

Trimble High School

Student Handbook 2011-2012

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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This agenda belongs to:

Name _____

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Town/State/Zip _____ Phone _____

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TRIMBLE HIGH SCHOOL 2011-2012 CALENDAR

Aug	15	Teacher Inservice Day (No School Students)
Aug	16	Teacher Inservice Day (No School Students)
Aug	17	First Day for Students
Sept	05	Labor Day-No school
Sept	20	Midterm grades due
Sept	22	Midterm reports go home with students
Oct	14	End of 1 st 9 Weeks
Oct	18	Grades due
Oct	20	Grade cards go home
Nov	18	Midterm grades due from teachers
Nov	22	Midterm reports go home with students
Nov	23	No school for students. Parent-teacher conference days and times to be scheduled by building.
Nov	24-25	Thanksgiving Break
Dec	22	End of 2 nd 9 Weeks
Dec	23	First Day of Break
Jan	03	School resumes, Grades due
Jan	05	Grade cards go home
Jan	16	Martin Luther King Day-No School
Jan	31	Midterm grades due
Feb	02	Midterm reports go home with students
Feb	17	No school for students. Parent-teacher conference days and times to be scheduled by building.
Feb	20	Presidents' Day-No School
Mar	02	End of 3 rd 9 Weeks
Mar	06	Grades due
Mar	08	Grade cards go home
Apr	2-6	Spring Break
Apr	10	Midterm grades due from teachers
Apr	12	Midterm reports go home with students
May	16	Grades due
May	17	Last Day of School, End of 4 th 9 Weeks
May	18	Teacher Work Day
May	27	Graduation, 1:00 pm
May	28	Memorial Day-All Offices Closed

Make-up days will be made up at the end of the school year.

STUDENT RECORDS

Directory information (student name, athletic team participation, attendance, and graduation date) 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. 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 is defined to mean "the student's name, members of athletic teams, dates of attendance"). 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.

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. Title IX officer is Mr. Curtis and Title VI b officer is Dr. Kim Jones.

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, and 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.

Part II - Minor Conduct Violations

- 1. Willful or persistent tardiness.
- 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: 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 and skirts must meet the dollar bill test. The dollar bill test is when the bill is placed at the hem of shorts/skirts; the other end on the bill must meet the knee area. Shirts will meet or extend past the top of the pant. Females must wear appropriate necklines. Low-cut shirts revealing cleavage are not allowed. HATS, VISORS, BANDANAS OR ANY OTHER TYPE OF HEADGEAR WILL NOT BE PERMITTED IN THE BUILDING.**
Holes in Clothing-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-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.
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.
14. Cheating
15. Forgery
16. Gambling
17. Public displays of affection
18. 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.
19. Possession or use of radios, tape players, electronic or other games or devices including cell phones, pagers, iPods, and CD players except those provided for instruction. Refer to cell phone/electronic device policy.

CELL PHONE/ELECTRONIC DEVICE POLICY

A student may possess a cellular telephone or other electronic communication devices (ECD) (e.g., laser pointers and attachments, 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 and on school vehicles the cellular telephone or other ECD remains off. 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 stored out of sight in school lockers or automobiles.

The requirement that cellular telephones and ECDs must be turned off will not apply in the following circumstances when the student obtains prior approval from the building principal:

- A. The student has a special medical circumstance (e.g., an ill family member, or his/her own special medical condition.)
- B. The student is using the cellular telephone or ECD for an educational or instructional purpose with the teacher's permission and supervision. When riding a school vehicle for extra-curricular activities the responsible adult will permit you to use your ECD with their permission.

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

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian 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).

The student who possesses a cellular telephone or ECD is responsible for its care. 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.

THS will use the following consequences for disciplinary actions.

First Offense (of the school year)-If an electronic device is discovered by staff during the school day, the device will be immediately

confiscated and turned over to the building principal. Any cell phone that is confiscated may be picked up by a parent/guardian only. The student will receive 5 days of in-school suspension and/or up to 3 days of out-of-school suspension.

Second Offense (of the school year)-If an electronic device is discovered by staff during the school day, the device will be immediately confiscated and turned over to the building principal. Any cell phone that is confiscated may be picked up by a parent/guardian only. The student will receive 3 days of out-of-school suspension and/or up to 10 days of out-of-school suspension.

Third Offense (of the school year)-If an electronic device is discovered by staff during the school day, the device will be immediately confiscated and turned over to the building principal. Any cell phone that is confiscated may be picked up by a parent/guardian only. The student will receive out-of-school suspension for 10 days and/or unruly charges will be filed with the juvenile court.

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.
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, drawings, 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.
11. Smoking or chewing any tobacco substance, or similar substance, or possession of any of these substances as defined in O.R.C. 3313.751, or possession of look-alike containers or smoking paraphernalia.
12. Defiance, including refusal of assigned consequences.
13. Verbal/sexual harassment.
14. 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.

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.

HIGH SCHOOL CONSEQUENCES

Restriction List-use of school facilities may be limited

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.

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

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.

In School Suspension-the student is suspended from classes, halls, etc. and will be assigned to complete work in a designated area. Student work will earn credit.

Out of School Suspension-the student is suspended from school attendance including extra-curricular activities. 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.

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.

ATTENDANCE POLICY

SCHOOL DAY - The school day begins the minute students arrive on the school grounds. Students are to report to their first class after the initial bell rings at 7:15 am and prior to 7:20 am. Students will be considered tardy if they arrive to class after 7:20.

For attendance purposes, any student arriving after 8:00 am will be considered 1/2 day absent; any student arriving after 11:00 am will be counted as a whole day absent. If student leaves school before 2:00 pm they will be counted 1/2 day absent. Students will not be released to parents/guardians who are visibly impaired.

Breakfast is provided free of charge to the entire student body starting at 7:00 am until 7:20 am.

School is dismissed at 2:20 pm.

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 a 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" or "chronic" truant by the courts. Trimble Local High School is obligated by law to report such cases to local authorities.

EXCUSED ABSENCE - Absence of students from school at the request of the parent/guardian **and** 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 observances, doctor appointment, college visits, school-sanctioned activity, or such good cause as may be acceptable by the Principal, Designee, or the School Superintendent.

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

"Excused absences" do not count toward Loss of Credit, or when determining "Habitual" or "Chronic" Truancy (see below).

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. Six (6) Parent notes of absence will be accepted in a semester (18) weeks. Parent excuses in excess of 6 (six) will be marked on student attendance as parent note unexcused. All unexcused absences count toward Loss of Credit or determination of "Habitual" or "Chronic" Truancy (see below).

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 6 parent excused notes per semester. After that time the absences are considered unexcused.

TRUANCY - Absence of students from school without the permission of

the parent/guardian or school authorities. This includes leaving the building and coming back without permission. Trimble Local School is a **closed campus**. Thus, once a student arrives at school (even if they arrive early for athletics or clubs), they must remain unless they have permission from their parent **AND** school officials. If a student is **truant**, they will not be permitted to make up any work missed.

TARDINESS - Tardiness has become an increasing problem at Trimble Local High School that 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 first tardy (of each **grading period**) will not be subject to discipline. Student tardiness thereafter will follow the following discipline schedule (by grading period): 2 & 3 - Detention; 4 - In School Suspension; Excessive tardiness (5 or more in a grading period) will result in an Out of School Suspension **and** a court referral to the Athens County Attendance Officer. 5 unexcused tardies will be considered an unexcused day of absence. A day of absence as a result of tardiness cannot be reversed.

Thirteen (13) tardies in a semester will result in the loss of first class credit.

Tardiness also affects athletic eligibility.

For attendance purposes, any student arriving after 7:45 am will be considered 1/2 day absent; any student arriving after 10:45 pm will be counted as a whole day absent.

HABITUAL TRUANCY - A "habitual truant" is any child "of compulsory school age" who is absent without "legitimate excuse for absence from the public school the child is supposed to attend" (see "Definitions" above) for five (5) or more consecutive school days, seven (7) or more school days in one school month, or twelve (13) or more school days in a school year.

CHRONIC TRUANCY - A "chronic truant" is any child of compulsory school age who is absent without "legitimate excuse for absence from the public school the child is supposed to attend" (see "Definitions" above) for seven (7) or more consecutive school days, ten (10) or more school days in one school month, or fifteen (15) or more school days in a school year.

1) Students that reach five (5) total days of unexcused absence in a school year shall be referred to the county Athens County Attendance Officer and to Juvenile Authorities in accordance with

Section 3321.04 of the Ohio Revised Code. An informal hearing will be convened by the Attendance Officer (or Principal or School Designee).

2) Whenever any student has ten (10) consecutive days in a school month, or a total of fifteen (13) days of unexcused absences from school, the Board authorizes the Superintendent to inform the student and his/her parents of the truancy record and the Districts intent to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy.

LOSS OF CREDIT

Students with **seven (7) days or more** of unexcused absence, and/or being tardy to a class, in a **semester** will forfeit credit, for that semester.

Students with thirteen (13) days of unexcused absence and or tardy in a school year will forfeit credits for that school year. Students with more than the aforementioned number of days may be denied attendance at school sponsored events or field trips in addition to losing credit.

NOTIFICATION OF ABSENCE

Parents of students in grades 7-12 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 by 8:30 am.** Leave a message on the voice mail system. This can also be done the night before school.
- 2) A note confirming absence upon returning to school with reason for absence. All absences are considered unexcused unless accompanied by a doctor's note; legal appointment note, school activity excuse, etc. (see "Definitions" above).
- 3) Failure to follow this procedure will result in disciplinary action for truancy.

MAKE-UP WORK

It is the responsibility of the student, **not the teacher**, to arrange for make-up work following an absence. Arrangements to complete this work must be made within two (2) school days following return to school or make-up privilege is forfeited. 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. When a student misses only the day of a previously scheduled test or assignment, that student may be required to make up the assignment on the first day back in school.

Assignments that are not returned promptly will decrease by 10% for each day that they are late.

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. Incentives for marking period perfect and excellent attendance may be provided also.

Attendance Guidelines for Activity Participation

Athletes have specific attendance guidelines spelled out in the Athletic Handbook. All students must attend school during the day in order to attend school activities on the same day unless permission is secured from the principal.

18 Year Old Students

Students who are emancipated may have the opportunity to sign out with approval of the principal. Any 18 year old not emancipated must have a note or prior approval to leave. Students 18 years old/older who do not live at home or who want to be responsible for their own attendance may be placed on an attendance contract if:

- 1) They do not live with a parent or guardian, or
- 2) They have excessive absenteeism/tardiness, or
- 3) They want to be responsible for their own attendance.

Students on contracts must be excused by a doctor, dentist, court, counselor, or school principal.

TRANSPORTATION

Inclement Weather/Other Emergencies

Listen to the local radio stations WOUB, WATH, WAIS, WXTQ and Channel 5 TV for information. Do not call the school or bus garage. Parents transporting students from routes not run in the morning must pick them up at night. Parents/guardians please make sure that you are registered under our first to know call system to receive phone calls about such situations.

Inclement Weather Bus Plan

On Bus Plan A, buses will NOT run certain roads. Listen to the radio or ask for a list. 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, please have a plan for your child ready for such occurrences.

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).

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. The following rules apply to students cars:

1. Students may park in the four rows nearest the gym entrance only. Park only between painted lines.
 2. Students are not permitted to go to their vehicles while school is in session or loiter in cars/lot before or after school.
 3. Obey the speed limit (10 mph) and all traffic rules including seat belt use.
 4. Vehicles should be locked and windows up.
 5. The school is not responsible for theft or damage to vehicles.
 6. Any items in a student's car are subject to board policy, the student conduct code, and random search. Students parking on school property have no expectation of privacy.
 7. Excessive tardiness to school may result in loss of driving privileges.
 8. All student vehicles must be registered with the office.
- Students will be issued a parking permit which should be displayed from the rearview mirror. Students will pay a \$2.00 fee for a

parking permit. All students will be assigned a numbered parking space.

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 OTC, must be registered with the school nurse.

Telephones

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

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 random searches by school personnel at any time. Students have no expectation of privacy re: locker contents. Items in the locker are regarded as in the student's possession. 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. The Trimble High School administration recommends that students keep their locker and combination to themselves and to not share a locker with anyone else.

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.

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.

Passes: A library pass must be shown upon entering and must be signed before leaving.

Borrowing a Book: Books may be borrowed for up to two (2) weeks by students provided they have been given permission by 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.

Lunch

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.

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.

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 you 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 available starting in January/February. Applications are available in the high school office and outside the guidance office for student convenience.

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

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 10-12. Social Studies-3 credits including Am History (1) and Am Government/Econ (1).

Science-3 must include physical science and biology.

Math-4, Health-1/2, P.E.-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 after the fifth day of the semester.

Students MUST meet all requirements as established by the State of Ohio Department of Education and Trimble Local Board of Education to graduate. No students will participate in graduation ceremonies that have not met these standards.

Students must successfully pass all components of the **Ohio Graduation Tests** 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 10 of the year of graduation.

Any student who owes fees, has displayed major disciplinary problems, or has incomplete grades may not go through the ceremony.

We will no longer offer restoration of credit for excessive absences. Summer school and/or correspondence courses may be offered.

Valedictorian and Salutatorian

Valedictorian and Salutatorian are determined after 1st semester of senior year by class rank. Class rank is determined by the third number place to the right of the decimal point on a weighted scale.

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 pass all required parts of the OGT 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.

DIPLOMA WITH HONORS: Class of 2011 and Beyond

The student who completes the college preparatory curriculum in high school must meet any seven of the following eight criteria:

1. four units of English
2. four units of mathematics that include Algebra I, Algebra II, and Geometry or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content
3. four units of science including physics and chemistry
4. four units of social studies
5. three units of foreign language including at least two units in each language studied
6. one unit of fine arts
7. maintain an overall high school grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
8. obtain a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT with no regard for its new writing portion.

The student who completes an intensive career-technical education curriculum shall meet any seven of the following eight criteria:

1. four units of English
2. four units of mathematics that include Algebra I, Algebra II and Geometry and another higher level course or a four-year sequence of courses that contain equivalent content
3. four units of science including physics and chemistry
4. four units of social studies

5. four units of Career-Technical minimum-program must lead to an industry recognized credential, apprenticeship or be part of an articulated career pathway which can lead to post-secondary credit
6. maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
7. obtain a composite score of 27 on the ACT or an equivalent composite score of 1210 on the SAT with no regard for its new writing portion.
8. achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

Educational Options Policy Adopted 9/24/84

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 by: completing coursework; testing out of, or demonstrating mastery, of course content; or 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 principal, guidance counselor, and the school website.

Post Secondary Enrollment Options (PSEO)

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 post secondary options meeting in the spring that emphasizes guidelines and advantages/disadvantages of participation. Freshmen through seniors are allowed to participate in the post secondary enrollment option. If a student who is participating in the Post Secondary Option is absent from Trimble High School the absence will be recorded in a full day increment.

Preparation Guidelines for Vocational School

Students who wish to attend Tri-County should have earned at least 9 credits by the end of their sophomore year. In addition to the 9 credits, they must have completed their health/physical education credits prior to attending Tri-County Career Center.

English -2 Math -2 Science -2

Soc Studies -2 Health-1/2 PE-1/2

Fine Arts

Our JVS requires a minimum of 9 credits for admission in vocational programs, and 11 credits for the tech. prep. program (including 1 Algebra I credit). 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.

Grading Scale

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

Grade Percentages	Regular Points	Weighted Pts. AP or Equivalent Classes Only
A = 93-100	4.00	5.00
A-= 90-92	3.67	4.67
B+=87-89	3.33	4.33
B = 83-86	3.00	4.00
B-= 80-82	2.67	3.67
C+= 77-79	2.33	3.33
C = 73-76	2.00	3.00
C-= 70-72	1.67	2.67

D+= 67-69	1.33	2.33
D = 60-66	1.00	1.33
F = 0-59	0.00	0.00

FC=Failure with credit for the year

Incomplete grades

Students will be given 2 weeks after the grading period has ended to complete any assignments/tests/reports/projects. 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, students must pass the class for the year to receive credit. First semester and second semester final grades will be averaged together to determine if the student has passed the class. Students that average a 60% or higher for the year will pass the class and receive credit for the year. Students that 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.

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 wrong and harmful. 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 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.

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. Height/weight and body mass index will be conducted for grade nine and all newly enrolled students. 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.

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 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>
Equal Education Opportunity	2260
School Day	8210
Student Responsibility	5200, 5500
Student Well Being	3213, 4213
Injury and Illness	5330, 5430
Enrolling in School	5111
Scheduling and Assignment	5120
Early Dismissal	5230
Withdrawal/Transfer from School	5130
Immunizations	5320
Emergency Medical Authorization	5341
Use of Medication	5330
Nonprescribed Medications	5330
Control of Casual-contact Communicable Disease	8450
Control of Noncasual-Contact Communicable Diseases	8453
Control of Blood-Borne Pathogens	8453.02
Students with Disabilities	2460
Homeless Students	5111.01
Student Records	8330
Student Fees and Fines	6152, 6152.01
Student Fund Raising	5830
Meal Service	8500, 8531
Fire, Tornado, and Safety Drills	8420
Emergency Closing and Delays	8210
Preparedness for Toxic and Asbestos Hazards	8431
Visitors	9150
Use of School Equipment and Facilities	7510, 7530
Use of Telephones	9111
Use of Cell Phones	
Advertising Outside Activities	5722, 9700
Course Offerings	2220
Field Trips	2340
Grades	5421
Promotion, Acceleration, and Retention	5410
Credit Flex	
Graduation Requirements	5460
Early Graduation	5464
Educational Options	2370
Postsecondary Enrollment	2271

Recognition of Student Achievement	5451
Homework	2330
Computers Technology and Networks	7540
Student Assessment	2623
School Sponsored Clubs and Activities	2430
Athletics	2431
Academic Eligibility	2430, 2431
Student Employment	5895
Student Attendance at School Events	5855
Student Precinct Workers	5725
Attendance	5200
School Attendance Policy	5200
Code of Conduct	5500
Bullying, Harassment, and Intimidation	5517.01
Zero Tolerance	5600
Student Discipline Code 3217, 5500, 5516, 5517, 5600, 5610,	5610.01 - .05
Due Process Rights	5611
Search and Seizure	5771
Interrogation of Students	5540
Student Rights of Expression	5722
Bus Transportation to School	8600
Bus Conduct	5610.04
Videotapes on School Buses	8600
Penalties for Infractions	5610, 5610.04
Transportation of Students by Private Vehicle	8660
Self Transportation to School	5515

TRIMBLE LOCAL BOARD OF EDUCATION

Mr. Rob Miller, President

Mr. Terry Holbert

Mr. Randy Hooper, V. President

Dr. Stephen Miller

Mrs. Erica North

TRIMBLE LOCAL DISTRICT ADMINISTRATION

Dr. Kim Jones, Superintendent

Ms. Cindy Rhonemus, Treasurer

TRIMBLE HIGH SCHOOL STAFF

Matt Curtis, Principal

Alicia Stockler, Guidance Counselor

Mike Kunzler, Comp. Tech.

Jason Ball

Mary Ellen Bogue

Amrik Brar

Elizabeth Brown

Melissa Campbell

Phil Campbell

Mike Cuckler

Tim Ellifritz

Gordon Gifford

Lori Kidd

Mark Null

Katyn Olszewski

Jay Reese

Shelly Rose

Erica Sams

Sharon Short

Delores Zesiger

Amy Exline, Secretary

Greg Koons, In School Suspension

Roxanna Weekley, Attendance

BELL SCHEDULES

Regular

HR	7:20-7:30	
1 st	7:33-8:17	
2 nd	8:20-9:04	
3 rd	9:07-9:51	
4 th	9:54-10:36	
5A	10:39-11:23	LUNCH 11:26-11:56
5B	11:12-11:56	LUNCH 10:39-11:09
6 th	11:59-12:44	
7 th	12:47-1:32	
8 th	1:35-2:20	

1 Hour Delay

HR	8:20-8:30	
1 st	8:33-9:10	
2 nd	9:13-9:49	
3 rd	9:52-10:29	
4 th	10:32-11:08	
5A	11:11-11:48	LUNCH 11:51-12:21
5B	11:44-12:21	LUNCH 11:11-11:41
6 th	12:24-1:00	
7 th	1:03-1:41	
8 th	1:44-2:20	

2 Hour Delay

HR	9:20-9:25	
1 st	9:28-9:58	
2 nd	10:01-10:31	
3 rd	10:34-11:04	
4 th	11:07-11:37	
5A	11:40-12:10	LUNCH 12:13-12:43
5B	12:13-12:43	LUNCH 11:40-12:10
6 th	12:46-1:16	
7 th	1:19-1:49	
8 th	1:52-2:20	

2 Hour Early Dismissal

HR	7:20-7:25	
1 st	7:28-7:50	
2 nd	7:53-8:23	
3 rd	8:26-8:56	
4 th	8:59-9:29	
6 th	9:32-10:02	
7 th	10:05-10:35	
5A	10:38-11:08	LUNCH 11:12-11:42
5B	11:12-11:42	LUNCH 10:38-11:08
8 th	11:45-12:20	

Activity Period

HR	7:20-7:30	
1 st	7:33-8:13	
2 nd	8:16-8:56	
3 rd	8:59-9:39	
ACT	9:42-10:14	
4 th	10:17-10:57	
5A	11:00-11:40	LUNCH 11:43-12:13
5B	11:33-12:13	LUNCH 11:00-11:33
6 th	12:16-12:56	
7 th	12:59-1:39	
8 th	1:42-2:20	