiscated until written authorization is received.

Any student who distributes medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision.

A student may 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, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is complete and on file in the Nurse's office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

Control of Casual-Contact Communicable Disease

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk.

The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Control of Noncasual-Contact Communicable Disease

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

Student Records

The School District maintains many student records including both directory information and confidential information. The School District will follow the guidelines outlined by State and Federal laws (FERPA, HIPAA, PPRA, etc.)

Directory information includes: student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; and / or scholarship.

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

Student Fees and Fines

Students will be provided necessary books for course instruction without cost. In accordance with State law, Harding High School charges specific fees. This information changes each year and a copy of the school fees is available in the High School office.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property.

Failure to pay fines, fees, or charges may result in the withholding of grades, transcripts, diplomas and credits.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

Meal Service

Each student is assigned a lunch period during the fourth, sixth or eighth modules. Students may buy their lunch or supplement a lunch brought from home. All lunches are eaten in the lunchroom. During the lunch period, a student is expected to be in the lunchroom even if he is not eating. This period assignment is the same as a class assignment.

Continued violation will result in an assignment to a study hall after a discussion with parents.

Our standard for the lunchroom is normal, respectful conduct with due concern for proper etiquette. The school operates under a closed lunch period arrangement, and the lunchroom should provide the necessary break for relaxation before the afternoon classes. Violation of lunchroom rules may result in disciplinary action assigned by a lunchroom supervisor. No delivery of food prepared outside the lunchroom will be permitted.

Food in rooms

Food and drinks in classrooms are not permitted unless the Principal gives special permission. No pop in cans or bottles, delivered pizza or other food items will be permitted. Lunch cannot be eaten by students in rooms other than the lunchroom.

Fire, Tornado and Safety Drills

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Elevator

The use of the elevator is for disabled students only. Please check in the Main Office and they will explain the procedure that you need to follow while using it.

Automated Phone System

An Automated Telephone Announcement System will notify you of important messages from the school (delays, closings, absences and emergencies). It is extremely important that we have accurate phone numbers on file so that we are able to reach you. Please contact the school if your phone numbers change.

Early Dismissal

On rare occasions, one or all schools may have to dismiss early due to weather, heating issues, electrical malfunctions, etc. If this should happen, announcements will be made on local radio stations. One Call notification will be implemented, and it will be put on the Marion City Schools website.

During early dismissals, parents or an approved adult are encouraged to come to the school to pick up their child. If a child is not picked up at school, he/she will remain at school under the supervision of staff until the regular dismissal time.

Emergency Closing and Delays

The School will try to make a decision on delaying or closing school by 6:00am if at all possible. If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

When we must delay or close school due to weather or other factors, the information will be released to the following media sources:

Radio

WMRN - 1490 AM Marion
FM 94.3 Marion
WFII 1230 AM
WJX 105.7 FM
WTVN - 610 AM Columbus
WNCI 97.9 FM Columbus
Warner
WCOL 92.3 FM Columbus
MAJIC 95.9 FM
WDCM 97.5 FM

Television

Channel 4 - WCMH-TV Columbus
Channel 6 - WSYX Columbus
Channel 10 - WBNS-TV Columbus
Channel 18 - Public Access Channel
Channel 50 - Ohio News Network
Fox 28 Columbus - Channel 8 - Time

Internet

www.marioncityschools.org

Visitors

Visitors, particularly parents, are welcome at the school. All visitors must report to the Main Office upon entering the School.

Use of Library

1. Students are permitted to use the library during their study hall period by going directly to the library instead of going to study hall. Attendance is taken in the library.
2. Admittance to the library is by student library pass only which is your student I.D.
3. Any student who must be removed from the library for disciplinary reasons will not be permitted to go to the library during school hours for a period of time depending upon the severity of the offense. Students who have been denied library privileges during school hours may use the library before and after school.
4. The library is open fifteen minutes before school in the morning and remains open until 4:00 P.M. - Monday through Thursday. Students are welcome to use the library at these times.
5. A fine will be charged for all over-due materials. Any student with an unpaid library fine may be limited in his use of the library.
6. In fairness to others, we insist upon a quiet and studious atmosphere at all times.
7. A statement of more specific library procedures will be issued to each student when he receives his library pass.

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 a 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.

Lost and Found

The lost and found area is in the main office. 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.

Use of Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

While students may possess cellular phones on school property, students are prohibited from turning on their phones or allowing them to be visible during the school day, 7:30am - 2:30pm.

Advertising Outside Activities

The principal will approve only those posters/announcements publicizing school events. A community bulletin board may be used by the community groups, businesses, etc., upon obtaining the approval of the principal. All announcements must have an advisor's signature and be approved ahead of time.

Section II - Academics

Course Offerings

A complete list of course offerings can be picked up in the Guidance office.

Field Trips

Field trips are academic activities that are held off school grounds. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. The Student Code of Conduct applies to all field trips.

Grades

Harding High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, he/she should ask the teachers.

Academic Awards

Students who receive all A's and B's in a quarter will be recognized on the respected Honor Roll.

Academic excellence is rewarded annually at the Awards Night for those students who qualify for the Presidential Honor Roll. Students must have received all A's and B's and there must be more A's than B's in all courses that determine the Grade Point Average (GPA). Three times on the semester PHR - Numerals, Four semesters - Lamp of Knowledge, Five semesters - Varsity Letter, Six semesters - Gold Pin, and Seven semesters - Plaque.

Students who qualify may also be inducted into the local chapter of the National Honor Society.

Other awards given annually for those seniors that qualify include: Honors Diploma, Award of Merit, and the President's Award for Educational Excellence.

Valedictorian & Salutatorian

The Valedictorian/Salutatorian Grade Point Average will be determined on the last school day of April.

Graduation Requirements

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

Research Paper

A research paper is required for June graduation. All full-day academic students must satisfactorily complete a research project in their senior year. Students failing the project will receive an incomplete for their semester average and must tutor. Students will use the following guidelines for tutoring:

- A. students who pass the semester but fail the project must complete ten (10) hours with a tutor and twenty (20) hours of homework to make up the project only.
- B. students who fail the project and fail the semester must complete twenty (20) hours with a tutor and forty (40) hours of homework to make up both project and the course work.

Dishonesty

An act of dishonesty by a student: i.e., cheating in class, forgery, or plagiarism shall be cause for DISCIPLINARY ACTION. In the case of dishonesty it may be the cause of failure. In case of theft, it may be the cause of suspension from school and/or civil intercession. Forgery is an automatic home referral.

Definition of plagiarism

Generally defined, plagiarism is a kind of intellectual stealing. It involves taking the ideas and/or exact words of another and passing them off as one's own but not giving proper credit for them.

Specifically, plagiarism takes many forms: (1) exact copying of another's passages without use of quotation marks and proper credit; (2) using another's passage with occasional additions, omissions, or changes in

wording without proper notice of the copied passage and the changes made; (3) rearranging another's phrasing and presenting it as one's own work; (4) resending as one's own work a hash of phrases and sentences taken from more than one author; and (5) offering an unusual opinion or fact as one's own without making proper reference to the source from which it is obtained.

By affixing his/her name to any composition or report, a student pledges that the submitted work is entirely his/her own except in the case of passages and/or ideas for which the student has given credit.

Plagiarism policy

1. Any plagiarized paper receives a 0%.
2. The burden of proof is placed on the student.
3. Students who wish to disprove a charge of plagiarism must provide the instructor with whatever proof is required.

Educational Options

Harding High School provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

There are provisions for acceleration, concurrent enrollment, and early graduation in Board of Education policy. Please see the Principal for Instruction as to petition procedures and Board of Education policy.

Tutoring Policy

State of Ohio Standards Reference:

1. A certified teacher shall provide instruction and evaluate pupil performance in tutorial programs and independent studies. The tutor will follow the adopted course of study.
2. A maximum of four (4) of the required units for graduation may be in the form of tutorial credits. Tutoring is one on one instruction.
3. One (1) semester - 20 contact hours - 40 outside preparation hours.
4. One (1) year - 40 contact hours - 80 outside preparation hours.
5. A student has a maximum of twenty-five weeks to complete tutoring.
***Exception - see specific guidelines below regarding seniors.**

Specific guidelines

- A. Students may tutor course work that has been failed during a previous semester.
- B. Any student who receives a semester average of F must tutor the full semester of work to receive credit.

- C. A student may not tutor to improve a grade but can only tutor to replace a failing grade.
- D. Second semester seniors will only be permitted to tutor the third nine weeks, if the failure was academic in nature rather than failure due to the attendance policy. A second semester senior may not tutor the fourth (4th) grading period. Any second semester senior who has tutored the third grading period after failing it will also be required to take the final exam.
- E. The final grade for the third grading period will be an average of the failing grade and tutorial grade.
- F. Any second semester senior failing (required or elective) for the semester will not receive a diploma until July 1st.
- G. A nine weeks tutorial will be 10 contact hours plus 20 outside hours.

Believing that the regular classroom offers the optimum learning environment for students, individual tutoring for new credit is strongly discouraged at Harding High School. The school will attempt to meet the needs of all students who request tutoring for new credit by providing innovative alternative programs. Examples of such programs will be: summer school classes with regular and/or flexible time patterns; double blocked classes; creative scheduling during the regular school day; independent study programs with an assigned mentor; or other alternatives that are approved by the high school administration.

In such cases that cannot be managed by means other than tutoring (re: move-in deficient seniors. Students in Board approved programs for acceleration IKEB non-traditional graduation IKEB-RIKF-R-2), then the following guidelines will be observed:

- 1. Each case will be considered individually.
- 2. The tutor must be approved by the high school administration, and in most cases, must be an employee of the Marion City Schools.
- 3. The tutoring must be done one on one - No group tutoring will be accepted.
- 4. The Ohio State Department of Education standards for tutorial time must be observed.
- 5. A portfolio representative of 80 non-contact hours must be submitted to the high school administration. This portfolio will include, but not be limited to:
 - a. a time log describing the activities for the 80 hours
 - b. homework assignments, both written worksheets and reading assignments
 - c. any special projects such as reports, etc.
- 6. The approved course of study for Harding High School and the course being tutored must be followed.

7. All materials including time sheets, grades, and portfolio must be submitted to the high school administration at the conclusion of the tutorial.

Postsecondary Enrollment

Any student in grades 9 through 12 may enroll in a postsecondary program provided he/she meets the requirements established by law and by the District. Any interested student should contact the guidance office to obtain the necessary information.

Recognition of Student Achievement

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

Incomplete work

Work marked "incomplete" must be made up according to the classroom teacher's policies. If work is not made up by the end of a semester, the student will receive a grade of F. Students withdrawing from a course after the first five weeks of a semester will receive a grade of F.

Computer Technology and Networks

Students must observe the following guidelines and all applicable Board Policies. Failure to do so will result in penalties as determined by the teaching staff of school administrators.

1. Files stored on school computers are restricted to school related assignments only.
2. Network password security is the responsibility of the student. Any student attempting to log on to the network using a name or password other than his/her own will be subject to penalty.
3. Students shall not copy and work other than his/her own including copyrighted software. Such action will be considered theft.
4. Students shall not damage or alter any hardware or software. Students shall not delete a file (without authorization) or introduce a computer virus to any school program. Such action(s) will be considered vandalism.

5. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
6. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
7. Use of telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Use of school facilities to access the internet must also be under the direct and ongoing supervision of school personnel.
8. No students shall attempt to establish computer contact into school district restricted computer nets or other unauthorized databases.
9. Accessing and uploading and/or viewing inappropriate material.

Student Assessment

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Additional tests are given to students to monitor progress and determine educational mastery levels. Other tests could include the following:

- The Ohio Graduation Test (OGT) is composed of five areas which must be passed, unless exempted, to meet one of the requirements for a high school diploma: Writing, Mathematics, Reading, Science and Citizenship. The test is given at least twice each year, once in the fall and again in the spring.
- ACT - The American College Test is given during the month of October, November, February, April, and June each year to juniors and seniors who are planning to attend college. The ACT test is part of the application process required by many colleges.
- PSAT - The Preliminary Scholastic Aptitude Test is given during October each year to juniors who are thinking about attending college. The test is a preliminary to the SAT and is also a qualifier for the National Merit Scholarship Program.
- SAT - Scholastic Aptitude Test scores give college admissions officers an idea of how students have developed academically. The scores also provide a standard measure from which comparisons can be made with students from across the nation. The SAT is given during the months of November, December, January, March, May, and June.
- Armed Service Vocational Aptitude Battery (ASVAB) - The SVAB test is used as the primary entrance test for all branches of the military service. It will qualify students for particular job-training areas available to participants. Test scores may be used for up to two years. It measures the "developed abilities" of applicants and is a multiple aptitude test, offered free of

change to any and all who wish to take it. The ASVAB is administered here at Harding in early September. It is normally limited to current juniors so as to complete I.C.P's, but a student may take it over again since there are several forms of the test. Scores are reported to the high school and also the branches of the service.

Exam policy

All students are required to take all exams. **Exception:** Seniors who have passed the third and fourth nine weeks without dropping more than one letter grade during that time will not be required to take second semester exams. (example: A to B is exempt; A to C is not exempt)

Seniors whose third nine-weeks grade is one higher than the fourth grading period will receive the lower grade for their semester average:

3rd	4th	Semester Average
A	B	B
B	C	C

Seniors whose third nine-weeks grade is one lower than fourth grading period will receive the higher grade for their semester average:

3rd	4th	Semester Average
B	A	A
C	B	B

Seniors may take the final exam to improve their semester average.

Physical Education

1. Credit Options - High school students who participate in two full seasons of a sport, marching band or cheerleading will meet the physical education requirement for graduation. While this option meets the requirement for high school physical education, no high school credit will be granted toward graduation.
2. Attendance - Daily attendance is required. To get full credit you must not only be present, but also dressed in gym clothing. All excuses and absences may be made up during a study hall before the end of the nine-weeks period. Doctor's excuses will be accepted for an absence and make up work will be arranged through the instructor.
3. Clothing - Appropriate clothing as determined by the P.E. instructor will be required. If a student does not bring P.E. attire the student must wear clothing provided by the P.E. department.
4. P.E. Lockers will be assigned to each student. All lockers have a combination lock. The school assumes no responsibility for anything missing or stolen.

Section III - Student Activities

THINGS YOU SHOULD KNOW ABOUT OUR SCHOOL

The school colors are red and black, and the nickname used in athletics is the "Presidents." The school newspaper is known as the Herald and the yearbook is entitled the Quiver.

Who Owns This School?

Surprisingly, you do! Your parents and all taxpayers are legally required to pay taxes that build and maintain the Public School System. Everyone pays taxes in one form or another. Therefore, any damage done to this building, equipment, buses or books must be paid for with your own family's money.

It is not enough that you refrain from doing something to increase this cost to your parents, neighbors and yourself, but you also must help to protect the school by discouraging or reporting such activity of others. Remember! Most trouble starts as fun!

School Spirit

School spirit may be divided into three categories:

1. Courtesy - toward teachers, fellow students, and the officials.
2. Pride - in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to win and lose gracefully. School spirit means loyalty to all functions of the school.

A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

School-Sponsored Clubs and Activities

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 in accordance with Board Policy.

School Dances

Only Harding students and their guests are permitted to attend school dances. Students are encouraged to carry their school I.D. card to these functions so as to identify themselves as a student. Middle school students are not permitted to attend Harding High School dances.
Junior/Senior Prom

This event is for Harding High School students who have the rank of Junior or Senior. Freshmen and sophomores are allowed if they are invited as a date by a Junior or Senior. All guests will abide by the rules

and regulations of the Marion Board of Education. Anyone in violation will be asked to leave the Prom. We regretfully inform parents that they are not invited to the Junior/Senior Prom or Senior Breakfast.

Athletics

The Marion City School District believes that athletics are an integral part of our educational system aimed toward the development of the total personality of each individual participant. To achieve this goal we feel that our student athlete must be made aware of their responsibilities as athletes and commit themselves to a set of rules and regulations. Participation in athletics, as well as any other extracurricular activity, is a privilege and must be realized as such.

To be academically eligible to participate on a Harding High School athletic team a student must maintain a minimum grade point average of 1.5 in no fewer than five one-credit courses or the equivalent per nine week grading period. No participant may receive more than one failing grade per period. A grade of incomplete will be considered as a failing grade in computing the GPA until all work is completed.

No student athlete shall use, consume, purchase or possess any mood altering chemicals or drugs. The possession of drug paraphernalia is also strictly prohibited. Mood altering chemicals include, but are not limited to narcotics, depressants, stimulants, anabolic steroids, counterfeit drugs, marijuana, alcohol, tobacco, and prescription drug (unless authorized by a prescription from a licensed physician and kept in the original container with the athlete's name and directions for proper usage). Violation of this rule may result in dismissal from any or all athletic teams for a period of time ranging from a portion of a sport season to the remainder of the academic career. At any time a student athlete is denied participation from a team for a code of conduct violation, a chemical assessment will be required for reinstatement on an athletic team. The complete text of the Code of Conduct is printed in the Student Athlete Handbook.

Academic Eligibility

Academic eligibility will be explained to all interested participants prior to enrolling in the sport or activity. Each participant and parent / guardian will sign saying they have read and understand eligibility requirements.

Student Employment

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first contact the Guidance Office to discuss any legal requirements and to obtain any required documents.

Student Attendance at School Events

The School encourages students 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.

Section IV - Student Conduct

Attendance

Attendance is essential for student success. It is important that students be in attendance each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities which cannot be replaced by individual study.

Reporting absence

Amended Substitute Bill 321 "The Missing Child Act" says: "The Board of Education of each school district shall adopt a written policy with respect to the notification of a student's parents, custodial parent, guardian, legal custodian or other person responsible for him when the student is absent from school." Accordingly, Harding High School policy shall be:

1. Parents are required to notify the school on the day that a student is absent.
2. For those students whose parents do not report the absence of a student, a person is designated to notify the parent of the absence.
3. The notification will be by telephone on the day of absence.
4. Parents will provide current home, work, and emergency telephone numbers to the school.

Absence - full make-up work will be permitted in the event of:

1. Personal illness.
2. Illness in the family requiring the student to be at home.
3. Death in the family.
4. Funeral and court appearances are remitted absences. UPON RETURNING TO SCHOOL, EXCUSES MUST BE RETURNED TO HARDING HIGH SCHOOL WITHIN 10 SCHOOL DAYS.
5. A medical excuse is a written excuse signed by a doctor with the date of absence noted. This will always be considered as a remitted absence. When there is a question of the doctor's excuse, further verification may be necessary. UPON RETURNING TO SCHOOL, EXCUSES MUST BE RETURNED TO HARDING HIGH SCHOOL, EXCUSES MUST BE RETURNED TO HARDING HIGH SCHOOL WITHIN 10 SCHOOL DAYS.
Forgery of a medical excuse will result in suspension.

6. A college day is permitted beginning the second semester of the junior year and during the senior year. A college day may not be used on the day before or the day following school vacations. A Principal must approve all "out of state" college visitations. Applications for college days are available from any of the guidance counselors and must be properly completed. Students will receive one college day, which will not reflect as one of the nine absences during the academic year if proper procedures have been followed on the college day form. Military days for students considering the Armed Services follow the same rules and procedures as college days except a military day form is used. No college day will be given to visit OSUM or Marion Tech. Any subsequent college visits will count against the students seven days of absence.

College days after May 1st will only be given when the visit is required by the institution. Verification will be done by our guidance staff.

Student responsibilities for school sponsored activities include:

1. Contact every classroom teacher for assignments that are due. This is done in advance of the trip or activity.
2. Failure to complete assignments or make-up tests will result in the day missed being counted as an unexcused absence and the student forfeits perfect attendance in that class. It also results in a failing grade for that day's work.
3. Students must provide permission forms if requested.

School Attendance Policy

All students who have perfect attendance for the entire school year will receive a gift. Additional rewards may be provided to increase student attendance.

Midpoint of the 7-hour school day is 11:00. More than 3 hours absence due to check in or out during the same day is considered one half-day absence. This statement is required due to the computer attendance program.

Students should bring a written excuse from parents or guardians the day after an absence and submit the note to the Assistant Principal's office **BEFORE** reporting to homeroom.

Forgery of any excuses will result in disciplinary action.

All students will fail on the 5th day of absence in a given quarter.

Student A		Student B		
09 SEP	Parent call in	02 SEP	Absent- Unexcused	
10 SEP	Absent- Unexcused	08 SEP	Medical Excuse	
23 SEP	Medical Excuse	02 OCT	Absent- Unexcused	
08 OCT	Parent call in	13 OCT	Check Out	out 1:30
10 OCT	Suspension-In School	15 OCT	Absent - Unexcused	
13 OCT	Parent call in	16 OCT	Parent call in	
<p>Student A has a total of 4 unexcused absences (recorded as Parent call in and Absent-Unexcused) and 2 excused absences (marked as Medical Excuse and Suspension-In School). According to Marion Harding High School, Student A has a total of 4 unexcused absences. Student A will not fail the quarter based on attendance.</p>		<p>Student B has 5 unexcused absences (recorded as Parent call in, Absent-Unexcused, Tardy Unexcused, and Check Out). According to Marion Harding High School, Student B has a total of 4 unexcused absences to their 1st- 9th period classes, and 5 unexcused absences to their 10th period class. Student B will not fail 1st-9th periods based on attendance. Student B will fail 10th period based on attendance.</p>		

Truancy

Truancy is a major offense and is in violation of the Ohio attendance laws. Ohio law requires all children of compulsory school age to attend school. A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or fifteen (15) or more school days in one (1) school year. Absence from school may result in a complaint being filed against the child in Marion County Family Court. If the Court determines that the child has been habitually or chronically truant from school, the Court is authorized to impose any of the following orders:

- A. Place the child under probation supervision;
- B. Require the child to attend an alternative school;
- C. Require the child to participate in any academic or community service program.
- D. Require the child to participate in substance abuse counseling or medical/psychological treatment. A child's violation of any of these orders may result in additional sanctions; including placement in a juvenile detention facility.

Ohio law also requires that a parent/guardian of a child causes the child to attend school. Failure to cause a child to attend school may result in a

complaint being filed against the parent/custodian in Marion County Family Court. If the Court determines that the parent/custodian has failed to cause the child to attend school, the Court is authorized to impose any and all of the following orders.

- A. Require the parent/custodian to post a bond up to \$500.00, subject to forfeiture if school truancy continues.
- B. Require the parent/custodian to perform up to 70 hours of community service;
- C. Require the parent/custodian to participate in a truancy prevention mediation program. A parent's violation of any of these orders may result in additional sanctions, including incarceration in the Multi-County Correctional Facility.

When a student is absent from school, class, study hall or other assignments without previous knowledge or permission of his/her parents and the school they are considered to be truant.

Violations will result in suspension, expulsion or court proceedings.

No make-up work is permitted for each day of truancy.

Late to school/class

A student who is in the room at the tardy bell is on time. The first time a student collects three tardies to any given class, parents will be contacted. After 5 tardies to any given class (including study hall) the student will be assigned a 1 hour detention after school (Tuesday / Thursday School). Two opportunities will be allotted for a student to serve their Tuesday / Thursday School or additional consequences will occur. After 8 tardies to any given class the student will be assigned to ALC for 1 day. On the 10th tardy the students nine weeks grade will be lowered by one letter grade. After 10 tardies to study hall the student will be assigned to ALC for 3 days. When a student is late to class 10 times in a pass/fail course, the student will fail for the nine weeks. Subsequent tardiness will be considered insubordination and may result in further disciplinary action. If a student misses more than one-half of the instructional time, he/she will be counted as absent.

Students habitually late to school will be identified as being truant.

Leaving the building

Students are expected to be in their classes or assigned areas at all times. Students who find it necessary to leave the building at any time, even at the request of a teacher, should report to one of the Assistant Principals and receive permission to sign out and leave the building. This permission is secured through the Assistant Principal's office or the Nurse's office prior to any student leaving the building. Deviation from this procedure results in the student being **truant**.

Student pass system

Each teacher will give a student an identifying hall pass to be excused from an assigned area. This pass must be carried in plain sight so that anyone passing you in the hall will be aware that you are officially excused for a purpose. It will not be general practice to give a student a permanent pass to a school area from study hall or class without a schedule change.

Locks for lockers

Each student will be issued an individual locker. A lock is to be furnished by the student and placed on the locker. It is suggested that you purchase a lock since you, not the school are responsible for books and supplies stored in your locker. The school is not responsible for lost books or materials. If the occasion arises that the lock on your locker needs to be removed, report to the Assistant Principal's office and get a permission slip, and then the lock will be removed.

Code of Conduct

Revised law of State of Ohio - Grounds for suspension or expulsion. As a general rule, a pupil may be properly expelled or suspended for an infraction of, or a refusal to comply with a reasonable rule or regulation of the school authorities. In addition, a student may be expelled or suspended for persistent disobedience, insubordination, or other misconduct for which no formal rule is prescribed and government of the school authority to determine what constitutes disobedience or misconduct justifying expulsion, or suspension, within the limitations that it shall have an injurious effect upon the discipline and government of the school. A student may suffer suspension or expulsion for his insulting language or behavior towards the teacher or in the presence of other pupils, continued absence without satisfactory excuse; refusal to obey proper orders; refuse to give the name of a pupil who has been guilty of a breach of rules when he knows who it is; using profane or obscene language, disrespect towards school authorities in or out of school; for immorality, drinking, smoking, or conduct whether on or off the school premises. The right of expulsion exists without regard to the pupil's conduct where acts of parents interfere with school discipline or where parents refuse to submit themselves to Board rules.

Student Discipline Code

Disciplinary Offenses

ALL DISCIPLINARY OFFENSES WHETHER THEY OCCUR IN SCHOOL, AT SCHOOL FUNCTIONS, ON SCHOOL GROUNDS OR WITHIN THE SCHOOL SAFETY ZONE MAY RESULT IN DISCIPLINARY ACTION AS PRESCRIBED BY SENATE BILL ONE.

The Board of Education of the Marion City Schools declared School Board Policy that certain student misconduct will be grounds for suspension or expulsion of students from school. Such misconduct is defined to include, but not be limited to the following acts:

1. Failing in a substantial number of instances to comply with directions of teachers, during any period of time when the student is properly under their supervision, where such failures constitutes an interference with school purposes. The failure of a student to comply with any school rule at any school sponsored activity or who fails to obey a school employee exercising his/her assigned duties shall be considered insubordinate. This may be a home referral or suspension.
2. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, hazing, or other comparable conduct, constituting an interference with school purposes or the operation of a school, or urging other students to engage in such conduct.
3. Occupying any school building or grounds without permission of the school administration; blocking the entrance or exits of any school building or property; firing, displaying, having in possession or threatening use of weapons to include firearms, knives, explosives, or counterfeit examples of such on the school premises in any unlawful purpose; attempting to prevent the operation of any school or educational function; and continuously and intentionally making any noise either verbally or through the use of electronic beepers, or acting in any manner as to interfere seriously with any teachers ability to conduct the education function under his or her supervision.
4. Causing or attempting to cause damage of valuable property, or stealing or attempting to steal private property on school grounds or during an educational function or event off school grounds. Ohio revised code allows school districts to hold parents responsible for up to \$10,000.00 damage caused by the irresponsible act of a student.
5. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to a school employee.
6. Causing or attempting to cause bodily or emotional harm to any student. This includes sexual harassment (complaint must be filed within 72 hours of the incident).
7. Threatening or intimidating any student for the purpose of obtaining money or something of value from such students.
8. Bullying is an intentional written, verbal or physical act that a student has exhibited toward another particular student more than once an the behavior causes both mental or physical harm

to the other student is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Cyber-bullying includes any bully associated with any form of electronic media. Any activities or events of which the effects occur on school grounds are strictly prohibited.

9. Possessing, handling or transmitting any object that can reasonably be considered a weapon.
10. Possessing, using, transmitting or being under the influence of any narcotic, drug, amphetamine, barbiturate, marijuana, alcohol beverage or intoxicant of any kind.
 - a. on the school property during and immediately after school hours
 - b. on the school property or any other time when the school is being used by any school group
 - c. off the school property at a school activity, function or event.
11. Engaging in the unlawful selling of narcotics or other violations, which constitutes a danger to other students, or an interference with school business.
12. Engaging in any activity forbidden by the laws of the state of Ohio, which constitutes an interference with school purposes.
13. Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent from school when there is an attempt to evade the School Attendance Law, or excessive absences.
14. Failing to comply with the smoking restriction for school buildings, school grounds and school buses. Students are not permitted to smoke, use smokeless tobacco, or be in possession of tobacco, tobacco products, or paraphernalia at any time in the school building, school buses, or on school grounds. This applies to all school sponsored activities as well as the regular school day. A lighted cigarette in the hand of a student will be considered an act of smoking.
15. Engaging in any form of gambling. This includes but not limited to: playing cards, flipping or matching coins, rolling dice or any other form of gambling for anything of value.
16. Refusal to identify self. All persons must, upon request, identify themselves to proper school authorities in the school building or on grounds or at a school sponsored function.
17. Failure to adhere to the rules regarding the right to publish. Freedom of expression in student publications is to be scrupulously observed by the administration and faculty. It is the responsibility of the professional staff to define the limits of students' freedom of speech respecting school affairs to

maintain a school atmosphere conducive to an orderly program of learning.

18. If a student of compulsory age withdraws from school, the Superintendent may notify the Bureau of Motor Vehicles and the juvenile judge. The Bureau will then immediately revoke the driver's license of said student and deny driving privileges until age 18. If a student fails a semester due to excessive absence, his or her name may also be sent to the Bureau and the court system for revocation of driving privileges.
19. Failure to adhere to the regulations regarding student dress and grooming, pursuant to authority granted under Revised Code 3323.20, the Marion City Board of Education establishes the following dress code and grooming policy, which shall apply in the Marion City School District.

Public display of affection

This is out of place in the school. Failure to comply may result in a parental contact and further action.

Loitering in the halls or restrooms

Students who are in the hall or restrooms during class time must have a pass from a faculty member, or they are considered truant.

Faculty and staff will be respected at all times.

Gang Policy - Marion City Schools

The Marion City Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the school building and causing disruption to the academic process. A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civic organization and which has no acceptable social goals. As a result of these beliefs, the Marion City Schools hereby forbids all gangs and gang activities from school buildings and school property at all times. A student shall not: participate in gang-related activities; appear with or wear gang identifications such as attire, colors or clothing; designate boundary or turf; participate in hazing, initiation, or recruiting activities; or deface property with gang graffiti.

Use of tobacco

Smoking, tobacco use, and possession of tobacco are prohibited by the Board of Education policy. Violation of this rule will result in the following penalties:

Smoking of or use of tobacco

- First Offense 3 days out of school suspension
- Second Offense 5 days out of school suspension and possible expulsion

Possession of tobacco

- First Offense Confiscation of material and notification of parents
- Second Offense 3 days out of school suspension
- Third Offense 5 days out of school suspension and possible expulsion.

It is a violation of the Ohio Revised Code Section 2927.02 to use, consume, or possess cigarettes, other tobacco products, or papers used to roll cigarettes. If found guilty by the Juvenile Court, the student may be fined up to \$100.00 and the Drivers license may be suspended for 30 days.

Use of alcohol, and drugs

Possession of drugs and/or drug paraphernalia are prohibited. Board of Education policy does not permit use of alcoholic beverages, or drugs on school grounds, or at any school function. This would also include any attempt to buy, sell, or receive drugs with or without actual possession. Violation of this rule will result in a suspension or expulsion.

Counterfeit drugs

1. "Counterfeit controlled substance" is defined in the following ways:
2. Any drug, drug container or label that bears trademark, trade name, or other identifying mark used without the owner of the rights to such trademark's authorization.
3. Any unmarked or unlabeled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it.
4. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance.
5. Any substance other than a controlled substance that one would reasonably believe to be a controlled substance because of its similarity in shape, size and color, labeling, packing, distribution, or the price for which it is sold or offered for sale.

The following penalties relate to the making, selling, and possession of counterfeit drug (ORC22929.01,2925.37). Possession of counterfeit controlled substance - misdemeanor of the first degree: if second offense, a felony of the fourth degree.

1. Making, selling, offering to sell, or delivering any known counterfeit substance; making, possessing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) a felony of the fourth degree for a first offense, a felony of the third degree for subsequent offenses.
2. Selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) a felony of the third degree and felony of the second degree for subsequent offenses.
3. Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

Student Dress and Grooming

The Marion City Board of Education establishes the following student dress and grooming policy, which shall apply to all schools in the Marion City School District.

This policy is formulated to serve the following purpose:

1. To encourage young people to follow a mode of dress and grooming consistent with acceptable standards for students attending school.
2. To provide uniform guidelines for students, parents and school personnel.
3. To facilitate a proper, safe school atmosphere and learning environment which is void of disruption of any nature.

All students shall dress and groom in a manner that displays neatness, cleanliness, decency, modesty, and respect for others. In the best interest of the educational program, extreme or unusual styles are not acceptable. Administrative personnel are charged with the responsibility of enforcing this policy

The following additional specific limitations shall be observed:

1. The unacceptable shall include but not be limited to: objectionable lettering, symbols, patches, and/or insignia as defined by administrators charged with this responsibility.
2. Hair shall be well groomed.
3. Facial hair shall be well groomed.
4. Shorts for boys and girls shall be permitted from the beginning of the school term until the end of the school term. Shorts worn by girls and boys shall adhere to the standards of modesty and decency. Cut offs and tight bike shorts will not be permitted. The inseam must be at least 4 inches in length.

5. Spaghetti straps, tank tops, muscle shirts, and off-the-shoulder shirts will not be permitted.
6. Garments will be considered inappropriate if they show undergarments, chest, cleavage, buttocks, or belly when the student stands, sits, bends, or raises the arms.
7. Girls skirts will be long enough so that undergarments will not be exposed.
8. Undergarments will be worn at all times.
9. Open footwear is acceptable, however, bare feet will not be permitted. Hosiery or socks will not be required.
10. No hats, hoods or head scarves will be worn by any student while the student is inside the building.
11. No pajama bottoms, tops or slippers are permitted.
12. Holes in pants may be no higher than the acceptable length of decency required for shorts.
13. The wearing of chains sewn into clothing will be allowed; any other form of chain display will not be permitted.
14. Attempts by students to call undue attention to themselves and/or disrupt the teaching-learning process shall not be permitted. This would include but not limited to inappropriate or extreme dress; distracting and/or unnatural hairstyle or color (to include but not limited to blue, green, pink, etc.); distracting body piercing; or gang related dress (including bandannas); gang related jewelry; or clothing that advertises or displays tobacco, drugs or gang colors and insignias or references in any form.
15. Continued or flagrant abuses of this dress code may lead to disciplinary actions.

(Adopted date: December 14, 1987) Revised date: 2009

Electronic devices at school

Students will not be permitted to use any electronic devices (excluding calculators) from 7:30 a.m. - 2:30 p.m. (cell phones, i Pods, MP3 players, palm pilots, CD players, laser pointers etc...)

If a device is visible or gives off an audible signal, the entire device (cell phone, battery, ear phones, etc.) will be confiscated and sent to the Assistant Principal's Office where the following guidelines will be observed:

- 1st Offense - Student warning and pick up
- 2nd Offense - Parent pick up
- 3rd Offense - 3 Days of ALC and Parent pick up
- 4th Offense - Parent pick up
- 5th Offense - 3 Days of ALC and Parent pick up.

Students with repeated violations of this rule may receive other disciplinary consequences.

Substitute teachers

A substitute teacher is to be treated with the same respect as a regular classroom teacher.

Discipline

Alternative Learning Center (ALC)

Philosophy - Student discipline should be designed as much as possible to create a positive change in the student's behavior. The Alternative Learning Center provides the social separation and intensified academics needed for a positive approach.

Educational Diversion Center (EDC)

In the event that ALC has been shown ineffective in promoting self-discipline, students may be assigned to the Education Diversion Center. This program provides additional social separation and intensified academics. Students are to report at 7:30am and are dismissed at 1:30 as well as required to bring their own lunch and drink. Transportation will not be provided. Students will complete the regular coursework.

SMART school

Truancy is a major offense and is in violation of the Ohio attendance laws. Ohio law requires all children of compulsory school age to attend school. Absence from school may result in a complaint being filed against the child in Marion County Family Court. Students who have failed on days may be placed in Smart School. Currently, Smart School is located in a modular at George Washington Elementary. These students have lost all credit for the semester but may participate in credit recovery using an online program.

Out of school suspension

A student may be suspended from one to ten days by an administrator because of a serious offense or repeated misbehavior. The home is to be notified of a student's suspension by telephone immediately if possible, and by mail within 24 to 48 hours.

Out of school suspension results in the loss of the privilege to participate in school, extracurricular and co-curricular activities during the time of the suspension. While on suspension the student's daily work cannot be made up for credit. A student's attendance will not be impacted until after the fifth day of suspension in a semester. Make-up of major projects and tests will be determined at the discretion of the teachers.

In summary:

1. The principal/assistant principal may suspend. Each suspension will not exceed ten school days.
2. Due process shall consist of:

- A. The administrator will give written notice of the intention to suspend the student. The notice will have the reason for the action. Parents will be contacted by phone whenever possible.
- B. The student will have an opportunity to appear at an informal hearing before the principal/assistant principal to explain the situation. The hearing will take place immediately in most cases. Due process is guaranteed to the student.
- C. The student and/or his parents may appeal a suspension to the hearing officer of the Marion City Schools. Appeals may be made for failure to comply with due process.

Expulsions

- A. The Superintendent of Schools may expel a student for a maximum of 80 days. This may extend into another semester or school year.
- B. The Superintendent may expel a student for a period of one (1) year for bringing or possessing a firearm or knife to a school building or on to any other property owned, controlled or operated by the Board, to an interscholastic competition, an extra-curricular event, or to any other school program or activity that is not located in a school or on property that is owned or controlled by the board. This may extend into another semester or school year.

Exclusion

The Superintendent of Schools may permanently exclude a student from attendance in a school district. This action may be taken in cases of felony weapons charges. Sec. 2923.122 makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance into or on any property owned by or controlled by or to any activity held under the auspices of a school.

Search and Seizure

The Marion City Board of Education, in compliance with the Ohio Revised Code, addresses the issue of student lockers and personal items in Policy JFG as follows: "The right of inspection of student's school lockers or articles carried upon their person or vehicles parked on school property is inherent in the authority granted school boards and administrators and should be exercised so as to assure that the school, in exercising its "in loco parentis" relationship with their children, will employ every safeguard to protect the well being of those children. Nevertheless, the exercise of that authority places unusual demands upon the judgment of school officials. Therefore, that authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and

good order, or promote the safety and security of persons and their property within the area of educational responsibility." **It should also be noted that periodically the Marion City Police or Marion County Sheriff may conduct searches using their canine units. At no time is a student personally searched using these dogs.**

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. The School will follow all policies outlined by the Board of Education as well as State and Federal guidelines in this area.

Section V - Transportation

Bus Transportation to School

All students must complete permission forms that will be distributed by the driver, approved or disapproved by the transportation supervisor. Students and parents wishing to appeal decisions must contact the Supervisor of Transportation.

Bus Conduct

Students who are riding to and from school or special field trips on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding the bus.

Self-Transportation to School

Driving to school is a privilege which can be revoked at any time. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School. All student with cars are required to fill out the Vehicle Registration Form in the Assistant Principal's Office in order to receive the proper parking permit for Harding High School. Any person driving for a school sponsored event or field trip must follow Harding Athletic Department policy.

Student Parking

Student parking will be available to all students in the north lots only. There is NO PARKING in the bus drop off area between 6:00 a.m. and 4:00 p.m. daily. Students will be required to obtain a parking pass from the Assistant Principal's Office. The Harding Parking Pass should be in plain sight. There will be a charge for the parking pass.

Photo/video Release Information

During the school year, photos/video will be taken by school district staff members for use in media and school district publications. **If you do not wish your child to be photographed** for those purposes, please complete the form below and return it to the school office. Public performances or events are exempt.

Name of Student _____
School Attending _____ Grade _____
Name of Parent/Guardian _____
Address _____
Phone _____ Date _____
Parent/Guardian Signature _____

ASVAB CAREER EXPLORATION PROGRAM

By law public schools in Ohio release directory information on juniors and seniors to the military except for those students whose parents "OPT OUT". If you wish your students ASVAB results not to be released please complete the form below and return it to the guidance office. We use the ASVAB as a career exploration tool for our students.

Name of student _____
School _____

Parent Information and Resource Centers Located in City of Columbus

The Ohio PIRC (Parent Information and Resource Center) provides parents, families, students, educators, and the community with information, resources, and training as mandated by the *No Child Left Behind Act*.

The Columbus Urban League in partnership with the Columbus Public Schools is now beginning the second year of a grant funded by the U.S. Department of Education, Office of Innovation and Improvement, to support parents, families, and professionals to learn about "No Child Left Behind" legislation, Ohio's Academic Standards, and the importance of family involvement in schools.

Ohio PIRC also provides services statewide to parents, families, schools and organizations through training, information and referrals, educational/social service consultation, support for family involvement. Technical assistance and workshops and presentations.

<u>Ohio PIRC main site:</u>	<u>Satellite locations</u>
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Columbus Urban League 788 Mount Vernon Ave. Columbus, OH. 43203 (614) 372-2320 1-866-253-1829	Linmoor Middle School 2001 Hamilton Avenue Columbus, OH. 43211
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Shepard Center
873 Walcutt Avenue
Columbus, OH. 43219

South Side Settlement House
310 E. Innis Avenue
Columbus, OH. 43207

Visit the Ohio PIRC website: www.phiopirc.org

Requests for Teacher and Paraprofessional Qualifications

As part of the No Child Left Behind Act of 2001, you may request information regarding the professional qualifications of your child's classroom teacher(s). Your inquiry may include if the teacher has met state licensing requirements for the grade level and subjects they are teaching; if the teacher is teaching under emergency or provisional status; the teacher's college degree major, graduation certification, and their educational field of discipline; or if your child is receiving Title 1 services from a paraprofessional (and if so, their qualification). If you wish to request this information, please contact our school office.