

# **Trimble High School**

## **Student Handbook 2018-2019**

### **Trimble Local Mission Statement**

The mission of Trimble Local School District is to be the supporting force in our community by providing excellence in student achievement for all.

### **Trimble High School Mission Statement**

The mission of Trimble High School is to provide a safe, nurturing environment for maximum student performance.

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**Matt Curtis, Principal**  
**Laci Thomas, Guidance Counselor**

**This agenda belongs to:**

Name\_\_\_\_\_

Address\_\_\_\_\_

Town/State/Zip\_\_\_\_\_Phone\_\_\_\_\_

## Trimble High School PBS Matrix

	Courteous	Accountable	Teamwork	Safe
Hallway	<ul style="list-style-type: none"> <li>◆ Walk on right side of hallway</li> <li>◆ Use appropriate language</li> <li>◆ Respect school property</li> </ul>	<ul style="list-style-type: none"> <li>◆ Have a pass</li> <li>◆ No Public Displays of Affection (PDA)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use time efficiently</li> </ul>	<ul style="list-style-type: none"> <li>◆ Obey traffic flow</li> <li>◆ Walk at all times</li> <li>◆ Listen to directions by all adults</li> </ul>
Locker	<ul style="list-style-type: none"> <li>◆ Follow rules</li> <li>◆ Close your locker gently</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use assigned locker</li> <li>◆ Know what you need before you go</li> <li>◆ Have a pass if not a scheduled locker time</li> </ul>	<ul style="list-style-type: none"> <li>◆ Keep locker clean and organized</li> </ul>	<ul style="list-style-type: none"> <li>◆ Get materials quietly</li> <li>◆ Keep book bag and belongings off floor</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>◆ Ask permission</li> <li>◆ Use pass</li> <li>◆ Respect one another's privacy/space</li> <li>◆ Wash hands with soap</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use restroom closest to class</li> <li>◆ Report any problems</li> <li>◆ Keep area clean and graffiti-free</li> </ul>	<ul style="list-style-type: none"> <li>◆ One pass at a time</li> <li>◆ Flush</li> <li>◆ Use dryer properly</li> </ul>	<ul style="list-style-type: none"> <li>◆ Respect others and school property</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>◆ Use appropriate language</li> <li>◆ Have money ready</li> </ul>	<ul style="list-style-type: none"> <li>◆ Only enter during your lunch period</li> <li>◆ Keep food on tray</li> <li>◆ Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>◆ Enter/Exit in orderly fashion</li> <li>◆ Return to your seat</li> </ul>	<ul style="list-style-type: none"> <li>◆ Use table manners</li> <li>◆ Walk</li> <li>◆ Follow teachers' directions</li> <li>◆ Stay seated</li> </ul>
Parking Lot	Park in assigned area before, during, and after school	Leave lot promptly Stay on right side of the road	Listen and follow adult directions Beware of surroundings Exit Tomcat Drive	Keep calm Walk Maintain safe speed
Computer Lab	Follow teacher directions No food or drink in the labs	Bring only required materials Respect the equipment	Leave lab equipment the way you found it Log off Turn off computers	Be patient Listen to your teacher Push in chairs when finished

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## TRIMBLE HIGH SCHOOL 2018-2019 CALENDAR

Aug	13	Teacher Inservice Day (No Students)
Aug	14	Teacher Inservice Day (No Students)
Aug	15	First Day for Students
Aug	30	Teacher Inservice Day (No Students)
Aug	31	No School (District Office on Duty)
Sept	03	Labor Day (All Offices Closed)
Sept	11	Midterm grades due
Sept	13	Midterm reports go home with students
Oct	08	Columbus Day-No School (District Office Open)
Oct	12	End of 1 <sup>st</sup> 9 Weeks/Teacher Inservice Day (No Students)
Oct	16	Grades due
Oct	18	Grade cards go home with students
Nov	06	Teacher Inservice (No Students)
Nov	13	Midterm grades due
Nov	15	Midterm reports go home with students
Nov	21	Parent Teacher Conferences (No Students)
Nov	22	Thanksgiving Day (All Offices Closed)
Nov	23	Thanksgiving Break (All Offices Closed)
Nov	26	Thanksgiving Break (District Office Open)
Dec	21	End of 2 <sup>nd</sup> 9 Weeks/Teacher Inservice Day (No Students)
Dec	24-31	Winter Break-No School (District Office Open)
Dec	25	Holiday (All Offices Closed)
Jan	01	New Year's Day (All Offices Closed)
Jan	02	Teacher Inservice Day (No Students), Grades Due
Jan	04	Grade cards go home with students
Jan	21	Martin Luther King Jr. Day-No School
Feb	05	Midterm grades due
Feb	07	Midterm reports go home with students
Feb	15	Parent Teacher Conferences (No Students)
Feb	18	Presidents' Day (All Offices Closed)
Mar	08	End of 3 <sup>rd</sup> 9 Weeks/Teacher Inservice Day (No Students)
Mar	11-15	Spring Break-No School (District Office Open)
Mar	19	Grades due
Mar	21	Grade cards go home with students
Apr	09	Midterm grades due
Apr	11	Midterm reports go home with students
Apr	19	Good Friday-No School (District Office Open)
May	07	Teacher Inservice Day (No Students)
May	22	Last Day of School, End of 4 <sup>th</sup> 9 Weeks, Grades Due
May	23	Teacher Inservice Day (No Students)
May	26	Graduation
May	27	Memorial Day-All Offices Closed

Teacher Inservice Days may be used as Makeup Days. Otherwise,  
Make-up days will be added to the end of the school year.

## **STUDENT RECORDS**

Directory information (student name, athletic team participation, attendance, graduation date, etc.) is available upon request. Parents and adult students may request that this information not be made available to others. Such request must be made in writing to the school principal. PLEASE MAKE SURE TO UPDATE ANY NEW INFORMATION AS SOON AS POSSIBLE, including phone numbers, addresses, etc.

## **CONFIDENTIALITY**

Trimble Local Schools adheres to the following law in regard to confidentiality of student records. The Family Educational Rights and Privacy Act (FERPA), 20U.S.C. section 1232g and the regulations that implement it (34C.F.R. part 99) apply to any public or private entity that receives federal funds. Parents have the right to review their child's "education record", defined as "those records, files, documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution or by a person acting for such agency or institution". When a student becomes 18 or is attending college, the right to view the records transfers to the student. Parents may request corrections of the records, with opportunity for a hearing if necessary. If a parent feels that their rights have been violated they may send a complaint letter to Mr. Hurd at 1 Tomcat Drive, Glouster, OH 45732. With some exceptions, personally identifiable information in a student's record, except "directory information" may not be released by the school to a third party without a parent's written consent.

## **DIRECTORY INFORMATION**

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a 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; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; or unlisted numbers not to be released.

Directory information shall not be provided to any organization for profit-making purposes.

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within ten (10) days after receipt of the Superintendent's annual public notice.

Some exceptions are: 1. A school may release information to school officials including teachers who have a "legitimate educational interest". 2. The education record can be sent to another school upon condition that parents are notified. 3. Personally identifiable data can be released for purposes of federal, state, or local audits, for law enforcement; and for some education research (provided the information will be destroyed when no longer needed). 4. Student education records can be released without prior consent in an emergency when the information is necessary to protect the health or safety of the student or other persons, and during investigations of acts of terrorism. Parents have the right to inspect, review, and request amendments to student educational records.

In accordance to Revised Code 3319.321 parents do have the option to send a letter to the school stating that they do not want their child to talk to an armed services representative. We do have representatives from the various branches of the armed services in our building throughout the year.

### **NON-DISCRIMINATION POLICY**

Trimble Local Schools has a non-discrimination policy and strives to be in full compliance with Title VI, Title IX, and Section 504 (Director of Special Education). Title IX officer is Mr. Curtis and Title VI b officer is Mr. Hurd.

## **STUDENT CONDUCT CODE/CONSEQUENCES**

### **Part I - Student Rights**

The Trimble Local School System recognizes the constitutional, legal, and moral rights of students. We recognize our responsibility to provide a safe, healthful, educational environment, and to provide an equal and appropriate education to all students regardless of race, religion, sex, national origin or handicap.

Students have the responsibility to conduct themselves in such a way as not to interfere with the rights of others in the pursuit of their studies or their duties. The building principal (or his authorized designee) is charged with the authority and the responsibility of maintaining discipline in the school.

School authority extends to school buses and school events (even outside school hours and off school property) that have a direct and immediate effect on school discipline and welfare.

Any student who engages in any of the actions described in Part II (Minor) or Part III (Major) below but not limited to the actions described below, are subject to the discretion and judgment of the principal or his designee(s), may face restriction, detention, Extended School, Saturday School, community service, suspension for a period of up to ten (10) days or other developmentally appropriate consequences and/or referrals to other appropriate agencies. Engaging in actions described in Part III may also result in expulsion for up to eighty (80) days. For more details on expulsions, please see page 22.

### **Part II - Minor Conduct Violations**

1. Willful or persistent tardiness to school or individual class (es).
2. Outside assigned area or leaving assigned seat or area without permission.
3. Throwing any object, including snow.
4. Insubordination or willfully failing to respond to or carry out, a reasonable request by school personnel or other authorized person(s).

5. Profane, obscene, or suggestive language, gestures or expression, or possession of any material or object containing such expression.
6. Entering or remaining in an unauthorized area without permission. Each building principal will designate restricted areas for students.
7. Abuse or misuse of furniture, equipment or supplies, including any use other than its designated function or purpose including misuse of computers, internet, etc.
8. Unhealthy, unsafe, immodest, or distracting clothing or equipment, including insufficient or excessive clothing or equipment. Prohibited apparel includes but is not limited to the following: items advertising drugs, alcohol, tobacco, or containing profanity or vulgar or offensive messages and abbreviated/tank tops. Male and female pants/shorts will be worn on the waist above the point of the hip so that no undergarments are shown. Shorts, skirts, and dresses must be mid-thigh in length. Leggings are not permitted. Shorts, skirts, or shirts of appropriate length must be worn over the leggings. Shirts will meet or extend past the top of the pant. All shirts must have appropriate necklines. Low-cut shirts revealing cleavage are not allowed. Tube tops, cut-off shirts, muscle shirts, tank tops, top/dresses with "spaghetti straps", and net shirts are not appropriate at school. Shoulders, side torso, and midriff areas must be covered. Hats, visors, bandanas or any other type of headgear will not be permitted in the building. Holes in pants that are above the knee area or holes/rips that are in inappropriate places will not be permitted, and students will be requested to change clothing. Hooded sweatshirts (hoodies) can be worn to school; however, the hood cannot and will not be permitted to be worn on the student's head inside the building or classroom. This coincides with the "no hat" policy of the district.
9. Eating in any area except the cafeteria without permission. Water must be in clear plastic bottles only. Water in a clear plastic bottle is the only beverage allowed in the hallway and



classrooms unless given specific permission by the classroom teacher.

10. Insulting, provocative, or contemptuous language or expression including racial slurs.

11. Falsely reporting incidents, false accusations, or giving false or recklessly inaccurate statements, obstructing an investigation by withholding information, or failing to report situations which threaten safety of people/property.

12. Horseplay, mischief, lack of self-control, especially any action which can result in self-injury, injury to others, or damage to property or equipment.

13. Persistent minor disturbances which affect instruction, the academic atmosphere of the school, or its orderly operation. This includes the use of any fidget toy including but not limited to, fidget spinners, rubiks cubes, stress balls, or other handheld items. These items are not allowed to be used during the school day.

14. Cheating-Students may be given a score of 0 without the opportunity to make up the assignment when cheating is discovered.

15. Forgery

16. Gambling

17. Public displays of affection

18. Possession or use of radios, tape players, electronic or other games or devices including cell phones, pagers, iPods, CD players, etc., except those provided for instruction. Refer to cell phone/electronic device policy.

### **Part III-Major Misconduct Code**

1. Disruption or interference with the educational process, or normal function of the school including curricular, co-curricular, and extracurricular activities, and including school buses.

Students are responsible for knowing the policies for riding the bus which is a privilege that can be revoked at any time. State law says that schools are not required to transport high school students therefore good behavior is expected.

2. Vandalism, damage or destruction or attempting to vandalize damage or destroy private or school property.
3. Fighting or assault, including threats, intimidation, or inciting others to fight, threaten, or assault another, or forcing or threatening another person to do any act against that person's will, including inappropriate touching or interference with another person's clothing or accessories.
4. "Hazing" or "initiating", defined as doing any act, or forcing another, including the victim, to do any act of initiation into a student or school organization that causes or creates a risk of harm or mental or physical harm to any person.
5. Use, possess, distribute, conceal, or be under the influence, or exhibit behavior of a person using any dangerous, mind-altering or intoxicating substance, or drug, or anabolic steroid, or other dangerous controlled substance, or counterfeit controlled substance as defined in O.R.C. 2925.01 (P), including paraphernalia, etc.
6. Steal or transmit or be in possession of stolen property.
7. Leaving the school, classroom, bus, activity, or assigned area without written permission.
8. Possession of animals, firearms, ammunition, explosives, fireworks, matches, lighters, sharp or cutting or pointed objects, or other dangerous materials, or objects which may interfere with the safe operation of the school or school bus.
9. Possess, maintain, handle, transmit, or conceal any object which might be considered a dangerous weapon or instrument of violence.
10. Truancy, defined on page 14.
11. Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic event, extra-curricular event, or other school sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuf, or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, "vapor device",

and other substitute forms of cigarettes whether they contain nicotine or not, are prohibited.

12. Defiance, including refusal of assigned consequences.

13. Verbal/sexual harassment.

14. Misuse of a motor vehicle including excessive speed, passing loading or unloading buses, improper parking, failure to obey traffic laws, e.g. wear seat belt, etc.

15. Willful or persistent violation of reasonable school rules or procedures including, but not limited to, all rules stated in the Major and Minor Misconduct Codes.

#### **Part IV - O.R.C. 3313.66 (C)**

Any student who is age sixteen or over and commits any of the following serious crimes, in addition to criminal prosecutions, may be permanently excluded from the Trimble Local Schools by the Superintendent.

1. Conveying deadly weapons onto school property or at a school function.

2. Possessing deadly weapons on school property or at a school function.

3. Carrying a concealed weapon on school property or at a school function.

4. Trafficking in drugs on school property or at a school function.

5. Murder or aggravated murder on school property or at a school function.

6. Voluntary or involuntary manslaughter on school grounds or at a school function.

7. Assault or aggravated assault on school grounds or at a school function.

8. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.

9. Complicity in any of the above offenses, regardless of location.

A suspension or expulsion at the end of a school year may be extended into the next school year by the superintendent. An expulsion may extend beyond eighty days if permanent exclusion

is being considered. In addition, violations of local ordinances or violations of the Ohio Revised Code may be reported to the appropriate authorities for further action.

### **CELL PHONE/ELECTRONIC DEVICE POLICY**

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., paging devices/beepers, personal digital assistants (PDAs), and other devices designed to receive and send an electronic signal) in school, on school property, at after school activities and at school-related functions, provided that during school hours the cellular telephone or other ECD remains off and is stored in the students locker or automobile. Students may not USE CELLULAR telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Also, during school activities and on school vehicles when directed by the administrator or sponsor, cellular telephones and other ECDs shall be turned off and/or stored out of sight. When riding a school vehicle for extra-curricular activities the responsible adult may allow you to use your ECD with their permission only.

The use of cellular telephones and other ECDs that contain built-in cameras is prohibited in locker rooms, bathrooms.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Any student who is found to have their ECD out during school hours and/or used it in some way without teacher direction for instructional reasons, found to have made a call or texted on their

ECD, and/or contacted anyone on their ECD during school hours will face consequences from administration. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian or their designee after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

THS will use the following consequences for disciplinary actions.

1. phone taken and placed in a locked cabinet in the office until the end of the day for student to pick up / phone call home
2. phone taken and placed in a locked cabinet in the office until parent picks it up / phone call home
3. phone taken and placed in a locked cabinet in the office until parent picks it up / discipline assigned to student (ISD) / phone call home
4. phone taken and placed in a locked cabinet in the office until parent picks it up / discipline assigned to student (ISD, or out of school suspension and/or no electronics allowed by student on school property for the remainder of the school year / phone call home

The student who possesses a cellular telephone or ECD is responsible for its care. Students are responsible for any action that may occur due to the use of their ECD. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office at 767-3434. Students who are found to have used a cell phone to call home without office permission may be given consequences as outlined above.

**Bullying:** The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while en route to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social



relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

- D. ""Cyberbullying" - the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>) ]

The Board recognizes that cyberbullying can be particularly devastating to young people because:

1. cyberbullies more easily hide behind the anonymity that the Internet provides;
2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
4. the reflection time that once existed between the planning of a prank - or a serious stunt - and its commission is all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the

victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs of students;
4. posting misleading or fake photographs of students on web sites.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;

- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as **hazing**, consult Policy [5516](#).

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

### **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general will be age and content appropriate.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

#### **INCIDENTS WHICH OCCUR OFF SCHOOL PROPERTY**

Under the ORC, the school's jurisdiction has been expanded to include the right to discipline a student whose misconduct, regardless of where it occurs, is directed at a district official or employee, or the property of the official or employee. This can also include a school event that occurs on property not owned by Trimble Local Schools.

#### **CHAIN OF COMMAND**

Should a problem arise or any information be needed please follow the proceeding chain of command. Start with the teacher or person who would directly be involved with that problem area (eg; Attendance Officer for Attendance, Athletic Director for athletics, Cooks for cafeteria). Then please contact the principal followed by the superintendent and finally the board of education. This chain may be broken only in the event of a true emergency. Please follow this chain and be aware that we will follow this guidance as well to resolve any and all problems or concerns.

#### **HIGH SCHOOL CONSEQUENCES**

Administrative Hearing-meeting of the parent, student, administrator, and/or staff held in conjunction with Athens County Juvenile Court to review and make recommendations about the student's absenteeism, tardiness, and/or behavior.

Alternative School-The student is suspended from class, hallways, lunch, etc. Students will receive credit for both their academics and attendance provided they are in school and completing their work.

Emergency Removal-If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on school premises, then the Superintendent, principal or assistant principal may remove the student from curricular activities or from the school premises. A teacher may remove the student from curricular activities under the teacher's supervision, but not from the premises. If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing, as soon as practicable. No prior notice or hearing is required for any removal under this policy. In all cases of normal disciplinary procedures where a student is removed from a curricular activity for less than one (1) school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

Expulsion-the superintendent may recommend the removal of a student from school for up to 80 days or permanently for certain serious offenses, deadly weapon possession, drug trafficking, and serious crimes or complicity therein. Parents will be notified in writing of the intent to expel and may appeal to the Board of Education or its designee. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student.

Extended School- school days and times as assigned. Failure to attend E.S. on the assigned day will result in suspension unless a doctor's excuse is presented or permission is obtained from the principal in advance.

In School Detention-the student is suspended from classes, halls, etc. and will be assigned to complete work in a designated area. Student work will earn credit. Failure to complete work may result in more days being required to be served.

Out-of-School Suspension-the student is suspended from school attendance including extra-curricular activities. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time a suspension is imposed; fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

OSS days are considered unexcused and the student ordinarily earns "O" for all work missed.

Before an out-of-school suspension, a student will be given a notice of the intent to suspend and the reasons for the intended suspension. The student will have the opportunity for an informal hearing with the principal (prior to suspension unless it is an emergency removal.) If the student is suspended after the informal hearing, the parents will receive written notice of the suspension. (18-year-olds will need to sign a release for parent contact.) The parent/student may appeal to the superintendent or Board of Education/designee.

Permanent Exclusion - shall mean the student is banned forever from attending a public school in the State of Ohio.

Restriction List-use of school facilities may be limited, including driving privileges.

Saturday School- as assigned. Failure to attend will result in suspension and charges in juvenile court unless the student presents a doctor's excuse.

The administration reserves the right to determine the length of placement or amount of time spent per consequence. While consistency will be the top priority please know that not all situations are exactly the same.

**Extra-Curricular Participation:** Participation in extra-curricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein. Students prohibited from participation in all or part of any extra-curricular activity are not entitled to further notice, hearing, or appeal rights. This policy shall be posted in a central location in each school building and will be available to students upon request.

The Board recognizes the importance of safeguarding a student's constitutional rights particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following regulations:

**A. Students subject to suspension**

A student must be given both written notice of suspension and the reasons therefore and the opportunity to appear and respond to the charges prior to the suspension. An appeal may be addressed to the principal. Further appeal may be taken pursuant to procedures set forth in the Student Handbook. However, an appeal will not delay the suspension.

**B. Students subject to expulsion**

A student and a student's parent or legal guardian must be given written notice of the intention to expel and the

reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges.

The student and/or parent or legal guardian shall also be provided a brief description of the student's rights and of the hearing procedure. The Board shall act on any appeal to an expulsion.

The Superintendent shall ensure that all members of the staff use the above regulations when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents. The School district reserves the right to search all lockers on school grounds.

### **ATTENDANCE POLICY**

**SCHOOL DAY-** The school day begins the minute students arrive on the school grounds. The initial bell rings at 7:15 am to allow students to report to their lockers and prior to 7:35 am.

Students will be considered tardy if they arrive to class after 7:35 and/or students may be considered tardy if they are not in their classrooms ready to learn by 7:35. Students will not be released to parents/guardians who are visibly impaired. School is dismissed at 2:05.

The term chronic truant will no longer be used. Habitual truant refers to a child of compulsory school age who is absent from school with, or without legitimate excuse for the following number of hours (RC 2151.011): It is no longer days, attendance is calculated by hours. 30 or more consecutive hours, 42 or more hours in one school month, 72 or more hours in a school year.

Attendance officers shall file a complaint in juvenile court if :

The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year. The district has made meaningful attempts to reengage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication. The student has refused to participate in or failed to make satisfactory progress on the plan,



strategies, or alternatives.

**PHILOSOPHY** - Learning activities that take place in the school classroom are a vital part of the teaching and learning process. A day lost from the classroom can never be recaptured and the dialogue that has taken place between members of class cannot be duplicated. Thus, attendance at each assigned class period is very important.

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to school. The statutes governing school attendance are very specific and leave little option for school authorities to excuse children from school. Senate Bill 181, the "truancy bill," prescribes punishments for both students and parents, should a student be deemed a "habitual" truant by the courts. Trimble Local High School is obligated by law to report such cases to local authorities.

**TARDINESS** - Tardiness has proven to be detrimental to student's school performance. Students shall not be late to school or to their assigned classroom. Tardiness is a form of truancy. The administration realizes that morning emergencies happen to everyone: therefore every student's first two tardies to school or class of each semester will not be subject to discipline.

Student tardiness thereafter will follow the following discipline schedule by semester:

3 in a semester will result in an in-school detention placement.

Excessive tardiness of 7 or more in a semester will result in an in-school detention placement. The length of time will be determined by the number of times a student is tardy.

Tardiness also affects athletic eligibility. Students participating in athletic/co-curricular/after school activities must meet the attendance requirements in order to participate that day as outlined in the athletic handbook.

**EXCUSED ABSENCE** - Absence of students from school at the request of the parent/guardian, with the consent of school authorities, and in compliance with Section 3321.04 of the Ohio

Revised Code. The following are considered excused absences: Family calamity (bereavement), legal appointment, religious observance, doctor appointment, college visits, school-sanctioned activity, or such good cause as may be acceptable by the principal, school designee, or the school superintendent.

ABSENCES WILL ONLY BE CONSIDERED EXCUSED WHEN ACCOMPANIED BY APPROPRIATE DOCUMENTATION, I.E. DOCTORS EXCUSE, COLLEGE DAY FORM, FUNERAL NOTICE ETC.

"Excused absences" do not count toward loss of credit, but does when determining "Habitual" Truancy. An attendance contract may be negotiated with an 18-year-old student whose attendance becomes an issue.

**UNEXCUSED ABSENCE** - Absence of students from school at the request of the parent/guardian and not in compliance with Section 3321.04 of the Ohio Revised code. The following are examples of unexcused absences: personal illness without a doctor's excuse, family vacation, oversleeping, and car trouble, missing the bus, shopping, and suspension. Five (5) Parent notes of absence will be accepted in a semester to cover such types of absence. Parent excuses in the excess of five (5) will be marked on student attendance as parent note unexcused. All unexcused absences count toward loss of credit or determination of "Habitual", including tardies. A tardy note does count as one of five (5) allotted notes. Absence notes must be turned into office no later than 10 days after absence. Students with excessive absences may be denied field trip participation.

**NOTIFICATION OF ABSENCE** - Parents of students in grades K-12 must follow this procedure if their child/children will be absent from school on that day:

1) A telephone call to the school office. This call must be received in the office in a timely manner. Parents may leave a message on the voice mail system the night before.

Please keep in mind that the "Missing Children's Act" was brought about by the abduction of Adam Walsh. The outcome might have been different with a phone call. THESE PHONE CALLS DO

**MAKE A DIFFERENCE AND ARE APPRECIATED!**

2) A note confirming absence upon returning to school with date written, date of absence, student's first and last name, and reason for absence. Must have parent/guardian signature.

These notes are kept on file by the school for seven (7) years and must be available at all times for State Audits.

All absences are considered unexcused unless accompanied by a doctor's note, legal appointment note, school activity excuse, etc. A text or email does not constitute a valid note to be considered an excused absence.

Students who must leave during the school day for necessary and reasonable appointments must present a written excuse signed by a parent, explaining the nature of the appointment and the time to leave from school. The pre-excused note should be presented in the office before school on the day of the appointment or earlier. Students failing to do so will have their absence marked as unexcused.

**HEAD LICE** - Due to Health Department guidelines, a student with live head lice will be sent home by the school nurse. The day the student is sent home will be considered an excused absence limited to 3 times per year. If the child does not return the next day the parent may write a note and it will be considered one of the 5 parent excused notes per semester. After the five parent notes have been used the absences are considered unexcused.

#### **Perfect Attendance/Excellent Attendance**

Students who achieve perfect attendance (defined as 100% attendance each day, and all day, that the school is in session, and no tardiness) will receive a certificate of recognition and a \$50.00 check from the Ronald Essex Scholarship Fund. Smaller non-monetary incentives for each grading period for students with perfect and excellent (being absent and/or tardy no more than 2 times) attendance may be provided.

#### **LOSS OF CREDIT**

Students with forty two (42) hours or more of unexcused absence, and /or being tardy to class, or school in a semester may forfeit credit, for that semester.

Students with seventy eight (78) hours of unexcused absence and/or being tardy to a class/school in a school year may forfeit credits for that school year.

### **MAKE-UP WORK**

It is the responsibility of the student, not the teacher, to arrange for make-up work following an absence. Students shall have the number of days missed plus one day to make up missed work. For truancy cases, no make-up work is allowed and the student will receive a zero (0) on any work turned in or graded that day. Assignments that are not returned promptly will decrease by 10% for each day that they are late past the due date for the assignment.

**Instructional Materials:** Parents have the right to inspect instructional materials used by their child and request an alternative assignment. Parents may also review their child's records and request amendments to their child's folder.

If you feel your rights have been violated, you may contact Mr. Scott Christman, 1 Tomcat Drive Glouster, Ohio 45732.

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. For additional information, please see [policy 2465](#).

"Suspension/Expulsion of Disabled Students." of the school district's bylaws and policies.

### **Parent Portal**

The Infinite Campus Parent Portal is a safe and easy way for educators, parents, and students to share information online. The Infinite Campus Parent Portal allows you to become more involved in the academic progress of your child which will undoubtedly help your child be more successful in school. If you would like to have access please contact the district office at 767-4444.

### **Fees**

The Trimble Local School District shall waive fees assessed by the District only for students whose parent(s) or guardian(s) are unable to afford them. The Superintendent may, as deemed necessary, establish additional procedures to supplement the procedures established in this policy regarding the requests for the waiver of fees.

Additionally, the District may charge fees for tools, equipment, and materials, as specified that are necessary for workforce-readiness training that may be retained by the students after completion of the course.

### **Eligibility Standards**

Students eligible for a waiver of school fees include, but are not limited to, the following:

- A. Students who qualify for aid under Ohio Works First (R.C. 5107) or Disability Assistance (R.C. 5115).
- B. Students who qualify for free lunch under the National School Lunch Act.
- C. Students who are eligible to receive reduced price lunch or breakfast.

### **Notification to Parents**

- A. Annually the substance of this policy shall be communicated in writing to the parent(s) or guardian of all students in the District.

- B. The first bill or notice sent to parents or guardians who owe fees shall state:
1. The District will waive fees for persons unable to afford them in accordance with its policy.
  2. The procedure for applying for a fee waiver, and the name, address and telephone number of the person to contact for information concerning a fee waiver.

### **18 Year Old Students**

18-Year-old students do not have any more rights than younger students. The only real difference is that 18-year-old students can inform the office in writing that they would prefer that any official school mail be mailed to them. Students are still not permitted to be in possession of tobacco products during school or at a school function. All attendance policies are the same for all students regardless of age.

## **TRANSPORTATION**

### **Inclement Weather Bus Plan**

On Bus Plan A, buses will NOT run certain roads. Parents transporting students from routes not run in the morning must pick them up at night. Listen to the radio or ask for a list. This list will be posted on the district website: [www.trimble.k12.oh.us](http://www.trimble.k12.oh.us). On hour/two hour delay days, buses will arrive one/two hours late and school will dismiss at the regular time. On occasion, an unplanned early dismissal will occur, so please have a plan for your child ready for such occurrences.

### **Bus Riding**

Riding a bus as a high school student is considered a privilege and should be treated as such. Students are expected to follow all bus policies and should realize that they will be responsible for their own transportation if consequences such as not being allowed to ride the bus occur. Due to high numbers occurring on some routes please consider having your child walk where

appropriate. Students should get off the bus at their normal stop and at the first opportunity.

### **Bus Discipline Rules**

1. Students should take a seat immediately upon entering the bus.
2. Students shall obey the instructions and requests of the driver.
3. Students remain in their seats until time to leave the bus.
4. Students shall conduct themselves in an orderly manner while on the bus.
5. Students shall not be loud or use improper language, and keep hands and feet to themselves.
6. Windows may be adjusted **only** with permission of the driver. Hands, arms, objects must remain inside the bus - no waving or throwing objects out of the bus.
7. No littering on the bus.
8. No eating or drinking on the bus.
9. If a student damages a seat on a bus, restitution of seat will be charged to parent.
10. Possession of tobacco, alcohol, or drugs is prohibited.
11. Transporting live animals on the bus is prohibited.
12. Large objects, such as helium balloons, are prohibited on the bus.
13. Pupils shall wait until the bus comes to complete stop before standing to get off the bus.
14. If object brought on bus does not fit in a book bag it is not allowed to be brought onto the bus. (I.e. basketballs, footballs, volleyballs, baseballs, softball, etc.)

**Tri-County Career Center Students**

Tri-County bus students must provide their own transportation on days when there is an unscheduled cancellation (ex. snow day, flood day, power outage). Transportation will be provided to Tri-County students on scheduled days when THS is not in session and Tri-County is in session (ex. holiday, teacher work days, parent/teacher conference days). Please pay attention to the Tri-County Career Center Attendance Policy as this does affect credits that are earned towards graduation. If you have any questions please contact each school's attendance office.

### **Student Drivers**

Driving to school (parking on school property) is a privilege which may be revoked by the principal at any time. Students must register their vehicle with the designated parking lot attendant and sign a student driver policy. Students must obey the parking lot rules at all times. All student drivers will pay \$2.00 for a parking tag.

### **Inclement Weather/Other Emergencies**

The following communication systems will be used when hazardous road conditions, severe cold, high water, water line break or other unusual situations force the school to close as well as other emergency situations that occur during school hours.

Dialer: One Call Now

Radio: WAIS, WATH

Nelsonville T.V. Cable - Channel 15

TV Stations: Channel 4, Channel 6, Channel 10

Electronic: School Website: <http://trimble.k12.oh.us/>

Facebook: Trimble Local School District

[www.facebook.com/pages/Trimble-Local-School-District/151976051554088](http://www.facebook.com/pages/Trimble-Local-School-District/151976051554088)

Do not call the school or bus garage. Parents/guardians please make sure that you are registered under our "One Call Now" call system to receive phone calls about such situations. A form is sent home every year for updating contact information or you may call the office to make changes.



## **OTHER SERVICES/STUDENT CONCERNS**

### **Emergencies at School**

If you become sick, upset, lose something valuable, etc., report to the main office. Do not go to a student restroom.

### **Medications**

All medication, prescription or over the counter, must be registered with the school nurse.

### **Telephones**

The office phones are for emergency use only by office staff permission.

### **Book Bags**

Students who bring a book bag to school must keep them in their lockers at all times. Students are to go to their lockers before school to get the materials that they will need to start their day. Students may also go between class changes to gather materials that are needed for classes later in the day. No book bags will be permitted to be in the classrooms or hallways during normal school hours. This will also include cinch bags and excessively large purses.

### **Lockers**

Individual lockers are available for each student at THS. Lockers are the property of the board of education and lockers and their contents are subject to searches by school personnel. However, items in the locker are regarded as being within the student's possession. Therefore students need to be mindful of this and should not bring themselves or store for another student any items that are illegal or improper, as the holder of the locker is responsible for its contents. Lockers must be kept clean and students will be required to pay for damages, excess cleaning costs, etc. Locker problems should be reported to the office promptly. Due to our cell phone policy we realize the need to have a properly-functioning locker to keep the phones secure which makes it imperative that students report any problems immediately. The Trimble High School administration recommends that students keep their locker and combination to themselves and not to share a locker with anyone else.

### **Hallway Safety**

All students should show consideration for the rights of others during class change. Students should keep to the right while traveling through the hallways and doorways. A reasonable walking speed should be utilized, being careful to not block the doorways, areas by the water fountains and other areas that can become congested. Loud and boisterous talking indicates a lack of self-control. Please do not discard of any waste in the hallways. Running, jumping, and other means of horseplay is strictly prohibited.

### **Restroom Use**

The restrooms are not be used as student lounges during or between classes. Students should use the restrooms nearest to their area of operation.

### **Visitors Policy**

Parents and other adults are always welcome to visit our school. To meet with staff and students or visit classes, you must make prior arrangements through the Principal's office. All visitors must report to the main office before entering the halls. Students who wish to visit for educational purposes must obtain the principal's permission in advance. Infants and small children are not permitted to accompany students to school. Pets and any other animals are not permitted on school property.

### **Individuals with Disabilities at School Events**

Individuals with disabilities shall have an equal opportunity to purchase tickets for accessible seating for a single event or series of events during the same hours; during the same stages of ticket sales, including, but not limited to, presales, promotions, lotteries, wait-lists, and general sales; through the same methods of distribution; in the same types and numbers of ticketing sales outlets, including telephone service, in-person ticket sales at the facility, or third-party ticketing services, as other patrons; and under the same terms and conditions as other tickets sold for the same event or series of events.

Assistance animals used by persons with disabilities are permitted in all District facilities and at all school events. The

person must provide evidence of the animal's certification for that purpose. If the animal is still in training, proof of liability insurance is to be provided.

All notices, signs, schedules, and other communications about school events must contain the following statement:

"In accordance with State and Federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify appropriate personnel if they require a reasonable accommodation."

**Restraint/Seclusion:** In accordance with R.C. 3313.20 and in reference to Senate Bill 29, the use of corporal punishment (paddling) as a means of discipline is officially prohibited in the Trimble School District. This policy shall not prohibit the use of force or restraint in accordance with division (G) of Section 3319.41.

Persons employed by the Trimble Local School Board may, within the scope of their employment, use and apply such amount of force and restraint as is reasonable and necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of the student, for the purpose of self-defense, or for the protection of persons and property. The use of restraint as defined herein shall not be considered corporal punishment.

The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.

### **Library/Media Center**

The library/media center serves all students and staff and is a place for both research and pleasure reading. The Student Conduct Code is enforced at all times in the library. Students must be supervised at all times while in the library/media center. Books may be borrowed for up to two (2) weeks by students provided they have been given permission by the librarian or a THS staff member. The student must pay for any lost or damaged book he/she has borrowed.

### **Work Permit**

Applicants for work permits must have acceptable academic, attendance, and behavior records. Apply in the office.

### **Cafeteria**

During the lunch period, students are only allowed in the cafeteria. Other areas of the building are off limits unless the student has permission from the principal or a lunch supervisor. The 100 hallway restrooms are off limits during lunch periods. Unless students have been excused by the principal, they are expected to remain at school for lunch. Breakfast and lunch will be free for every student every day. A la carte items will not be able to be charged to an account.

### **Field Trips**

The Trimble High School administration realizes the importance of field trips as a part of the educational process. However, we reserve the right to tell a student(s) that they are not allowed to go on a field trip(s). Reasons for not being allowed to attend a field trip can include but are not limited to academic, discipline, or attendance factors.

## **GUIDANCE/CURRICULUM**

### **Guidance Counselor**

The Guidance Staff assists students with academic and vocational planning, as well as social/personal problems. Students or parents are welcome to review their personal records by contacting the Guidance Counselor and filling out a request of records form.

### **Talent Search/TRiO**

Talent Search offers tutoring, in school and after school homework assistance, college visits, help with OGT and ACT test preparation, and other services to help students grades 7-12 have a successful school year. The TRiO staff will work closely with the guidance counselor and principal to provide the best services. The TRiO office is located in the library and once a student is enrolled in the program they stay enrolled through graduation.

### **Preparation for College Entrance**

Students who plan to attend a college, university or other institution of higher education, must meet often with the guidance department to ensure that they meet all deadlines for college entrance testing, application for admission, and financial aid.

### **Procedure for College Visitation**

- 1) The student must schedule their own college visit in advance.
- 2) Obtain parent permission form and college visit form from guidance office.
- 3) Return forms to attendance office prior to scheduled visit.
- 4) After visit, return the visitation form to guidance office signed by college officer.

### **Scholarship Information**

Scholarship information is always available through Ohio Career Information System. The link may be accessed through the guidance website by both parents and students. In addition, national scholarship applications are available starting in October. Applications are available outside of the guidance office for student convenience. Local scholarships are usually available starting in January/February. Applications are available outside the guidance office for student convenience. Please be advised that while we are given some specific dates that not all scholarships are predictable in nature as to when they are received. If for some unforeseen reason Infinite Campus is unable to calculate GPA's at the semester break they will be hand-figured. This will guarantee that students who are applying for scholarships will be able to submit applications in a timely manner. It is suggested that students check with the guidance

counselor, the TRiO staff and the high school office frequently throughout the year for any new material.

**Foreign Exchange Students**

Any foreign exchange student who is eligible to attend Trimble High School will not be permitted to receive any local scholarships and will not qualify for ranking in their class by GPA. If a foreign exchange student is of senior status he/she may participate in the graduation ceremony, provided all THS requirements are met, but will not receive a diploma. Instead he/she will receive a certificate of attendance.

**Grade Level Assignments**

Revised Code 3313.609 states a student who has been truant on 10% or more of the required attendance days during the current school year and who has failed two or more required courses at his grade level cannot be promoted unless the principal and the teachers of the failed subjects agree that the student is academically prepared for the next grade level.

Students will be assigned to their appropriate grade at the beginning of each school year based on the following:

To be assigned to	Grade 10-	5 credits
	Grade 11-	11 1/2 credits
	Grade 12-	16 1/2 credits

Grade assignments will be made at the beginning of each school year and will be based on the credits earned at that time.

Assignments will not be changed for any student at any other time during the school year.

The following list of requirements is the minimum standards that have been mandated by the State of Ohio, Department of Education and/or the Trimble Local Board of Education. These standards are firm and cannot be compromised in any way.

**Graduation Requirements**

Trimble Local High School- 23 credits; Tri-Co JVS -21 credits  
English-4 including English 9-12.

Social Studies-3 credits including American History (1) and American Government/Economics (1).

Science-3 must include physical science and biology.

Math-4.

Health-1/2, Physical Education-1/2.

Starting with the graduating class of 2014 all students will need (1) fine arts credit as well as (4) math credits. Electives sufficient to meet the 23 unit minimum

See the Guidance Counselor for recommended course selection.  
**Schedule changes at student's request will not be made.**

Students MUST meet all requirements as established by the State of Ohio Department of Education and Trimble Local Board of Education to graduate.

Students who are on track to graduate will be given a form that outlines the specific criteria needed to walk at graduation and that needs to be signed by a parent/guardian and by the student. No students will participate in graduation ceremonies who have not met these standards.

Students must successfully pass all components of the testing as mandated by the state.

Students must meet attendance requirements adopted by the Trimble Local Board of Education.

If it is necessary to take a correspondence class for credit for graduation, all work must be completed and a passing grade received by the guidance office on or before May 20 of the year of graduation.

Any student who owes fees, has displayed major disciplinary problems, or has incomplete grades may not be able to participate in the ceremony.

## **TESTING DATES**

### **End of Course Exams:**

For the Class of 2018 and beyond, students will earn points toward graduation on seven end-of-course exams. These exams will replace the Ohio Graduation Tests. The courses in which students take an end-of-course exam will be: English I and II

(English Grade 9 and 10), Algebra I, Geometry, Biology, American History and American Government.

Students can earn from 1-5 points for each exam, based on their performance.

5 - Advanced

4 - Accelerated

3 - Proficient

2 - Basic

1 - Limited

Students must accumulate a minimum of 18 points from scores on their end of course exams to become eligible for a diploma.

Students who take American history or American government as part of Advanced Placement, International Baccalaureate, college dual credit or Credit Flexibility programs can use their scores from the programs' end-of-course exams in place of the state end-of-course exam scores to accumulate graduation points.

A student who earned high school credit in any of the above courses before July 1, 2015 and a required end-of-course exam was not available automatically will receive a score of three points per course exam toward the total points needed for graduation.

Middle school students who take one of these courses for high school credit must take the corresponding state end-of-course exam in this school year.

The dates for testing for the End-of-Course Exams are as follows:

EOC Retakes: December 4-7. School districts select 15 consecutive school days, including makeups, within each test window.

**English language arts**-March 25 to April 26, 2019

**Math, science, and social studies**-April 1 to May 10, 2019

**ACT:**

The ACT is a college entrance exam that is accepted by all 4-year colleges and universities in the United State. Students should pick a test date that is at least two months ahead of the application deadlines of all the colleges and scholarship agencies the student may want to apply to. Scores for the ACT (No



Writing) are normally reported within 2-8 weeks after the test date. Students of all grade levels in high school are eligible to take the ACT. It is the student's responsibility to register and pay all test fees to take the ACT. The TRiO office is of great assistance to register for the test.

<b>Test Date</b>	<b>Registration Deadline</b>
September 8, 2018	August 3, 2018
October 27, 2018	September 21, 2018
December 8, 2018	November 2, 2018
February 9, 2019	January 4, 2019

State law requires districts and community schools to administer the state-funded ACT or SAT to all grade 11 students in the spring of the school year. Testing will be on February 20<sup>th</sup>.

### **Types of Diplomas-Regular and Honors**

A Diploma will be earned by students who successfully complete the high school curriculum or Individualized Education Program (IEP) and who pass all required parts of the OGT or have accumulated enough points for the End-of-Course Exams prior to commencement, unless exempted from one or more parts of the test by the student's IEP. In addition, students must meet all state and board requirements for graduation.

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma.

Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. STEM Honors Diploma
5. Arts Honors Diploma\*

6. Social Science and Civic Engagement Honors Diploma

\*includes dance, drama/theatre, music and visual art.

<b>ACADEMIC HONORS DIPLOMA</b>	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	1 unit
GPA	3.5 on a 4.0 scale
ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher

<b>CAREER-TECH HONORS DIPLOMA</b>	
Math	4 units
Science	4 units, including 2 units of advanced science
Social Studies	4 units
World Languages	2 units of one world language
Electives	4 units of career-technical courses

GPA	3.5 on a 4.0 scale
ACT/SAT/WorkKeys	ACT: 27 or higher/SAT: 1280 or higher/WorkKeys: 6 or higher on Reading for Information and 6 or higher on Applied Mathematics
Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus.
Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.

**Please see the guidance counselor for questions concerning earning an Honors Diploma.**

### **Preparation Guidelines for Vocational School**

Our JVS requires a minimum of 10 credits for admission into vocational programs, and 11 credits for the tech. prep. program (including 1 Algebra I credit). These credits are broken down as follows:

English -2      Math -2      Science -2  
 Soc Studies -2 Health-1/2      PE-1/2  
 Fine Arts -1

Students must stay at least 2 weeks at Tri-County before coming back to Trimble High School to allow for a sufficient adjustment period. Also students after the 2 week requirement may not be admitted back to Trimble High School until the semester break.

This is to ensure that student's earn proper credit and give Tri-County a fair chance for educational purposes.

### **National Honor Society**

The selection process for members will be the responsibility of a faculty council at Trimble High School. This faculty council shall consist of five members appointed by the school principal. The principal shall act as the final appeal source for issues that may arise. The main points of the selection process include:

The annual initiation will be extended to juniors and seniors. To be eligible you must have and maintain a 3.40 cumulative grade point average. Students must be enrolled for at least one semester at THS.

Major emphasis in the selection process will be given to the four major tenets of the National Honor Society which are leadership, scholarship, service, and character.

Students must demonstrate these qualities by completing an application that outlines the certain activities in which they have participated as student at THS.

Members who do not maintain the standards for selection are subject to dismissal according to the by-laws of the Trimble Chapter of NHS. A complete copy of the bylaws may be obtained through the district website, [www.trimble.k12.oh.us](http://www.trimble.k12.oh.us), and then by clicking on high school, forms, and then National Honor Society.

### **Valedictorian and Salutatorian**

Valedictorian and Salutatorian are determined after 1<sup>st</sup> semester of senior year by class rank. Class rank is determined by the third number place to the right of the decimal point (thousandths' place) on a weighted scale.

### **Educational Options Policy**

Students have the opportunity to participate in a number of educational options including correspondence courses, independent study, mentoring, and tutoring. Check with the Guidance Counselor for eligibility guidelines for these options and others.

### **Credit Flexibility Option**

According to the Ohio Department of Education "Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. Students may earn credits as follows: by completing coursework; by testing out of, or demonstrating mastery, of course content; or by pursuing one or more "educational options" (e.g. distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports)". The Credit Flex Policy is available from the guidance counselor.

### **College Credit Plus**

This program is intended to provide the opportunity for appropriately qualified high school students to experience course work at the college or university level. Prior to enrollment, the student and his/her parent or guardian must attend a College Credit Plus meeting in the spring that emphasizes guidelines and advantages/disadvantages of participation. Students must see the guidance counselor for a fully detailed description of the Trimble Local policy. If a student who is participating in the College Credit Plus program is absent from Trimble High School the absence will be recorded in a full day increment. The student's letter of intent is due to the high school counselor before April 1<sup>st</sup>.

### **Grading Scale**

Letter grades and grade point averages will be assigned as follows:

<b>Grade Percentages</b>	<b>Regular Points</b>	<b>Weighted Pts.</b>	
		<b>Accelerated Classes</b>	<b>Advanced Placement Classes College Credit Plus</b>
A = 93-100	4.00	4.50	5.00
A- = 90-92	3.67	4.17	4.67
B+ = 87-89	3.33	3.83	4.33
B = 83-86	3.00	3.50	4.00

B-= 80-82	2.67	3.17	3.67
C+= 77-79	2.33	2.83	3.33
C = 73-76	2.00	2.50	3.00
C-= 70-72	1.67	2.17	2.67
D+= 67-69	1.33	1.83	2.33
D = 60-66	1.00	1.17	1.33
F = 50-59	0.00	0.00	0.00
I=Incomplete	0.00	0.00	0.00

FC=Failure with credit for the year

Grades of Incomplete may be assigned when student work is unfinished, not done to the best of their ability, not turned in, plagiarized, etc. Students will then be given the opportunity to complete this work with the teacher to earn credit. A floor of a 50% will be given if the student puts forth their best effort, otherwise the percentage grade will be given.

### **Grade Cards**

THS will make every attempt to send grade reports home with the students less than a week after the grading period ends.

Midterm grade cards will be sent home for all students.

### **Incomplete grades**

Students may be given 2 weeks after the grading period has ended to complete any assignments/tests/reports/projects. The principal and teachers will use their discretion in this matter.

Incompletes will be given in cases such as medical excuses, excused absences, not just low grades. Failure to complete this missing work will result in the student receiving a failing grade for the marking period, unless there is a pre-arranged agreement made with the teacher, guidance counselor, and principal.

### **Year-long classes**

For year-long classes, the first semester and second semester final grades will be averaged together to determine if the student has passed the class and whether they receive full or partial credit. Students who average a 60% or higher for the year will pass the class and receive credit for the year. Students who average below a 60% will not receive credit for the class and will need to retake the class in summer school or the next school

year for core courses. If students only receive half a year of credit they will need to take the other half in summer school or repeat the entire course over.

### **DRUG PREVENTION PROGRAM**

The Trimble Local Schools has implemented age-appropriate, developmentally-based drug and alcohol education and prevention programs which address, among other things, the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol for all students.

The use of illicit drugs and the unlawful possession and use of alcohol is strictly prohibited. These issues are addressed in Board policy and the Student Conduct Code. (See Student Conduct Code included in handbook.) Note that this includes 1) counterfeit drugs, 2) misuse of any common substance which, if misused can have intoxicating results, e.g. sniffing glue; inhaling propellants from aerosol cans; drinks, food, or medications or additives which contain alcohol etc.

Compliance with the standard of conduct is mandatory. Board policy provides extreme penalties and a wide range of responses for students who violate these provisions of the Student Conduct Code and also includes provision for obtaining outside assistance for a suspected or existing problem.

If it is suspected at any time that a student has a problem with drugs, including alcohol, seeking outside assistance is encouraged. For information about drug and alcohol assessment, family education, counseling, rehabilitation, and reentry programs that are available to students, contact the school guidance counselor or principal.

### **SEARCH AND SEIZURE Trimble Local Policy 5771**

The Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched without his/her consent unless there is cause to do so in accordance with the terms of law and this policy.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the Board and, in accordance with law, will be the subject of random searches throughout the school year at the discretion of the Superintendent, or in his/her absence, the building principal. These random searches will be conducted in cooperation with law enforcement personnel, and may include the use of contraband, or drug trained, canines. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have such an expectation of privacy as to prevent examination by a school official.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

In addition to random locker searches which may include the use of contraband, or drug trained canines, the Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs



in locker areas and other places on school property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or with organizations certified in canine detection and is not to be used to search individual students unless a warrant has been obtained prior to the search.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

### **HEALTH SCREENINGS**

In support of your child's good health the following health screenings will be conducted throughout the school year: Vision/hearing for grade nine, all newly-enrolled students and others upon teacher/parent request.

Lice screenings for all students are conducted during September with individual follow-up as needed.

Immunization records are reviewed throughout the year and the parent/guardian is notified by mail as immunizations are needed.

Trimble High School is a tobacco, alcohol, and drug-free campus. The use of these products on school property or at school functions is prohibited.

## **Tomcat Care Center (School Health Clinic)**

Hopewell Health Centers and Trimble Local School District have partnered to provide primary care services to school-aged children and staff. We hope that one day this will expand out into the community. An advisory council consisting of school personnel, community members and students will provide input to the functioning of the center.

All Trimble students and staff will be able to visit the health center; however, Hopewell Health Centers does require a consent form to be completed and filed by the parent and/or guardian prior to treatment. This consent form is provided in the parent packets that are required and are sent home with children every year. However, it is important to note that the school health center is not a replacement for the school nurse. The school nurse will still provide expertise and oversight for providing school health services and for the promotion of health education. She will still perform health screenings, make referrals and act as a liaison between school staff, family and community healthcare providers to advocate for a healthy school environment. The school nurse will often make the decision about whether symptoms the child exhibits are serious enough for the child to go on to the health center to be seen by the staff there.

A Certified Nurse Practitioner (CNP) will be the main health care provider at the School Based Health Clinic. A CNP is a registered nurse who has a Master's Degree and extensive education in diagnosing, treatment and writing prescriptions. The CNP will work in collaboration with a physician to provide services. The center staff will be under the supervision of a licensed physician. The CNP will diagnose and treat health conditions (for example, pinkeye) including writing prescriptions for medications; however, narcotic and prescription medication will not be kept on site. They will be available to treat any serious playground injuries and apply first aid. They will also assess the level of care a child needs in an emergency and refer him/her on to appropriate medical treatment if necessary. They will help to monitor chronic illnesses, such as asthma and diabetes.

The health center is also not a replacement for a family doctor or pediatrician. Families are encouraged to continue the relationship they have with the medical personnel they have been using regularly. The health center services are to be considered "in addition to" rather than "in place of." Parents also have the right to not have their child receive services at the school health center. When informed, the school will continue to call the parent as is the policy now. Even when the parent

gives permission for their child to receive services at the center, the parent will always be contacted when a child goes to the center.

Students receiving services will be charged the usual and customary fee for the services and this will be billed to the health insurance. However, no child will be denied services based on eligibility or household income. A sliding fee scale will be implemented by Hopewell based on eligibility per household income.

The Tomcat Care Center is open 7a.m. to 4 p.m. when school is in session. When the school is closed so is the Tomcat Care Center. If you have questions, please call 767-2810.

**Frequently Asked Questions about the Health Center can be found on the main page of the district website.**

## Immunization Summary for School Attendance Ohio

FALL 2017 IMMUNIZATIONS FOR SCHOOL ATTENDANCE	
VACCINES	
<b>DTaP/DT</b> <b>Tdap/Td</b> Diphtheria, Tetanus, Pertussis	<b>K</b> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. * <b>1-12</b> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered prior to entry. **
<b>POLIO</b>	<b>K-7</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <b>Grades 8-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
<b>MMR</b> Measles, Mumps, Rubella	<b>K-12</b> Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
<b>HEP B</b> Hepatitis B	<b>K-12</b> Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
<b>Varicella</b> (Chickenpox)	<b>K-7</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <b>Grades 8-11</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.
<b>MCV4</b> Meningococcal	<b>Grade 7-8</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

### NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at [www.odh.ohio.gov](http://www.odh.ohio.gov), Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria-toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

## Parental Involvement Policy

The Board believes that parent/guardian involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents/guardians in the educating of their children generally results in higher achievement scores, improved student behavior and reduced absenteeism.

All parents/guardians of students enrolled in the district are encouraged to take an active role in the education of their children.

Through our Parental Advisory Committee and Partnerships with area agencies, parents/guardians of Trimble High School will be given support necessary to assist parents/guardians in participating in schools by:

1. Planning and implementing effective parent involvement activities to improve student academic achievement by offering yearly trainings.
2. Assist families in learning how to improve school performance
  - a. How and when to assist their children in classroom learning activities
  - b. Techniques, strategies, and skills to use at home
3. Effectively communicate between families and the school of upcoming events and opportunities for students and/or parents/guardians by utilizing newsletters, social media, and the district phone dialer system.
4. Identifying barriers to participation and developing strategies to address those barriers by providing yearly surveys and reviewing the findings during PAC meetings.

Title I funds shall be "highly qualified"

"Highly Qualified" means

Full State certification as a teacher (including an alternative educator license) or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on a temporary basis.

For secondary or middle school teachers new to the profession this also requires:

at least a bachelor's degree, and

passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice); or

for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advance certification or credentialing.

For elementary, middle, or secondary school teachers with prior experience, this also requires:

at least a bachelor's degree, and meets standards or new teachers (above), or demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

Parents may request information regarding the professional qualities of the student's classroom teacher, including: If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught; If the teacher is teaching under emergency or temporary status in which State qualifications of licensing criteria are waived; The teacher's baccalaureate degree major, graduate certification, and field of discipline; and whether the student is provided services by paraprofessionals, and if so, their qualifications.

## DISTRICT WEBSITE AND POLICIES

The staff of Trimble Local School District understands the importance of communicating with the families of our students. The Trimble Local School District's Website at [www.trimble.k12.oh.us](http://www.trimble.k12.oh.us) contains important information including the following policies that families should refer to. These policies can be found by using the "District Office" link and going to district bylaws and policies. If you do not have access to a computer so that you can read these policies please contact us and set up a time to use a computer at our school.

<u>TOPIC</u>	<u>BOARD POLICY</u>
Academic Eligibility	2430, 2431
Advertising Outside Activities	5722, 9700
Athletics	2431
Attendance	5200
Bullying, Harassment, and Intimidation	5517.01
Bus Conduct	5610.04
Bus Transportation to School	8600
Code of Conduct	5500
Computers Technology and Networks	7540
Control of Blood-Borne Pathogens	8453.02
Control of Casual-contact Communicable Disease	8450
Control of Noncasual-Contact Communicable Diseases	8453
Course Offerings	2220
Credit Flex	5460.01
Drug Free Workplace	3122.01
Due Process Rights	5611
Early Dismissal	5230
Early Graduation	5464
Educational Options	2370
Emergency Closing and Delays	8210

Emergency Medical Authorization	5341
Enrolling in School	5111
Equal Education Opportunity	2260
Field Trips	2340
Fire, Tornado, and Safety Drills	8420
Grades	5421
Graduation Requirements	5460
Homeless Students	5111.01
Homework	2330
Immunizations	5320
Injury and Illness	5330, 5430
Interrogation of Students	5540
Meal Service	8500, 8531
Nonprescribed Medications	5330
Penalties for Infractions	5610, 5610.04
Postsecondary Enrollment	2271
Preparedness for Toxic and Asbestos Hazards	8431
Parent Involvement	5410
Recognition of Student Achievement	5451
Scheduling and Assignment	5120
School Attendance Policy	5200
School Day	8210
School Sponsored Clubs and Activities	2430
Search and Seizure	5771
Self Transportation to School	5515
Student Assessment	2623
Student Attendance at School Events	5855
Student Discipline Code	3217, 5500, 5516, 5517, 5600,
Student Discipline Code	5610, 5610.01 - .05
Student Employment	5895
Student Fees and Fines	6152, 6152.01



Student Fund Raising	5830
Student Precinct Workers	5725
Student Records	8330
Student Responsibility	5200, 5500
Student Rights of Expression	5722
Student Well Being	3213, 4213
Students with Disabilities	2460
Transportation of Students by Private Vehicle	8660
Use of Cell Phones	5136
Use of Medication	5330
Use of School Equipment and Facilities	7510, 7530
Use of Telephones	9111
Videotapes on School Buses	8600
Visitors	9150
Withdrawal/Transfer from School	5130
Zero Tolerance	5600

## **ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR THE COMPUTER NETWORK OF THE TRIMBLE LOCAL SCHOOL DISTRICT**

The Trimble Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other Staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The School District cannot provide access to any student who, if 18 or older, fails to sign and submit the Policy to the School as directed or, if under 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

## **I. PERSONAL RESPONSIBILITY**

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

## **II. TERM OF THE PERMITTED USE**

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

## **III. ACCEPTABLE USES**

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network.

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

1. uses that violate the law or encourage others to violate the

law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

**C. Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other

users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

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

#### **IV. INTERNET SAFETY**

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

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

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

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

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors. Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that - taken as a whole and with respect to minors,

appeals to a prurient interest in nudity, sex, or excretion;  
- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;  
- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## **V. PRIVACY**

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

## **VI. FAILURE TO FOLLOW POLICY**

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

## **VII. WARRANTIES/INDEMNIFICATION**

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet

provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the School District's network.

### **VIII. UPDATES**

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

By signing off on this handbook you agree to follow the Acceptable User Policy as well.



### **TRIMBLE LOCAL BOARD OF EDUCATION**

Mr. Dave Owen, President

Mrs. Norma Arnold

Mrs. Kathy Trace, V. President

Mr. Kevin Coey

Mr. John Standley

### **TRIMBLE LOCAL DISTRICT ADMINISTRATION**

Mr. John Hurd, Superintendent

Mr. Jared Bunting, Treasurer

### **TRIMBLE HIGH SCHOOL STAFF**

Matt Curtis, Principal

Laci Thomas, Guidance Counselor

Diane Hobson, Curriculum, Testing

Mike Kunzler, Computer Technology

Jason Ball

Tom Bruce

Phil Campbell

Diana Craig

Deanna Crum

Mike Cuckler

Gordon Gifford

Lori Kidd

Heather Laughlin

Michael Lopez

Logan Mavromatis

Ryan Nagucki

Julie Nuzum

Jay Reese

Char Richards

Zach Riffle

Shelly Rose

Erica Sams

Sharon Short

Alyssa Smith

Emilie Walker

Lynann Bolyard, Trio

Amanda Douglas, Educational Aide

Amy Exline, Secretary

Greg Koons, In-School Detention

Jeff Koons, Aide

Amanda Swope, Nurse

Roxanna Weekley, Attendance

**TRIMBLE HIGH SCHOOL  
BELL SCHEDULES  
2018-2019**

**Regular Bell Schedule**

1<sup>st</sup> 7:35-8:24  
2<sup>nd</sup> 8:27-9:15  
3<sup>rd</sup> 9:18-10:06  
4<sup>th</sup> 10:09-10:57  
5<sup>th</sup> 11:00-11:49    LUNCH 11:52-12:22  
5<sup>th</sup> 11:33-12:22    LUNCH 11:00-11:30  
6<sup>th</sup> 12:25-1:14  
7<sup>th</sup> 1:17-2:05

**2 Hour Delay Schedule**

1<sup>st</sup> 9:35-10:06  
2<sup>nd</sup> 10:09-10:40  
3<sup>rd</sup> 10:43-11:14  
5<sup>th</sup> 11:17-11:50    LUNCH 11:53-12:23  
5<sup>th</sup> 11:50-12:23    LUNCH 11:17-11:47  
4<sup>th</sup> 12:26-12:57  
6<sup>th</sup> 1:00-1:31  
7<sup>th</sup> 1:34-2:05

**1 Hour Delay Schedule**

1<sup>st</sup> 8:35-9:15  
2<sup>nd</sup> 9:18-9:58  
3<sup>rd</sup> 10:01-10:41  
4<sup>th</sup> 10:44-11:24  
5<sup>th</sup> 11:27-12:07    LUNCH 12:10-12:40  
5<sup>th</sup> 12:00-12:40    LUNCH 11:27-11:57  
6<sup>th</sup> 12:43-1:23  
7<sup>th</sup> 1:26-2:05

**Half Hour Early Dismissal Schedule**

1<sup>st</sup> 7:35-8:20  
2<sup>nd</sup> 8:23-9:07  
3<sup>rd</sup> 9:10-9:54  
4<sup>th</sup> 9:57-10:41  
5<sup>th</sup> 10:44-11:30    LUNCH 11:33-12:03  
5<sup>th</sup> 11:17-12:03    LUNCH 10:44-11:14  
6<sup>th</sup> 12:06-12:48  
7<sup>th</sup> 12:51-1:35

**Two Hour Early Release Schedule**

1 <sup>st</sup>	7:35-8:05	
2 <sup>nd</sup>	8:08-8:38	
3 <sup>rd</sup>	8:41-9:11	
4 <sup>th</sup>	9:14-9:44	
6 <sup>th</sup>	9:47-10:17	
5 <sup>th</sup>	10:20-10:59	LUNCH 11:02-11:32
5 <sup>th</sup>	10:53-11:32	LUNCH 10:20-10:50
7 <sup>th</sup>	11:35-12:05	

**Activity Period Schedule**

1 <sup>st</sup>	7:35-8:20	
2 <sup>nd</sup>	8:23-9:07	
3 <sup>rd</sup>	9:10-9:54	
4 <sup>th</sup>	9:57-10:41	
Activity Period	10:44-11:14	
5 <sup>th</sup>	11:17-12:03	LUNCH 12:06-12:36
5 <sup>th</sup>	11:50-12:36	LUNCH 11:17-11:47
6 <sup>th</sup>	12:39-1:21	
7 <sup>th</sup>	1:24-2:05	

**Block Schedule**

1 <sup>st</sup>	7:35-9:15	
3 <sup>rd</sup>	9:18-10:57	
5 <sup>th</sup>	11:00-11:49	LUNCH 11:52-12:22
5 <sup>th</sup>	11:33-12:22	LUNCH 11:00-11:30
7 <sup>th</sup>	12:25-2:05	

**Block Schedule**

2 <sup>nd</sup>	7:35-9:15	
4 <sup>th</sup>	9:18-10:57	
5 <sup>th</sup>	11:00-11:49	LUNCH 11:52-12:22
5 <sup>th</sup>	11:33-12:22	LUNCH 11:00-11:30
6 <sup>th</sup>	12:25-2:05	

## COMPLETE AND RETURN

### TRIMBLE HIGH SCHOOL STUDENT HANDBOOK AGREEMENT

I understand the policies and procedures outlined in the Trimble High School Student Handbook. I agree to abide by the handbook and realize that if I want a hard copy I can contact the office. Otherwise the handbook is located on the district website, click on your school, forms, and student handbook.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

## COMPLETE AND RETURN

### TRIMBLE HIGH SCHOOL STUDENT HANDBOOK AGREEMENT

I understand the policies and procedures outlined in the Trimble High School Student Handbook. I agree to abide by the handbook and realize that if I want a hard copy I can contact the office. Otherwise the handbook is located on the district website, click on your school, forms, and student handbook.

Signature of Student \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_