

Highlands Community Learning Center
6909 Smoky Row Road
Columbus, OH 43235
614-210-0830, phone
614-210-7201, fax

Student Handbook

GRADUATION STANDARDS AND POLICIES

Graduation Requirements

The following standards have been established by the State of Ohio Department of Education and the Highlands Community Learning Center as minimum standards for graduation from Highlands Community Learning Center.

1. A minimum of 21 credits which must include the following:

English 4 Credits (Must inc. Eng. 9, 10, 11, & 12)

Mathematics 3 Credits

Social Studies 3 Credits (Must inc. Am. Hist. & Govt.)

Science 3 Credits (Must inc. 1 Bio. & 1 Phy. Sci.)

Health 1/2 Credit

Physical Educ. 1/2 Credit

One Credit from Bus. Tech., Fine Arts, or For. Lang areas

2. Pass all portions of the Ohio Graduation Test or meet the qualifications for the alternative as outlined below.

Alternative to the OGT

1. Pass at least four of the five sections of the OGT.

2. Have a score within ten points of passing on the remaining test.

3. Have a 97% attendance rate with no expulsions for four years

4. Have a 2.5 GPA in the courses in the area of the test not passed.

5. Participated in the school's intervention program.

6. Letters of recommendations from the principal and teachers the student had for courses in the subject area not passed.

GRADING POLICIES

Grading Scale

A. PERCENTAGES

The following scale will be used to determine grades for all classes where percentages are used:

100% - 97% A+ 79% - 77% C+

96% - 93% A 76% - 73% C

92% - 90% A- 72% - 70% C-

89% - 87% B+ 69% - 67% D+

86% - 83% B 66% - 63% D

82% - 80% B- 62% - 60% D-

59% - 0% F

Credits

All credit will be earned on a semester basis. To earn a semester's worth of credit for any course a student must pass either the last Nine Weeks of the semester or the Semester Exam. In classes that do not have a semester exam the student must pass the last nine weeks of the semester to earn credit.

Incompletes and/or Make Up Work

A. MAKE UP WORK

When a student returns to school following an excused absence, the student will be permitted to make up the work covered during the absence. It is the student's responsibility to take the initiative and make arrangements for this. The student has the same number of school days missed, plus one, to make up his or her work as they were absent. This time period begins upon a student's return to school. Students who will miss class for any school sponsored field trip must make arrangements with teachers before leaving concerning the work that will be missed.

B. INCOMPLETES

Any student who receives an incomplete for a Nine Weeks Grade will have the appropriate time, as stated above, to finish the assigned work for that particular class. If the work is not made up in the appropriate time, then the student will receive a failing grade for that assignment, which will then be averaged with the other grades to determine the student's final grade.

ATTENDANCE POLICIES

Absences

All absences from class at Highlands Community Learning Center will be classified in one of the following ways:

1. Administrative and/or Medically Excused
2. Parental Excused
3. Unexcused
4. Emergency Administrative Removal
5. Suspension and/or Expulsion

A. ADMINISTRATIVE AND/OR MEDICAL EXCUSES

The following reasons for absence, with proper documented evidence provided, will be considered to be Administrative and/or Medically Excused. The documented evidence (note, etc.) must be turned into the school office within three school days following the absence:

1. Personal illness requiring care from a physician
2. Critical illness in the family
3. Quarantine in the home
4. Observance of religious holidays
5. Death of a relative
6. Court appearance
7. Special circumstances with prior approval by the principal (this would include special situations such as family vacations etc.)

B. PARENTAL EXCUSES

Parents or legal guardians of a student may write a note, stating the reason for the absence, which will excuse the student from school. This note must be turned into the office within three school days following the absence.

C. UNEXCUSED ABSENCE

Any absence without a proper excuse being turned into the school office within three school days after the absence. Credit for work missed during this time will not be granted.

D. EMERGENCY ADMINISTRATIVE REMOVAL

Any member of the Highlands Community Learning Center Staff may remove any student from any class(es) if the student's continued presence interferes with the ability of the rest of the class to function in an orderly manner, or presents a danger to any other student. The decision of credit earned and/or make up work is left up to the discretion of the administrator in charge at the time.

DRESS CODE

All students attending Highlands Community Learning Center must adhere to the following standards of dress, which are intended to promote a positive educational atmosphere.

1. All clothing, make-up, jewelry, and/or hair styles must not disrupt the educational atmosphere of the building.
2. All clothing shall be neat, clean, and well fitting.
3. Clothing must not contain any obscene or inappropriate symbols, advertisements, and/or language. Any reference to tobacco, alcohol, or other drugs, in any form, is not permitted.
4. Clothes may not have any torn or ripped seams. All shirts, skirts, dresses, or shorts may not contain any holes. Any holes in pants must be very small and be lower than the acceptable line for shorts.
5. Earrings may only be worn in the ears. If dangling earrings present a safety problem in a class, then the student will be required to remove them for that class. No other body piercings are allowed.
6. Dark glasses may not be worn during the school day except under a written doctor's order.
7. Hats are not permitted to be worn during the school day.
8. No chains are permitted.
9. Shoes must be of the type that adhere to the heel of the foot. No "flip-flop" type of sandals are permitted.
10. Student's hair is to be well groomed and of a natural hair color.
11. All students are to be clean shaven.
12. Jackets and/or coats are not permitted to be worn to "cover up" otherwise inappropriate dress.
13. All shirts must cover the entire midriff area and complete top of pants and/or skirt when standing, sitting, or walking. In addition, the shoulder area of the shirt must cover at least three inches of the shoulder.
14. The neckline of all tops must be cut in a manner that insures modesty.
15. Pants must extend below the knee and be worn around the waist.
16. Shorts are permitted during Aug., Sept., Oct., Apr., May, and June. All shorts must be loose fitting with no slits, holes, tears, patches, or frayed ends. Shorts must be a reasonable length to ensure modesty. As a general rule, shorts should extend below their knuckles when they are standing erect with their arms at their sides.
17. Skirts and/or dresses must be of a reasonable length and fit to ensure modesty and must also adhere to all other dress code regulations.

Any student found in violation of the dress code will be sent to the office and not permitted to attend classes until suitable changes have been made. Any classes missed will be considered as an unexcused absence. Students will not be permitted to leave the school building but rather will have to make arrangements for proper clothing to be brought to school. The interpretation and enforcement of the dress code will be at the sole discretion of the building administrator(s). Any situations not covered will also be at the sole discretion of the building administrator(s).

INSUBORDINATION - A student shall not fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principal, or other authorized school personnel during any period of time when the student is under the authority of school personnel.

DISRESPECT - Mutual respect between students and teachers and student toward student is a key element for successful communication. Students need to keep in mind that negative comments and rudeness are not behaviors to be tolerated. Due to this, a student shall not demonstrate by overt action any disrespect or intimidation toward school personnel and other students.

PROFANITY - Students shall not use any profane or offensive language anywhere on school property or while attending any school functions. This includes bringing or using any offensive written or auditory materials .

ELECTRONIC DEVICES, ETC - Cellular phones, compact disc players, paging devices, radios, record players, tape recorders, video games, etc. are **not permitted to be turned on or used during normal school hours**. Students who need to have cell phones at school need to keep them in their book bags, purses, or some other location out of sight.

CHEATING - Any student caught cheating, as defined by the classroom teacher, will fail the assignment with the first offense. Any subsequent offense in the same year will result in failure for the grading period. The teacher must have a conference with the student and parent when a student is caught cheating. The teacher will make every effort to contact the parent before the end of the next school day.

BUS BEHAVIOR

It is in the intent of the Board of Education that pupils be transported as efficiently and safely as possible. The following rules will help accomplish this purpose:

1. While riding the school bus, students are directly responsible to the driver and shall adhere to the request of the driver. The driver has complete authority on a bus.
2. Pupils shall meet the bus promptly at the assigned stop.
3. Drivers may assign seats to bus students.
4. Normal discussion is permitted while riding. However, pupils are not permitted to engage in rowdiness. They are not to throw articles, have arms out of windows, yell at persons outside the bus, or use loud or indecent language. They are not to take belongings of others and/or cause annoyance or discomfort to other pupils on the bus.
5. Eating of food, including chewing gum, is not permitted while riding the bus. Pupils shall refrain from littering the floor with paper or other items, or from causing damage to the bus by writing or otherwise marking or tearing of seats or other surfaces.
6. No pupil shall be permitted to disembark from the bus at a place other than the normal stop.
7. Continuing disorderly conduct or persistent refusals to submit to the authority of the driver will result in the loss of the privilege to be transported by the bus to school.

STUDENT SEARCH

Upon authorization of the principal, a student may be searched. Authorization is only given if there is reasonable suspicion that the student is carrying items which may be in violation of school rules or criminal acts.

Safety information and Policies

A. ACCIDENTS

Students who are injured at school should report the injury to the adult supervising the activity. The teacher should then report the injury to the office. The accident report form will be kept on file in the high school office and the administration building for one year.

B. MEDICATION REGULATIONS

In order to protect our school personnel and the students receiving medication, the Highlands Community Learning Center has adopted a policy regarding this matter. To comply with policy the following guidelines will be used:

All prescription drugs (including inhalers), over-the-counter drugs, and oral medication (excluding analgesics, antacids, and cough drops) to be given by school personnel to a student will be given only if written instructions signed by parent and physician are on file in the school office. Forms are available in the office upon request.

This form will include:

- A. Child's Name
- B. Name of medication
- C. Purpose of medication
- D. Time to be administered
- E. Dosage
- F. Possible side effects
- G. Termination date for administering the medication

Medication will NOT be given without a signed request from the parent and the physician. Parents must assume responsibility for informing the principal or office of any change in the child's health or change in medication.

Analgesics will be given with a parent's signature only. **ASPIRIN WILL NOT BE GIVEN UNDER ANY CIRCUMSTANCES BECAUSE OF THE DANGER OF RYE'S SYNDROME.**

All medications to be administered during school hours must be brought to the school office by the student/parent immediately upon the arrival to school. Failure to comply may result in enforcement under the drug policy cited under the "Serious Misconduct Code.

STUDENT ABUSE AND NEGLECT

The Highland Community Learning Center is concerned with the physical and mental well-being of the students and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.

Every official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.

The official and employee making the report shall also notify the appropriate administrator according to the Reporting Procedure for Student Abuse or Neglect.

The principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines and employees must report suspected abuse to a public children's services or local law enforcement agency even when the suspected abuser is another official or employee.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. Information concerning alleged child abuse of a student is confidential information and is not to be shared with any unauthorized person. A staff member who violates this policy may be subject to disciplinary action and/or civil and/or criminal penalties.

A law enforcement officer or children's services agency investigating child abuse or neglect may interview a student on school grounds.