

**Federal Hocking  
Middle and High School  
Student Handbook  
2025-2026**



## **Welcome To Federal Hocking Middle School and High School**

Dear Middle School Students,

The middle school staff is looking forward to a great new year, and to helping each of you grow as students, as well as citizens of the FHMS community! We have worked to make sure that this will be your best year yet! We continue to focus on our three core PBIS principles: Responsible, Respectful, and Kind. We will continue the use of Lancer Leader tickets to recognize students demonstrating these principles. There will be reward activities or field trips, quarterly awards assemblies, and Student of the Month Luncheons, and I may have a few other surprises up my sleeve.

Our schedule has changed this year, and will include one period during which we will work to improve our achievement in the areas of math, reading, and in increasing our attendance. These additional supports will help to ensure our goal for growth and success.

There is a lot of information included in this handbook, all designed to help you successfully navigate the wonderful world of middle school. Your teachers are here to support you in every possible way! Mrs. Tabler and I are also available to answer questions and guide you on your path to success.

Looking forward to an epic year!

Mrs. White

## **Welcome Back High School Students!**

The staff at the high school is excited to welcome you back for the 2025-26 school year. We will do our best to make your high school experience very successful and enjoyable. Set ambitious goals, work hard, and take full advantage of opportunities available at FHHS to pursue a well-rounded education. Working together, there is no limit to what you can achieve.

The staff at FHHS understands that along with academic needs, students have other needs that may need addressing before learning occurs. We are fortunate to have the Hopewell clinic and counselors and we have a new high school guidance counselor, Mrs. Briles.

The student handbook was developed to answer questions that you and your parents may have within the school year. It contains important information that you are responsible for knowing. You and your parents will receive a Student Handbook and Chromebook Agreement form to sign in order to receive a Chromebook. If you have any questions about this handbook, please contact the High School Administration. Best wishes for academic growth and positive experiences!

Have a great school year!  
Richard Spindler, Principal

# FEDERAL HOCKING LOCAL SCHOOLS

## ***Our Mission***

The Federal Hocking School District uses a progressive approach to help all young people become productive and engaged citizens. Our graduates will be creative thinkers and problem solvers, able to make positive choices about their careers, education, and community.

## ***Operating Principles***

In order to fulfill our mission, we embrace the following operating principles:

### **As an education community, we know children learn well when:**

- They are actively engaged in a variety of tasks including exploration, play, reading, research, conversation, and invention;
- They are in an environment where they feel safe and supported, where their social, emotional, and physical health needs are met, and where they are not afraid to fail knowing they will be given more chances to succeed;
- They have a personal connection to or interest in what they are learning and can see how it applies in the world in which they live;
- They are encouraged to think for themselves, to reflect upon their work, to make appropriate choices and to build connections to prior learning;
- They receive ongoing feedback, see and share models of expected outcomes, feel competent and not overwhelmed, and are provided with time for monitored practice;
- They are exposed to a wide variety of learning experiences, materials, technologies, and environments.

## **Contents**

### **Section 1: Student Rights, Responsibilities, and Community Membership**

Student Rights, Responsibilities, and Nondiscrimination Policy p. 4

### **Section 2: General Information**

Clubs and Sports p. 5  
Breakfast & Lunch p. 6  
Grades & Make-up Work p. 6-7  
Attendance & Absence Policy p. 7-8  
Miscellaneous Information (college visits, school cancellations) p. 8-14  
Cell Phone Policy p. 10  
Chromebook Usage p. 11  
Student Property & Responsibility p. 12  
Confidentiality p. 12  
National Honor Society p. 13

### **Section 3: Student Code of Conduct**

Prohibited Items/Suspected Substance Abuse p. 14  
Dress Code p. 15  
Definitions p. 16

### **Section 4: FH Chromebook Guide**

General Information p. 17 - 25  
Current Price List for Repairs & Replacement p. 25 - 26

**Addendum 1: FHHS** p. 27-35

**Addendum 2: FHMS** p. 36-43

***Section One:***  
***Student Rights, Responsibilities, and Community Membership***

**STUDENT RIGHTS**

Students at Federal Hocking have a number of rights as members of our learning community, including the right to:

- attend a school committed to student democracy
- be free from harassment of any kind
- due process
- be involved in creating your own class schedule
- active participation within clubs, committees, curricular, and extracurricular activities
- apply to become a member of Student Trustees
- start a club
- elect class officers
- start a petition
- discuss issues or questions with staff members respectfully and responsibly
- invite a person(s) outside of our school to a school dance under certain regulations
- send a letter to the editor of the school paper
- be notified of any disciplinary action
- appeal any disciplinary action

**RESPONSIBILITIES**

Additionally, students share a wide range of responsibilities as members of the Federal Hocking learning community. Among these are included the responsibility to:

- demonstrate respect for fellow students, school facilities, faculty, and staff
- respect privileges afforded to them
- report violations of the Student Code of Conduct to staff members
- be involved when the Student Trustees rewrite the student handbook every year

**NONDISCRIMINATION POLICY**

Discrimination towards students or staff on the basis of race, nationality, origin, sex, gender, sexual orientation, or handicapping condition is not tolerated on the premises of Federal Hocking High School. The Federal Hocking learning community values diversity in all its forms and believes in respecting the rights of individuals. If there are any issues regarding discrimination, please do not hesitate to speak to the principal or other staff members.

**COMMUNITY MEMBERSHIP**

Students at Federal Hocking have a variety of ways of exercising their rights and responsibilities as a member of the community. We believe that these are more than just words and that students learn best how to be a member of a democratic community through exercising their democratic obligations. For that reason there is an active student government, students share in the selection of staff members, students serve on the site based committee, there is a free press, and there is a school constitution that protects these rights and sets out these obligations.

## ***Section Two: General Information***

### **Clubs and Organizations**

We encourage all students to be involved in some type of activity during the school year. Below is a list of the clubs and organizations that have operated in the past. Not all groups are active every year, and new clubs can always be suggested and organized by students as needed. **Some clubs are high school only.**

Band	Mock Trial	Yearbook
Student Trustees	FFA	Art Club
Drama Club	Shooting Sports	Business Professionals of America
Science Olympiad	Spanish Club	GSA
Adventure Club	Math Club	Lancer Local News/Newspaper
Student Council		

### **How to Form a Club or Student Organization**

If there is a club/organization not listed that you would like to start you must follow these steps: First, find a faculty advisor. Second, write a detailed proposal including who the advisor is, why the club should be started, what the club would do and how often you would meet. Third, present the proposal to the principal for approval. After the proposal is approved, a petition needs to be signed by 25 students supporting the formation of the club. These students do not have to be potential members of your club. Present the approved proposal and signed petition to the Student Trustees. If it is not approved, you may revise your proposal and resubmit it. If the club plans to raise money, a budget needs to be submitted to the School Treasurer.

### **Sports**

All students are encouraged to join sports. The following is a list of all of the sports available to the student body:

#### **Fall:**

Golf  
Football  
Volleyball  
Cross Country  
Cheerleading

#### **Winter:**

Basketball  
Wrestling  
Swimming  
Cheerleading

#### **Spring:**

Baseball  
Softball  
Track & Field

To participate on athletic teams, you must maintain your academic eligibility, which means earning 5 credits (or the equivalent) in the preceding grading period. Student athletes must also be currently enrolled in 5 or more credits (or the equivalent). For additional information on athletics, refer to the Federal Hocking Athletic Student Handbook you will be given by your coach or the Athletic Director.

### **Breakfast and Lunch Rules for Federal Hocking Students**

There are some food rules that apply to all students at all times, they are as follows:

1. All students are welcome to eat **one *free* breakfast and one *free* lunch per day**. Extra helpings or seconds must be paid for, however.
2. Energy drinks (i.e. Red Bull, Full Throttle, Amp, Monster, Rock Star and any similar drink) are not permitted at any time during the school day.
3. Food, drinks, and/or gum are not allowed in the gym at any time.
4. Food, drinks, and/or gum are allowed in classrooms only with teacher permission. This is entirely at the discretion of the teacher or teaching teams.
5. Any food brought in for a student will be left with the secretary and is subject to search. Students will not be permitted to eat meals in class, so lunches must be dropped off in the office prior to or during the lunch period.

### **Grades, Grading Periods, and Make-Up Work**

Student work is graded on the following scale:

90% -100%= A (Excellent Work) (90-92=A-)

80% -89%= B (Above Average Work) (80-82=B-; 87-89=B+)

70% -79%= C (Average Work) (70-72=C-; 77-79=C+)

60% -69%= D (More work needed in this area/should seek help) (60-62=D-; 67-69=D+)

Below 60%= F (Quality of work not acceptable)

If you have been absent due to an excused absence, it is your responsibility to see your teacher to make up the work you missed. For every excused absence, you have one day to make up the work. If those days fall at the end of the grading period, and you are unable to complete the work prior to the posting of grades, you will receive an “NC” (No Credit). If you do not make up the work within two weeks of the end of the grading period, you will receive the grade earned including zeros for the missing work.

Students will usually be required to make up work missed due to absences or when they are assigned to ISS. Once grades are entered on the report card they may not be changed for any reason other than teacher error in computing grades (with the exception of grades of “NC”). Make up work may be figured in for final grades, but cannot result in the changing of a grade entered for the previous grading period.

Grades come out every nine weeks. There are also midterms, which come out halfway through each nine-week grading period to let you know how you are doing in each of your classes.

### **Grade Point Average Calculation**

To calculate a grade point average, (1) multiply the course credit by the appropriate grade-point equivalent (GPE) to determine the grade points earned in each course, (2) add the grade points earned in each course to calculate a total, and (3) divide this sum by the total number of

credits taken to determine the grade-point average. In the example below, 11.667 grade points ÷ 4 credits = 2.917 grade point average.

Grade point equivalents:

A	4.000	B	3.000	C	2.000	D	1.000
A-	3.667	B-	2.667	C-	1.667	D-	0.667
B+	3.333	C+	2.333	D+	1.333	F	0.000

**Example:**

<u>Course</u>	<u>Credit</u>	<u>Grade</u>	<u>Multiply</u>	<u>GPE</u>		<u>Total</u>
English	1 credit	B+	x	3.333	=	3.333 points
Math	1 credit	C	x	2.000	=	2.000 points
Spanish	1 credit	B-	x	2.667	=	2.667 points
Science	1 credit	A-	x	3.667	=	3.667 points
Total	4 credits					11.667 points

**Absences, Attendance, Late Arrival, Early Dismissal**

One of the best ways to do well in school is to make sure you are here. There are several acceptable reasons for an excused absence, they include the following:

1. Personal illness with a parent note.
2. Medical/dental appointments-doctor verification must be received with appointment time noted following visit.
3. Illness in immediate family necessitating the presence of the student.
4. Death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence).
5. Religious observances.
6. Legal business including court appearances.
7. Absences due to a student's placement in foster care or change in foster care placement.
8. School activities such as college visits, field trips, or class assignments.
9. Family activities that have received prior approval by the principal for absences.
10. An emergency which in the judgment of the principal is a sufficient cause for an absence from school.
11. Absences due to a student being homeless.

If you are going to be absent from school you need to have your parent/guardian call the school to notify us of your absence. As well, when you are absent the school will be using an automated calling system to contact your parents/guardians. When you return to school you must bring a note from your parent or guardian explaining your absence even if the absence is unexcused. You have three days to bring in a note or the absence will be considered unexcused. The note is important because it provides a written documentation that your parent is aware of your absence.

If you are absent, the first 35 hours of parent note absences are marked excused at the discretion of the principal. Thereafter, absences may be marked unexcused unless they are in-line with the list above and approved by the principal. Parents of students who miss 30 or more consecutive unexcused hours, 42 unexcused hours or more in a month, or 72 unexcused or more hours in a year may be required to have a parent meeting with the principal and attendance officer and truancy charges may be filed. In addition, students missing more than 36 unexcused hours in any one semester may not be given any academic credit for that semester.



If you arrive late to school you must first report to the attendance office to check in. Remember if you drive to school a car trouble is not excused. If you are repeatedly late to school you will receive consequences as outlined in the Code of Conduct. If you need to leave school early, you must bring a note to the office at the beginning of the day for that dismissal to be approved. Acceptable reasons include doctor and other appointments and business that cannot be conducted after school. Students may not dismiss themselves from school. You must report to the office to check out if you are on early dismissal.

### **College Visits**

Juniors and seniors may use up to three (3) days to visit prospective colleges. Visiting a prospective college is the best way to get an idea of whether or not it's a good fit for you! To use a college day:

1. Call the Office of Admissions at the college or university you would like to visit. Arrange for a campus tour and interviews with admissions or financial aid counselors, heads of departments, or coaches you would like to see.
2. At least three days prior to the college visit, bring a note from your parent/guardian to the counselor including which colleges/universities you will be visiting and the date of the visits.
3. Upon return to school, bring a verification slip signed by an admissions representative from the college/university you visited. Turn in the verification slip to the counselor in order for the absence to be counted as a college day excused absence.

### **Entering School**

High school students enter school through the main high school doors. Middle school students enter through the main middle school doors. Upon entering, students should head to the cafeteria where breakfast will be provided. Middle school students will take their breakfasts to their advisory classrooms. Students who choose not to eat a school breakfast will report directly to their advisory classrooms.

### **Announcements**

Announcements are read every morning during advisory and must be approved by the principal. All student meetings must be approved by the Student Trustees. All announcements must be turned in to the office by 3:00 p.m. the prior day.

### **Student Union**

The Federal Hocking Student Union is a space for high school students to demonstrate maturity and enjoy well-earned autonomy. Juniors and Seniors who have shown that they understand how to conduct themselves without direct adult supervision will have the privilege to study independently, socialize quietly, and even enjoy drinks and snacks. This privilege comes with it the responsibility of treating the space, the resources, and the other students with respect. Students will be expected to care for and clean the space themselves. The Student Union will be a wise choice for students enrolled in asynchronous College Credit Plus courses, students working on senior projects and portfolios, and students putting in extra effort to ensure that they are succeeding in their classes.

### **Internships**

The Federal Hocking Internship Program is open to all juniors and seniors. Internships allow students to leave school during the day and earn credit while getting on the job experience. Students have interned in doctors' offices, law offices, construction companies, engineering firms, schools, and many others. For more information stop in and see the Internship Coordinator, Mrs Ripple. (And remember to do well in your courses during your freshman and sophomore years so you have room in your junior/senior schedule to do an internship.)

### **Signing In and Signing Out**

FHHS does not have an "open campus." Some students arrive late or leave early because they have schedules that require them to participate in internships or College Credit Plus courses, but once students are at school, they must remain at school until they are dismissed. Students may not leave to run home or go buy snacks or lunch and then return to school without prior parent *and* principal approval.

### **Universities/College Credit Plus Options**

You might be interested in attending a university class while attending Federal Hocking, and you can do that in the College Credit Plus program. If you would like more information about this see the school counselor or principal.

### **Tri-County Career Center**

For students interested in pursuing a specific career fields, Tri-County Career Center is a great option. Programs at Tri-County include medical technologies, computers, law enforcement, electronics, horticulture, farm mechanics, welding, drafting, carpentry, accounting, and many others. For more information about Tri-County see the school counselor.

### **Medication**

If it is necessary that you take medication during the school day, the medication must be brought, in its original container, along with a note from the doctor stating the proper dosage and times of administration to the school secretary and/or clinic. You will be dismissed at the proper time to take your medication. At the end of the year you must collect the unused portion of your medication or it will be thrown away.

### **Bathroom Use**

Students should use the bathroom during class breaks. Use of the bathrooms during class time is up to the discretion of the teacher, who may have a system, such as SmartPass, for recording such use.

### **Lockers**

Lockers are issued to each student so you can store your belongings safely during the school day. Our advice is to use the lockers, that way you don't have to worry about any of your things being lost. You may not trade lockers, share lockers, or use a locker to conceal any regulated or prohibited item. Lockers are school property and may be opened and searched at any time.

### **Locker Use and Student Responsibility**

If your property is stolen from the school, the school is not responsible for it, because you are issued a locker at the beginning of the year that has a lock on it. You are also advised to use your locker. You are also responsible for any books, calculators, etc. that you are issued and will be charged the replacement cost of any items you damage or lose.

### **Organizing Student Events**

High school students who would like to organize a dance, fundraiser, or a class meeting need to seek approval by Student Trustees. Middle school students need to seek approval by the principal. Your request needs to be submitted in writing. A staff member who will oversee the activity needs to submit the event for approval in FMX.

### **Visitors**

At times we receive visitors during the school year. Please treat our guests with respect and show them what a great school you attend. Also, we do not allow students to bring friends or relatives to school as it distracts from the work going on in classes.

### **Prohibition of Video Recording**

No student has permission to photograph or record video of another student or adult at school without their permission. Doing so is a violation of the individual's right to privacy. Sharing or posting photos or videos of others without their permission is a form of harassment that violates the student handbook and FHLS Board policy. Such violations are subject to disciplinary action up to and including a ten-day suspension and a recommendation for expulsion.

### **Phone**

The phones in the office are for official school business and may only be used by students when given permission by the office staff.

### **Cell Phones/Music Devices**

**Students are prohibited from using cell phones at all times.** Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children. To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board has determined the use of cell phones by students during school hours should be limited. This policy applies to the use of cell phones by students while on school property during school hours. Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

*A student may use a cell phone to monitor or address a health concern.*

### **"No School" Announcements**

Some days throughout the year due to the weather school is canceled. This decision is usually made prior to 6:00 a.m. For those parents on our phone system, a phone call will be made usually by the Superintendent (so make sure we have your correct phone number). A text/email

will be sent to those families that have signed up and a message will be posted on fedhock.com. In addition, one can usually find out about closings on the local TV/Radio stations.

### **Computer/Chromebook Usage**

All high school students attending will be issued a Chromebook. Middle school students will have access to Chromebooks in all academic classes. Responsibilities regarding these Chromebooks are covered in the addendum on 27-37. All students must have an updated Computer Usage Form on file in the office in order to use school computers.

### **Lancer Care Clinic**

Located in the middle school, the Lancer Care Clinic is available to students, staff, and community members. When a student gets sick, they don't have to wait to be picked up by a parent and then wait for an appointment with the family doctor. Instead, with a parent's permission, they can be seen right at the school, on the same day. The clinic will be staffed with a primary care provider and other medical support staff. The center offers acute care, vaccines, sports physicals, as well as a full range of primary care services. Students must have a pass from a staff member to go to the clinic. The clinic restroom is not for student use.

### **School Counselor's Office**

The High School Counselor's office is located in the main high school office. The Middle School Counselor's office is located in the sixth grade wing of the middle school. Remember that the counselor has to help every student in the school, so it is a good idea to make an appointment. Just email the counselor to schedule a time to meet. The counselor is also usually available during lunch for you just to drop in. Of course if it is an emergency, the counselor can usually see you right away.

### **Field Trips**

Teachers often plan field trips to enhance classroom instruction. You must attend field trips that are part of your class. However, you may not be allowed to go if you are behind in other classes or if you have demonstrated a pattern of behavior that suggests that there is a risk of poor behavior. If you will not be permitted to attend a field trip, your teacher will communicate with you in advance. Also, only field trips approved and arranged by the school are allowed as excused absences. Only active students in good standing may participate in field trips.

### **Incentive Activities**

Federal Hocking students may have the opportunity to participate in a variety of incentive activities or field trips that encourage students to meet or exceed expectations for attendance and behavior. Students who do not meet these expectations will not be permitted to participate in these activities. Students who are involved in situations that result in after school detentions, in-school suspensions, out-of-school suspensions, or excessive absences will not be eligible to participate. Advisors will contact the families of any students who will not be permitted to participate to explain the reasons behind the decision. Student eligibility to participate will reset at the beginning of each quarter.

### **Footwear and Mobility**

Only gym shoes are allowed on the gym floors at all times. Further, students may not wear shoes with wheels anywhere on school property. Skateboards are not permitted on school property.

### **Advisory**

All students will be assigned to an advisor. Your advisor will help you with your schedule, will help you manage discipline, and will steer you to a wide range of school resources.

**District Website and Google Classroom:** The school website is available to post school-related information. If you have something of interest (deadlines, sports scores, etc.) please share it with the principal. The district website is [www.fedhock.com](http://www.fedhock.com). Staff members will use Google Classroom to communicate important information related to school operations or class assignments. Students need to regularly check both their school email account and their Google Classrooms.

### **Graduation and Grade Promotion**

Requirements for graduation are a part of district policy and are handed out to students when they begin high school scheduling. Being promoted from grade to grade depends upon your academic success at each grade level and is determined by the school administration.

### **Driving Privileges**

Driving to school is a privilege, and to keep that privilege just drive safely and come to school on time. As a courtesy, the front two rows in the parking lot are reserved for faculty, staff and visitors. You may lose your driving privileges if you operate your vehicle in an unsafe manner either in the parking lot or on your way to or from school or if you are late to or absent from school too often. All school rules apply to you in your car while it is on school grounds.

### **Student Property and Responsibility**

Students are responsible for taking care of their own personal property as well as any school property that is issued to them or provided for their use (books, computers, calculators, etc.). The school does not accept any responsibility for any of your personal property that you may bring to school. Think twice about what you bring to school or loan to others. Students are prohibited from selling or trading personal property at school.

Students should also understand that any item they bring on school property, from an automobile to a mobile phone, may be searched by school authorities at any time. This is for the safety and security of all students and staff, and is a clearly established right in civil code, known as “in loco parentis.”

### **Confidentiality**

With some exception, 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 those items identified in District Policy JO.) Some exceptions are:

1. A school may release information to school officials and 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 educational 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 and safety of other students or other persons, and during investigation of acts of terrorism.

## **FEDERAL HOCKING HIGH SCHOOL – NATIONAL HONOR SOCIETY**

The Federal Hocking Lancers Chapter of the National Honor Society is a nationally affiliated organization sponsored by the National Association of Secondary School Principals. To be eligible for election to membership, candidates must be juniors or seniors and have a cumulative grade point average of 3.5 or above. Membership is based on total evaluation of scholarship, character, leadership, and service. Members of the National Honor Society will maintain good standing by continually demonstrating their commitment to the values and ideals of the school and of NHS. Members who fail to uphold their status as role models and leaders may face sanctions such as probation or removal from NHS. Such sanctions will be enforced at the discretion of the principal, with input from the NHS advisor.

### **SELECTION PROCEDURE**

1. Eligible students (minimum 3.5 GPA) are notified by letter.
2. Candidates are asked to fill out and return the “Student Activity Information Form” by the assigned deadline.
3. The entire high school faculty evaluates each candidate on character, leadership, and service.
4. A five member faculty council votes on membership after reviewing all materials related to the application.

### **Guidelines for Faculty Selection Process**

#### **Character**

- Takes criticism willingly and accepts recommendations graciously
- Upholds principles of morality and ethics
- Demonstrates the highest standards of honesty and reliability
- Shows courtesy, concern, and respect for others
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others

#### **Leadership**

- Acts as a positive influence in the classroom and community
- Demonstrates leadership in school and community
- Inspires positive behavior in others
- Is dependable and responsible
- Exhibits positive influence on others

#### **Service**

- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance

- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders requested service to the school
- Shows courtesy by assisting visitors, teachers, and students

#### **Scholarship**

- Demonstrates a commitment to learning
- Willingness to spend hours in reading and study, knowing the lasting benefits of a cultivated mind

### ***Section Three: Student Code of Conduct***

#### **Removal From Class**

Every student has the right to learn, and to not have that learning interrupted by the actions of other students. If a student is so disruptive that a teacher has to stop class and remove that student, the student will be sent to the office. The student will meet with the principal and, after a discussion with the teacher, the appropriate consequences or other interventions will be determined.

#### **Prohibited Items**

There are certain things that you cannot have at school. This makes it possible for you to learn in a hazard-free environment. These are:

- Chemical, smoke or odor causing devices, mace, pepper spray, or irritants
- Tobacco, vape pens, e-cigarettes, carts, juuls, dab pens
- Flammables (such as lighters)
- Dangerous or hazardous items, laser devices
- Weapons or items that may be used as a weapon
- Skateboards or other wheeled transportation devices
- Any illegal substance, item, or device

#### **Suspected Substance Abuse**

If a staff member suspects that a student is in possession of, or may be under the influence of drugs, alcohol, or other substances, the staff member will escort the student to the office to be evaluated by the principal. Regardless of the principal's evaluation of the student, the principal will conduct a search of the student, the student's belongings, and the student's locker. If the principal's judgment is that the student is impaired, the principal will contact the student's guardian to pick the student up.

#### **Tardies**

Be in your assigned class when the tardy bell rings. If you are not, you are tardy unless you have a valid excuse (car breakdowns and oversleeping are not valid excuses). Tardies are used by the State of Ohio when calculating truancy for the purposes of House Bill 410 actions and subsequent truancy charges. Students who are tardy to class three times or more will face disciplinary action.

### **Bus Transportation**

Bus transportation is provided as assistance to our students. Questions regarding bus transportation may be directed to the district transportation supervisor by calling 740-662-6691. By Ohio law, all students are to be assigned seats and are required to sit in those seats. Seat assignment is left to the discretion of the driver, transportation supervisor, or the building administrator.

Misbehavior on the bus may result in the loss of bus riding privileges. A student may have bus transportation privileges suspended and the length of suspension will be determined by the seriousness of the misconduct, the disciplinary record of the student, and any factors deemed relevant by the administration. Immediate removal from the bus may occur if a pupil's presence poses a danger to persons or property or a threat to the safe operation of the bus. Misbehavior on the bus may also result in any penalties and procedures described in the Student Code of Conduct.

In addition, students who have arranged to ride a different bus home must bring in a written note and turn that in to the office before school starts. Students will not be permitted to phone home for permission to ride another bus unless, in very rare occasions, the principal deems it an emergency situation.

### **Dress Code**

Federal Hocking students should dress in an appropriate way. One of Federal Hocking's many goals is to prepare students to be successful in their chosen careers. One way to prepare for the workplace is to learn the different ways to dress for different settings. Understanding appropriate dress for school will help you understand appropriate dress for work. Before leaving in the morning if you have to think twice about what you are wearing, the clothing is probably not appropriate for school. That said, the staff has listened to student and parent input and are putting into effect a dress code that was developed by both staff and students.

- A. Final judgment on all dress code items rests with the staff and administration.
- B. Clothing or personal property that bears reference to drugs, sex, alcohol, gangs, is intended or interpreted as 'hate speech' (advocating violence or discrimination against any group of individuals) or that has obscene, suggestive or profane statements or pictures is not permitted.
- C. Students may not wear or carry blankets in school. Students may not wear hoods, ski masks, sheisties, or any other headwear that limits staff members from seeing or recognizing the student. The principal will have the final determination about whether a piece of headwear is permissible.
- D. When FH students dress, they should do so with the following goals in mind:
  - a. Their clothing should be comfortable to wear and to see;
  - b. Their clothes should show respect for themselves and others;
  - c. Their clothing should make a good impression on visitors to our building, regardless of the visitor's age;
  - d. They should remember that school is more like a job than the prom or a bedroom.
- E. All tops must adequately cover students' torsos and include straps or other material to attach the main portion of the shirt to the shoulders (i.e. no tube tops). All pants, shorts, skirts, etc... must adequately cover the wearer's undergarments and buttocks. No pants



with gaping holes above the knee. Holes above the knee must have the fabric strings still in place, holding the fabric together.

- F. Students must not show any of these things:
  - a. Transparent areas of clothing in the coverage zone.
  - b. Undergarments of any kind (this includes bathing suits).
- G. Refusal to comply with any dress code could result in in-school suspension for the remainder of the day.

### **Tobacco, Marijuana, Vape Pens, Carts, Dab Pens, and e-Cigarettes**

Please be aware that the Ohio Revised Code was changed in regard to procedures regarding tobacco related offenses. Although the Revised Code allows for schools to have measures in place in addition to those in the code, it will be the practice at Federal Hocking High School to follow the procedures outlined in both the school handbook and by the Athens County Prosecutor. Students who choose to use or possess tobacco products, nicotine products, marijuana, or THC products may face legal consequences in addition to school consequences.

Consequences for possession of a vape device will be implemented irrespective of the device's actual ability to deliver prohibited substances. Empty vape devices are treated as full vape devices. Vape devices with dead batteries, no batteries, other missing pieces, or partial components of vape devices are treated as complete and fully functional vape devices.

### **Definitions**

**Plagiarism:** A student shall not pass off ideas or words from any other source as his/her own. This includes turning in work that was done by another student, copying another student's work, copying items from the internet or other source, or using anything that is not your own. Additionally, if you allow another student to use your work you shall be deemed to have been involved in plagiarism as well.

**Profanity:** A student shall not use any language, either written or verbal, which may be considered profane, indecent, obscene, vile, or abusive. This shall include use of obscene gestures, pictures, signs or publications.

**Forgery:** A student shall not, in writing, use the name of another person, or falsify times, dates, grades, addresses, or other data on school forms or correspondence directed to or from the school.

**Insubordination:** Students are expected to demonstrate a positive attitude in carrying out reasonable rules or directions given by school personnel. Any student who fails to comply with the reasonable request of school personnel or demonstrates a defiant attitude toward staff may be found insubordinate.

**Hazing:** Any act of coercing another, including the victim, to submit to any form of initiation into any student organization or other organization that causes or creates a substantial risk of causing physical, mental, or emotional harm to any person shall be considered as hazing. These acts are against the law and are inconsistent with the educational process and thus are prohibited at all times.

**Harassment:** Pressuring, intimidating, frightening, or embarrassing another by your actions, comments, or gestures. (See nondiscrimination policy at the beginning of the handbook.)

## **FEDERAL HOCKING HIGH SCHOOL CHROMEBOOK GUIDE: GENERAL INFORMATION**

### **A. RECEIVING YOUR CHROMEBOOK**

- a.** Distribution
- b.** Chromebooks Policy requirements
- c.** Chromebooks collection

### **B. RETURNING YOUR CHROMEBOOK**

- a.** Unreported damages/negligence
- b.** Unreturned Chromebooks

### **C. TAKING CARE OF YOUR CHROMEBOOK**

- a.** Reporting problems/damages
- b.** Outside computer service
- c.** General Precautions
- d.** Carrying Chromebooks
- e.** Screen Care

### **D. USING YOUR CHROMEBOOK AT SCHOOL**

- a.** Intended use
- b.** Other uses
- c.** Student responsibility
- d.** Locker storage
- e.** Chromebooks left at home
- f.** Chromebooks under repair
- g.** Charging your Chromebooks
- h.** Backgrounds and passwords
- i.** Sound and video
- j.** Printing
- k.** Account Access

### **E. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- a.** Saving to your Google Apps Account
- b.** Saving to removable storage devices
- c.** Saving to your Chromebooks
- d.** Leaving or graduating from Federal Hocking

### **F. OPERATING SYSTEM ON YOUR CHROMEBOOK**

- a.** Updating your Chromebooks  
Restoring your Chromebook

## **G. ACCEPTABLE USE GUIDELINES CHROMEBOOK**

- a. General Guidelines
- b. Privacy and Safety
- c. Legal Property
- d. E-mail & Electronic Communication
- e. Consequences
- f. At Home Use

## **H. PROTECTING & STORING YOUR CHROMEBOOK**

- a. Chromebooks Identification
- b. Account Security
- c. Storing Your Chromebooks
- d. Chromebooks left in Unsupervised Areas

## **I. REPAIRING/REPLACING YOUR CHROMEBOOK**

- a. Vendor Warranty
- b. Chromebooks Insurance Options

## **J. POLICY REVISIONS**

## **K. CHROMEBOOK FAQ's**

## **L. CURRENT PRICE LIST FOR REPAIRS & REPLACEMENTS**

# **FEDERAL HOCKING HIGH SCHOOL CHROMEBOOK GUIDE: STUDENT RESPONSIBILITIES**

### **A. RECEIVING YOUR CHROMEBOOK:**

- a. Chromebooks will be distributed within the first two weeks of each school year.
- b. Parents/Guardians and students **MUST** sign and return the FHHS Chromebooks Agreement document before the Chromebooks can be issued to their child. This Chromebooks Policy Handbook outlines the procedures and policies for families to protect the Chromebooks investment for the Federal Hocking School District.
- c. Chromebooks will be collected at the end of each school year unless needed for summer work and students will retain their original Chrome book each year while enrolled at FHHS.

### **B. RETURNING YOUR CHROMEBOOK:** All district owned Chromebooks and accessories (charger, bag) must be returned following the guidelines:

- a. High School Chromebooks **will be collected 2 weeks before the end of the school year.** If unreported damages are found or there are damages due to student negligence, actual repair or replacement costs will be assessed at that time.
- b. Any Chromebooks and accessories not returned will be considered as stolen property and law enforcement agencies will be notified.

### **C. TAKING CARE OF YOUR CHROMEBOOK:** Students are responsible for the general care of the Chromebooks they have been issued by the school.

- a. Chromebooks that are broken, or fail to work properly, let your teacher know immediately and they will tell you how to proceed.
- b. **Removing keys from the keyboard will result in disciplinary action that will include after-school detention. The responsible student will be billed for the keyboard and replacement.**
- c. Do not take district owned Chromebooks to an outside computer service for any type of repairs or maintenance. **DO NOT REPLACE YOUR OWN POWER CHARGER!**
- d. **General Precautions:**
  - i. No food or drink is allowed near your Chromebooks while in use.
  - ii. Cords, cables, and removable storage devices must be inserted carefully into the Chromebooks.
  - iii. Never transport your Chromebooks with the power cord plugged in. Never store your Chromebooks in your carry case or backpack while plugged in.
  - iv. Students should never carry their Chromebooks while the screen is open.
  - v. Chromebooks must remain free of any writing, drawing, or stickers. Vents cannot be covered.
  - vi. Chromebooks must have a Federal Hocking inventory tag on them at all times, and this tag must not be removed or altered in any way. If school inventory tag is removed, disciplinary action will result. A fee may be assessed if any of these guidelines are not followed.
  - vii. Chromebooks should never be left in a car or any unsupervised area.
  - viii. Students are responsible for bringing completely charged Chromebooks for use each school day.
- e. **Carrying Chromebooks:**
  - i. Transport Chromebooks with care.
  - ii. Chromebooks lids should always be closed and tightly secured when moving.
  - iii. Never move a Chromebooks by lifting from the screen. Always support a Chromebooks from its bottom with lid closed.
  - iv. ***Case use is required. Chromebook cases are to be used for proper care and storage of the device and its charger. Cases are not to be used as bookbags as damage is likely to occur. The student to whom the device is assigned will be responsible for damages resulting from the violation of this expectation.***
- f. **Screen Care:** The Chromebooks screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure on the screen.
  - i. Do not lean or put pressure on the top of the Chromebooks when it is closed.
  - ii. Do not store the Chromebooks with the screen in the open position.
  - iii. Do not place anything near the Chromebooks that could put pressure on the screen.
  - iv. Do not place anything in a carrying case or backpack that will press against the cover.
  - v. Do not poke the screen with anything that will mark or scratch the screen surface.
  - vi. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
  - vii. Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### **D. USING YOUR CHROMEBOOK AT SCHOOL**

- a. Chromebooks are intended for use at school each day.
- b. In addition to teacher expectations for Chromebooks use, school messages, announcements, calendars and schedules may be accessed using the Chromebooks.
- c. Students must be responsible to bring their Chromebooks to all classes, unless specifically advised not to do so by their teacher.
- d. **Chromebooks should be locked in lockers when not in use.**
- e. **Chromebooks left at home:**
  - i. The student may have the opportunity to use a replacement device if one is available.
  - ii. Repeat violations of this policy will result in disciplinary action.
- f. **Chromebooks under repair:**
  - i. Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair.
  - ii. Students using loaner Chromebooks will be responsible for any damages incurred while in the student's possession. Student will pay full replacement cost if it's lost or stolen.
- g. **Charging your Chromebooks:**
  - i. Chromebooks must be brought to school each day fully charged.
  - ii. Students need to charge their Chromebooks each evening.
  - iii. Charging your cell phone with a Chromebook is prohibited.
  - iv. Repeat violations of this policy will result in disciplinary action.
- h. **Backgrounds and Password:**
  - i. Inappropriate media may not be used as a screensaver or background as per the student handbook.
  - ii. Take care to protect your password. Do not share your password or allow others to use your account.
- i. **Sound and Video:**
  - i. No sound or video streaming unless directed by teacher for instructional purposes. This is to protect our access to the internet for everyone.
  - ii. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
  - iii. Headphones may be used at the discretion of the teacher.
- j. **Printing:**
  - i. Printing should be avoided. Documents should be shared electronically instead of printed. This helps us save a lot of money which goes to everyone having a Chromebooks.
  - ii. For the rare situations that students must print, printers will be available throughout the building and will be shared with students using Google Cloud Print.
  - iii. Google Cloud Print can be setup for home printing as well. More information on Google Cloud Print check this link:  
<http://support.google.com/cloudprint/?hl=en>

**k. Account Access:**

- i. Only those with a Federal Hocking Google For Education account (fhlanders.com) will be able to log into a district Chromebooks.

**E. MANAGING & SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK**

- a. Google Apps for Education is a suite of products which includes mail, calendar, sites, word processing, presentations, drawings, spreadsheets, forms, etc. that lets you create different kinds of online documents, collaborate in real time with other people, and store your documents, as well as your other files, in the cloud.
- b. With a wireless Internet connection, you can access your documents and files from any Chromebooks, anywhere, at any time, no matter where you are.
- c. All items will be stored online in the Google Cloud environment.
- d. Prior to leaving the district, or graduating, students who want to save any work, need to use Google Takeout to transfer any work to a personal Gmail account.

**F. OPERATING SYSTEM ON YOUR CHROMEBOOK**

**a. Updating your Chromebooks:**

- i. When a Chromebooks starts up, it updates itself automatically, so it has the most recent version of the Chrome operating system without you having to do a thing. No need for time-consuming installs, updates, or re-imaging.
- ii. Virus Protections & Additional Software are not needed. With defense-in-depth technology, the Chromebooks is built with layers of protection against malware and security attacks.
- iii. Files are stored in the cloud, so there's no need to worry about lost homework.

**b. Procedures for Restoring your Chromebooks**

- i. If your Chromebooks needs technical support for the operating system, all support will be handled by Mr. Richard or his staff.

**G. ACCEPTABLE USE GUIDELINES**

**a. General Guidelines**

**i. Responsible Use Policy:**

1. Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Federal Hocking School District.
2. Students are responsible for their ethical and educational use of the technology resources of the Federal Hocking School District.
3. Access to the Federal Hocking School District technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
4. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and viruses.
5. Any attempt to alter data, the configuration of a Chromebooks, or the files of another user, without the consent of the individual, building

administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

**b. Privacy and Safety**

- i. Do not go into chat rooms or send mass emails without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- ii. Do not open, use, or change files that do not belong to you.
- iii. Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- iv. Remember that storage is not guaranteed to be private or confidential as all Chromebooks equipment is the property of the Federal Hocking School District.
- v. If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately. Report any such sites to your advisor.

**c. Legal Property**

- i. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- ii. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- iii. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Ohio Revised Code, Computer Crimes will result in criminal prosecution or disciplinary action by the District.

**d. Email & Electronic Communication**

- i. Always use appropriate and proper language in your communication.
- ii. Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- iii. Do not send mass e-mails, chain letters or spam.
- iv. Email & communications sent / received should be related to educational needs.
- v. Email & communications are subject to inspection by the school at anytime.

**e. Consequences**

- i. The student in whose name a system account and/or Chromebooks hardware is issued will be responsible at all times for its appropriate use.
- ii. Non-compliance with the policies of this document or the Responsible Use of the Internet/FH Tech Agreement, will result in disciplinary action.
- iii. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- iv. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

- v. Contents of email and network communications are governed by the Ohio Public Records laws and proper authorities will be given access to their content.
- f. **At Home Use**
  - i. The use of Chromebooks at home is encouraged.
  - ii. Chromebooks care at home is as important as in school, please refer to the care section.
  - iii. Transport your Chromebooks in an appropriate case.
  - iv. Filtering / Tracking software will monitor the use of the Chromebooks even at home.

## H. PROTECTING & STORING YOUR CHROMEBOOK

- a. Chromebooks Identification
  - i. Student Chromebooks will be labeled in the manner specified by the school district. Chromebooks can be identified in several ways:
    - 1. Record of district inventory tag and serial number
    - 2. Individual user account name and password
  - ii. Chromebooks are the responsibility of the student. This device is for your use during the duration of each school year it is assigned. Please take good care of it!
- b. Account Security
  - i. ***Students are required to use their fhlancers account user ID and password to protect their accounts and are required to keep that password confidential.***
- c. Storing Your Chromebooks
  - i. When students are not using their Chromebooks, they should store them in their locked locker.
  - ii. Nothing should be placed on top of the Chromebooks when stored in the locker.
  - iii. At the end of the school day, students must take their Chromebooks home or make sure that it is secure and being charged.
  - iv. Chromebooks should not be stored in a student's vehicle at school or at home for security and temperature control measures.
  - v. Chromebook cases should NOT be used to store anything more than the Chromebook and charger as overfilling the bag can damage the computer.
- d. Chromebooks left in Unsupervised Areas
  - i. Under no circumstances should Chromebooks be left in an unsupervised area.
  - ii. Unsupervised areas include the school grounds, the cafeteria, commons areas, gym, locker rooms, unlocked classrooms, dressing rooms, hallways, etc.
  - iii. Any Chromebooks left in these areas is in danger of being stolen.
  - iv. If an unsupervised Chromebooks is found, notify a staff member immediately.
  - v. Unsupervised Chromebooks will be confiscated by staff. Disciplinary action may be taken for leaving your Chromebooks in an unsupervised location.



## **I. REPAIRING/REPLACING YOUR CHROMEBOOK**

### **a. Chromebooks Repair and Costs**

- i. The devices will be self-insured by the Federal Hocking School District. This covers any defect or repair NOT resulting from negligence of the student.
- ii. For repairs or replacement due to student negligence including misplacement or a failure to secure the Chromebooks, the student is responsible for the full cost.
- iii. If the device is stolen, students are responsible for obtaining and producing a police report or they will be charged the full amount for replacement.

## **J. POLICY REVISIONS**

- a. This policy will be reviewed periodically and therefore subject to revision and change. Those revisions and changes will be communicated to parents in a timely fashion.

## **K. CHROMEBOOK FAQ's**

### **Q: What is a Chromebook?**

A: "Chromebooks are mobile devices designed specifically for people who live on the web. With a comfortable, full-sized keyboard, large display and clickable track pad, all-day battery life, lightweight and built-in ability to connect to Wi-Fi and mobile broadband networks, the Chromebook is ideal for anytime, anywhere access to the web. They provide a faster, safer, more secure online experience for people who live on the web, without all the time-consuming, often confusing, high level of maintenance required by typical computers." ("Google")

### **Q: What kind of software does a Chromebook run?**

A: "Chromebooks run millions of web-based applications, or web apps, that open right in the browser.

### **Q: How are these web-based applications managed?**

A: Each Chromebook we provide to students will be a managed device. Members of the Federal Hocking Technology Department will maintain devices through our Google Apps for Education domain. As such, the school can pre-install web-applications as well as block specific web-applications from a centralized management console.

### **Q: What devices can I connect to a Chromebook?**

A: Chromebooks can connect to:

- USB storage, mice and keyboards (see [supported file systems](#))
- SD cards

- External monitors and projectors
- Headsets, ear sets, microphones

**Q: Can the Chromebooks be used anywhere at any time?**

A: Yes, as long as you have a Wi-Fi signal to access the web. All rules in the Appropriate Use Policy (G.a.i.) apply for both home and school use.

**Q: Is there antivirus built into it?**

A: It is not necessary to have antivirus software on Chromebooks because there are no running programs for viruses to infect.

**Q: Battery life?**

A: Chromebooks have a rated battery life of up to 9 hours and 15 minutes of battery life with HD display. . . Battery life will vary and the maximum capacity of the battery will naturally decrease with time and usage.” However, we do expect that students charge them each evening to ensure maximum performance during the school day.

**L. CURRENT PRICE LIST FOR REPAIRS & REPLACEMENT**



**FEDERAL HOCKING LOCAL SCHOOL DISTRICT  
TECHNOLOGY DEPARTMENT**

Technology for Learning ⇌ Technology for All

**CHROMEBOOK PARTS & SERVICE PRICE LIST**

Federal Hocking Local School District reserves the right to require reimbursement for the cost of replacement parts and service necessary to repair/replace damaged/lost school-assigned devices. Please refer to the table below for Chromebook parts and repair pricing\*.

Chromebook Parts Price List for Most Commonly Replaced Parts\*

**HP 14 G5**

Ac adapter \$25

Screen replacement \$75

Cleaning \$20

Keyboard \$100  
Repair chromebook (actual \$\$)  
Replacement total \$230

**HP 14 G7**

Ac adapter \$25  
Screen replacement \$100  
Cleaning \$20  
Keyboard \$100  
Repair chromebook (actual \$\$)  
Replacement total \$230

- \* Prices reflect current cost as of 6/12/2025 and may be adjusted up or down to reflect price changes from vendors as necessary at time of repair. It may be possible to purchase a used case for \$10, but only when available.
- \*\* Costs for repairs and/or replacement apply to any damage that is judged by the building administrator to have occurred as a result of carelessness, malicious intent, and/or loss of equipment. Decisions regarding whether to repair or replacement damaged equipment will be at the discretion of the administrator in consultation with the district technology department.

# **Federal Hocking High School 2025-2026 Handbook Addendum**



# **Federal Hocking High School Student Constitution**

## **Preamble**

We, the student body of Federal Hocking High School, in order to establish a more organized Student Government and student body, declare this to be our Constitution. Herein are the stated student rights, responsibilities, and the organization of the Student Government. The purpose of this government is to provide a set standard for the current and future student bodies and student governments of Federal Hocking High School. Only the elected Federal Hocking School Board and Federal Hocking High School, by majority vote, have the power to abolish or amend this document by mutual agreement.

## **Article I**

### ***Section 1: The Make-up of the Student Government***

The Student Trustees consist of five representatives from the freshman, sophomore, junior, and senior classes. They will meet twice a week to make decisions based on the requests and well-being of the student body and staff.

### ***Section 2: Election Policy***

All elections within the school will follow the outlined process.

1. All votes must be tallied in the presence of one administrator, or adult office staff, one teacher or class advisor, and a member of the Student Trustees.
2. Each person involved in the tallying of the ballots must sign the tally sheet stating that to the best of their knowledge all votes were counted accurately.
3. All ballots and tally sheets must be kept for 100 days after the election and may be reviewed by a class advisor or staff member upon the request to the school principal or Student Trustees.

### ***Section 3: Election of the Student Council***

The election process of the Student Council and class officers will proceed as follows:

1. All those wanting to run for class officer or student council will pick up an application from the class advisor.
2. Class officers must write and give a speech explaining why they want to be an officer. They need to obtain at least 25 signatures on the application from members of their class.
3. Applications are due Friday of the first full week of the school year. Elections will be held the second full week of the school year. All names are put on a uniform ballot and students vote only for the officers of their class.
4. Students vote for their class only, and vote for one person for President, Vice-President, Secretary and Treasurer.
5. The ballots are counted according to Section 2 above.
6. The results of the election will be announced the next school day.
7. If a class President cannot fulfill his/her duties, then the Vice-President assumes the Presidency. For all other vacancies, a re-vote will take place within four weeks.

#### ***Section 4: Election Process of the Student Trustees***

The election policy of the Student Trustees will be an independent process.

1. In early May, the current Student Trustees will pass out applications to all those interested in being a Student Trustee.
2. The submitted application form will be reviewed by the Student Trustees. The Student Trustees will conduct interviews with interested applicants to determine which students best fit the role of being a trustee. There will be a maximum of five students that will represent each class. Those who have been selected will be notified before the end of May that school year.
3. At the beginning of the school year, the Trustees will meet to elect officers.

### **Article II**

#### ***Section 1: Powers and Rights of the Student Trustees***

1. The Student Trustees have the power to run elections and Homecoming.
2. A. The Student Trustees have the power to add or dismiss members of the Student Trustees as needed. A member may be dismissed if there is:
  - a. A member may not miss more than 5 unexcused meeting days in order to keep his/her position in the Trustees.
  - b. Members may not harass, intentionally hurt, or repeatedly undermine the decisions of the group without following the outlined procedures for change. If there is a possibility of harassment, a temporary suspension will be put into place while the elected school board decides if there is indeed a case of harassment.
2. B. If a member wishes to resign from the Student Trustees, he/she must write a simple letter of resignation to the Trustees.
3. The Student Trustees have the right to hold out-of-school work sessions throughout the year in order to hold leadership-building workshops and to attend business that requires more attention than allowed in school. The Student Trustees must notify the teaching staff about all retreats two weeks before holding a retreat. It is the responsibility of the representatives to collect their make-up work.
4. The Student Trustees have the power to approve and schedule club/class meetings and manage a calendar on which club/class information is recorded. The Student Trustees have the right to approve a club or class's request for meetings, fund raisers, or dances. The only possible way the Student Trustees can deny a club or class's request for a meeting, fund raiser, or dance is if it disturbs an earlier request by another club or class. A club or class must fill out a request form to prevent any possibilities of having its request disapproved. Request forms are located in the office. All forms must be completed and turned into the Trustees mail box at least two weeks in advance.

***Section 2: The clubs, classes, and members of Federal Hocking High School also have rights and powers***

1. Any and all students have the right to request the formation of a specific club that does not affect the well-being of the staff and students. A club cannot promote drugs, alcohol, tobacco, or harassment of the staff and students. The student(s) must have a responsible adult supervisor who would be willing to be the leader of that club. The selected leader would need to meet with both the principal and the Trustees for an interview. The student(s)
2. would also have to have a petition with at least 25 other signatures stating that there is an interest in the club. These signatures do not have to be members wanting to participate in the club.
3. Students have the right to join any club they choose. However, the club has the power to dismiss members as mentioned in the Rights and Powers of the Student Trustees.
4. Clubs and classes have the responsibility of electing any officers that they wish to have. Clubs and classes are not required to have any officers.

***Section 3: Every student at Federal Hocking High School has rights***

1. Students are able to be on committees to interview adults applying for a teaching position at Federal Hocking High School. All interviewing committees will consist of 6-7 students upon request of a teacher or of interest by the student.
2. Every student has the right to start a petition in the school. Those starting the petition must meet with the Student Council after at least 25% of the student body has signed the petition.
3. Students and staff have the right to speak to each other at the appropriate time and place to discuss disagreements or questions. The appropriate times would be after class or when both parties feel the time is right.
4. Students have the right to request changes to this Constitution as needed, pending the Student Body and School Board approval.
5. Every student has the right to try out for any extracurricular activities, including all sports as long as they are able to maintain the proper academics and behavioral code which is stated in the Athletic Handbook.
6. The students have the right to invite a person(s) outside of our school to a high school dance. The person(s) must be attending high school. The Federal Hocking High School principal has the right to contact the principal of those signed up to attend to check on the behavior of the person(s). All requests must be made prior to the day of the dance. If students are signed up the day or night of the dance in the front office, then they will not be admitted into the dance.

***Section 4: Every Student at Federal Hocking High School has Responsibilities***

1. Every student has the responsibility of demonstrating and respecting: fellow students, the school facilities, and the faculty and staff at Federal Hocking.
2. Every student has the responsibility of showing up to school and class on time and being faithful to your attendance at school.
3. Last, but not least, every student has the responsibility for knowing both your rights and responsibilities. This means reading your handbook and understanding the content of what you have read.

### **Article III**

#### ***Section 1: Conflict Resolution***

The student body has the power to have a group of Peer Mediators in order to create a more positive atmosphere in our school. Mediations will allow for conversations between students and staff or students and students in order to have conflict resolution. All students interested in becoming a Peer Mediator must go through training prior to selection.

### **Article IV**

#### ***Section 1: Amending this Constitution***

Steps to amend this Constitution are as follows:

1. A written proposal is drafted describing the amendment.
2. The proposal must be signed by 25% of the student body.
3. The proposal then goes to the Student Trustees and if it is approved it goes to the Faculty.
4. Faculty may endorse the proposal, but they cannot stop the proposal. If they find that the proposal violates any law or Board policy they will refer it to the school administration which may request that the proposal be revised.
5. The entire student body during an election called for such purpose votes on the proposal.
6. If the amendment passes by a majority vote of the entire student body, it will be added to the Constitution the following year.

#### **Student Trustees**

Student Trustees are in charge of all student activities, including scheduling all student events and fundraisers, approving all club requests, overseeing the School Constitution, and consulting with the principal and staff on issues of student concern. This means that all fundraisers, dances, and meetings are approved through the Student Trustees and therefore not scheduled on the same dates. Members of the Student Trustees are selected through an election process that goes on every spring. In the spring, following an application process, the seniors in Student Trustees will select the members of the Trustees for the following year according to the School Constitution. Members of the Student Trustees will maintain good standing by continually demonstrating their commitment to the values and ideals of the school. Members who fail to uphold their status as role models and leaders may face sanctions such as probation or removal from the Student Trustees. Such sanctions will be enforced at the discretion of the principal, with input from the advisor of the Student Trustees.

#### **Site-Based Committee**

The Site-Based Committee discusses issues of concern in the school and makes recommendations to the faculty on various issues. Two high school students may serve on the Site-Based Committee. These members are chosen by the Student Trustees.

#### **Teacher and Staff Selection Committees**

High school students at Federal Hocking share in the interviewing and recommending of candidates for teaching and staff positions when vacancies occur. When there is an opening, a committee of students is formed that interviews prospective candidates and makes a recommendation to the principal as to who should be hired. Forms will be provided by Trustees



through advisory for all students interested in serving on these selection committees and committee members will be chosen from these applications.

### **School Constitution**

The School Constitution was drafted and approved by the student body during the 1998-1999 school year and has been amended by the student body several times. It is a living document, meaning that you may at any time propose a change to the Constitution in order to better meet the needs of our school. Please read it carefully and consider how you can contribute to our school by being a democratically active citizen.

### **Student Rights to Freedom of Expression**

Students do not check their First Amendment rights at the schoolhouse door, but certain types of expression are regulated. Student expression that disrupts school is prohibited, and actions that disrupt school are subject to disciplinary consequences. For example, students may stage a sit-in during lunch because it does not interfere with instructional time. However, students may not skip class to participate in the sit-in.

### **School Board Liaisons**

Two students, one junior and one senior, serve as non-voting members of our school board. Students interested in this position apply through the Student Trustees.

### **Protocol for excusing absences**

No absences will be Principal Excused if doing so will result in the student meeting the criteria for Excessive Absences or if the student has already met the criteria for Excessive Absences or Habitual Truancy. Requests must be made in writing in advance of the absence. No absences will be Principal Excused after the date of the absence. Students will be limited to one Principal Excused vacation per school year.

### **Student Code of Conduct**

At Federal Hocking, we believe that staff and students are collaboratively responsible for creating a positive learning environment. Teachers and staff are expected to teach, model, and develop the expected behavior for a positive learning environment. Students are expected to act in a respectful, responsible, and kind manner while a part of and representing this community.

Our schools will use a four-pronged approach toward helping students meet expectations. Teachers will teach and model skills and revisit these skills throughout the year as needed to develop them. Students will earn incentives based on meeting expectations, which may come in the form of individual, small group, or school wide recognition or privileges. Staff may develop interventions designed to help students develop skills that help students overcome barriers toward meeting expectations. These interventions are meant to be used on a nonpermanent basis to build the skills necessary to meet expectations without the continued use of individualized interventions. Students may also face punitive consequences for negative behavior as a deterrent, and a chance to reflect and learn from the negative behavior that led to the consequence. Together, these approaches allow staff and students to flourish in their roles within the community.

### **Tiers of Offenses/Consequences**

<b>Examples of Violations</b>	<b>Possible Consequences</b>
Minor disrespect, minor disruption, minor insubordination (e.g. refusal to work, interrupting learning, profanity/inappropriate language, dishonesty)	Lunch Detention (assigned by any staff member)
Major disrespect, major disruption, major insubordination (e.g. skipping class, cheating/unauthorized use of AI, profanity toward students, refusal to comply with directives)	After School Detention (assigned by any staff member)
Severe disrespect, severe disruption, harassment/intimidation, possession of tobacco/vape (e.g. profanity toward staff, sharing recordings of others without consent)	In School Suspension (assigned by building administrator or designee)
Violence, physical aggression, possession alcohol/other drugs	Out of School Suspension (assigned by building administrator)
Serious violence, intimidation, distribution of drugs/alcohol, possession/use of weapons	Out of School Suspension and Recommendation for Expulsion (assigned and recommended by building administrator)

\*The examples cited above are representative but not exhaustive. Staff members may use their professional judgment in determining whether or not an action warrants a disciplinary response.

Repeated violations of the student handbook will result in progressively more severe consequences. Students who accumulate three or more Lunch Detentions in a nine-week grading period will serve After School Detentions instead of Lunch Detentions. Students who accumulate three or more After School Detentions will serve In School Suspensions instead. Students who accumulate three or more In School Suspensions will serve Out of School Suspensions.

Students who skip a lunch detention will be assigned to an after school detention. Students who skip an after school detention will be assigned to In School Suspension. Students who skip In School Suspension will be assigned to Out of School Suspension.

### **Consequences for Possession of Vapes**

Students possessing or using vape devices at school will face the following consequences:

First offense: 1 day ISS

Second offense: 1 day OSS

Third offense: 5 days OSS, referral to law enforcement

Fourth offense: 10 days OSS, recommendation for expulsion, referral to law enforcement

Consequences for possession of a vape device will be implemented irrespective of the device's actual ability to deliver prohibited substances. Empty vape devices are treated as full vape devices. Vape devices with dead batteries, no batteries, other missing pieces, or partial components of vape devices are treated as complete and fully functional vape devices.

### **Code of Conduct Effective Times**

The Code of Conduct is in effect during all school hours, whenever you are on any school trip or activity, and any time you are on school property for any reason. Additionally, it is also in effect when you are walking to or from a bus stop or at the bus stop. This Code of Conduct applies to all school-sponsored and after school activities, including overnight field trips.

### **Definition of Consequences**

1. **Lunch Detention:** Lunch detention will be held each day in a predetermined classroom. Students will spend the entire hour there including eating their lunch. If a student fails to serve a detention, they will be responsible for serving the original detention and one additional detention. Students who continue to miss detentions will face increased disciplinary action.
2. **After School Detentions:** After school detentions may be scheduled for students who demonstrate more significant or more frequent violations of the handbook. After school detentions will run from dismissal until 4:30. Students will have the opportunity to ride the activity bus. If a student fails to serve a detention, they will be responsible for serving the original detention and one additional detention. Students who continue to miss detentions will face increased disciplinary action.
3. **Friday Night Detentions:** Repeated or severe violations of the Student Handbook may result in assignment of one or more Friday Night Detentions. After school detentions will be served from dismissal until 5:00 on Fridays. Students will **NOT** have the opportunity to ride the Activity Bus. Parents will be notified prior to the assigned day of detention.
4. **In-school suspension:** In-school suspension was created in an effort to keep offending students up-to-date with their academic work and their attendance. In-school suspensions will be served in the high school. The students will check in to the office when they arrive to school and leave their phone with the secretary. Students will be required to spend the day in a specified classroom. At this time they will be assigned work and will not be permitted to interact with other students. Lunch will be eaten in this room and adequate bathroom breaks provided. If a student demonstrates that they cannot behave during the in-school suspension, further and more serious disciplinary action will be taken including out-of-school suspensions.

5. **Restitution:** Students who choose to steal, deface, or destroy school property may be responsible for restitution in addition to disciplinary action. Students will be advised of the cost of repairing or replacing the property, and a Restitution Plan will be developed. Restitution Plans must be fulfilled prior to graduation in order to receive a diploma or to participate in the graduation ceremony.
6. **Out-of-School Suspensions:** The principal may suspend a student from school no more than ten (10) days. The principal must supply a written notice to the student of reasons for suspension. Also, the student is provided with the opportunity to appear at an informal hearing with school officials. When you are suspended from school, you may make up work you miss. Additionally, if you are suspended, expelled, or otherwise removed from school you may not attend any events at school during any time of the day without authorization from the building principal.
7. **Expulsions:** An expulsion follows the same guidelines as suspension in addition to the following information. Only the superintendent can expel a student for up to 180 days on the recommendation of the school administration. If a student has been suspended pending expulsion, a hearing must take place. If a student is expelled, his or her guardians must be notified of the expulsion.
8. **Emergency Removals:** If a student is considered a threat to the school or other students, then an emergency removal for up to ten school days will come into effect. The student will be removed from school immediately and only allowed to return after a hearing with the Superintendent. A written notice must be given to the student prior to the hearing.
9. **Appeals:** A student and his/her guardian may appeal a restitution plan, suspension, or expulsion to the Board of Education or its designee. The student and guardian may be granted a hearing before the board and if requested by the student, the hearing can be held publicly. If the board has a majority vote, the board can change or modify the suspension or expulsion. The decision of the board may also be appealed under Chapter 250 b. of the Revised Code. There is also a record of all hearings taken place.

**Federal Hocking Middle School**  
**Addendum to FHHS/FHMS Student Handbook**



**2025 - 2026**

## **Student Code of Conduct Philosophy**

At Federal Hocking Middle School we believe that staff and students are collaboratively responsible for creating a positive learning environment. Teachers and staff are expected to teach, model, and develop the expected behavior for a positive learning environment. Students are expected to act in a respectful, responsible, and kind manner while a part of and representing this community.

The school will use a four-pronged approach toward helping students meet expectations. Teachers will teach and model skills and revisit these skills throughout the year as needed to develop them. Students will be given rewards based on meeting expectations, which may come in the form of individual, small group, or school wide rewards or privileges. Staff may develop interventions designed to help students develop skills that help students overcome barriers toward meeting expectations. These interventions are meant to be used on a nonpermanent basis to build the skills necessary to meet expectations without the continued use of individualized interventions. Students may also face punitive consequences for negative behavior as a deterrent, and a chance to reflect and learn from the negative behavior that led to the consequence. Together, these approaches allow staff and students to flourish in their roles within the community.

## **Code of Conduct Effective Times**

The Code of Conduct is in effect during all school hours, whenever you are on any school trip or activity, and any time you are on school property (including the bus) for any reason. Additionally, it is also in effect when you are walking to or from a bus stop or at the bus stop. **The FHMS Student Code of Conduct applies to all school sponsored and after school activities.**

### **Core Values of Federal Hocking Middle School:**

FHMS core values are Respectful, Responsible, and Kind. We define these words in the following way:

**Respectful:** Respectful students treat others, and themselves with high regard for their feelings, wishes, rights, or traditions. Respectful students use and take care of property in the ways that are intended.

**Responsible:** Responsible students honor their commitments – to others and to themselves.

**Kind:** Kind students support others while demonstrating friendly, considerate, and generous behavior.

### **Students Who Meet Behavioral Expectations:**

Students who meet behavioral expectations consistently over the course of the school year will have the ability to engage in positive rewards.

Examples of rewards include:

- Lancer Leader tickets and drawings, Student of the Month, reward trips, school wide incentives, etc..

**Failure to Meet Behavioral Expectations:**

Students who do not meet behavioral expectations may have interventions that are designed to help them change behavior patterns. Examples of these interventions may vary depending on the level of intervention needed. **Students who fail to meet behavior expectations are not eligible to participate in quarterly incentive trips, activities, or other rewards.**

**Tier 1 Intervention Examples (Teacher/Classroom Administered):**

- Reminders, breaks, moving seats/preferential seating, teacher proximity, team conference with student, parent-teacher conference, etc....

**Tier 2 Intervention Examples (Teacher and Guidance/Principal Administered)**

- Referral to guidance counselor, Check-in Check-out Sheet, parent-teacher conference, behavior contract, etc...

**Tier 3 Intervention Examples: (Guidance/Principal Administered)**

- Referral to outside agencies, functional behavior assessment, meeting with school administrative personnel

Once appropriate interventions have been exhausted, disciplinary intervention and/or consequences will be applied by the administration. Examples of negative behaviors and the potential consequences are organized in the chart on the following page.

## Examples of Negative Behaviors and Consequences

<b>Mild Code of Conduct Violations</b>	<b>Possible Consequences (Mild)</b>
<ul style="list-style-type: none"> <li>• Class disruption</li> <li>• Swearing/obscenity</li> <li>• Verbal assault</li> <li>• Disrespect</li> <li>• Tardy</li> <li>• Dress Code Violation</li> <li>• Public Display of Affection</li> <li>• Horseplay</li> <li>• Insubordination</li> <li>• Cell phone/earbud use</li> <li>• Property misuse of damage</li> <li>• Dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch detention (1 -5)</li> <li>• Reflection Sheet</li> <li>• Parent Phone Call/Conference</li> <li>• After school detention</li> <li>• Friday night detention</li> <li>• In school suspension (ISS)- for repeated violations.</li> </ul>
<b>Moderate Code of Conduct Violations</b>	<b>Possible Consequences (Moderate)</b>
<ul style="list-style-type: none"> <li>• Skipping school/unexcused absences</li> <li>• Habitually Tardy to Class/School</li> <li>• Cheating/forgery/plagiarism, use of AI to complete assignments.</li> <li>• Removal from class</li> <li>• Vandalism - includes d</li> <li>• Trespassing</li> <li>• Cutting class or leaving class without permission</li> <li>• Harassment/Aggressive Behaviors</li> <li>• Excessive perfume/body spray use</li> <li>• Accessing other people's accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Lunch detention</li> <li>• Parent Phone Call</li> <li>• After school detention</li> <li>• Friday night detention</li> <li>• In school suspension (ISS)</li> <li>• Out of school suspension (OSS)</li> <li>• Cheating will result in a failing mark for the assignment and may be grounds for a failing grade in the course</li> </ul>
<b>Severe Code of Conduct Violations</b>	<b>Possible Consequences (Severe)</b>
<ul style="list-style-type: none"> <li>• Possession/use of tobacco, drugs or alcohol (controlled substances)</li> <li>• Possession of firearms</li> <li>• Fighting/assault</li> <li>• Harassment(severe and/or repeated)</li> <li>• Theft</li> <li>• Possession of any prohibited item</li> </ul>	<ul style="list-style-type: none"> <li>• Friday night detention</li> <li>• Parent Phone Call</li> <li>• In school suspension (ISS)</li> <li>• Out of school suspension (OSS)</li> <li>• Emergency removal</li> <li>• Expulsion</li> <li>• Referral to law enforcement authorities</li> </ul>

*\*Note: The examples listed in the chart are representative of behaviors included in each category. The list is not an exhaustive or complete list of all possible behaviors. Any of the above violations may, based on severity, be elevated to a higher class violation.*



Repeated violations of the student handbook will result in progressively more severe consequences. Students who accumulate three or more (separate incidences) Lunch Detentions in a nine-week grading period will serve After School Detentions instead of Lunch Detentions. Students who accumulate three or more After School Detentions will serve In-School Suspensions instead. Students who accumulate three or more In-School Suspensions will serve Out of School Suspensions.

## FHMS Behavior Definitions

### Teacher-Managed Behavior

Teacher-Managed Behavior	Definition
Defiance	Student engages in brief or low-intensity failure to follow directions or insubordination.
Disrespect	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
Disruption	Student engages in low-intensity, but inappropriate disruption (e.g., interrupting instruction, disturbing the class environment which includes being unprepared for class).
Dress Code Violation	Student violates dress code as outlined in the handbook.
Inappropriate Language	Student engages in low-intensity instance of language that is offensive, profane, or harmful.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Physical Contact/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact, including horseplay. This can also include serious physically disruptive behavior (e.g. banging on doors or lockers, yelling etc...).
Property Misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after scheduled start time.
Technology Violation	Student engages in non-serious, but inappropriate (as defined by school) use of cell phone, music/video players, ear buds, camera, and/or computer.
Dishonesty	Student delivers message that is untrue.
Theft	Student takes possession of low-value items that don't belong to them.
Cheating/plagiarism	Students cheat or plagiarize on low-stakes assignments. This includes the use of A.I. (Artificial Intelligence) to complete assignments.

## Office-Managed Behaviors

Office-Managed Behaviors	Definition
Abusive Language/ Inappropriate Language/ Profanity (Inapp Lan)	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Arson (Arson)	Student plans and/or participates in malicious burning of property.
Bomb Threat/ False Alarm (Bomb)	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Bullying (Bullying)	Student engages in repeated verbal, physical, and/or electronic mistreatment of specific peers over a period of time with the intent to cause harm.
Defiance/ Insubordination/ Non-Compliance (Defiance)	Student engages in refusal to follow directions or insubordination.
Disrespect (Disrespect)	Student delivers socially rude or dismissive messages to adults or students.
Disruption (Disruption)	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Fighting (Fight)	Student is involved in mutual participation in an incident involving physical violence.
Forgery/ Theft/Plagiarism/Cheating (Theft)	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
Harassment (Harass)	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
Inappropriate Display of Affection (Inapp affection)	Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.
Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student is in an area that is outside of school boundaries (as defined by school).
Lying (Lying)	Student delivers message that is untrue and/or deliberately violates rules.
Other Behavior (Other)	Student engages in problem behavior not listed.
Physical Aggression (PAgg)	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair

	pulling, scratching, etc.).
Property Damage/Vandalism (Prop dam)	Student participates in an activity that results in destruction or disfigurement of property.
Technology Violation (Tech)	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, earbuds, camera, and/or computer. * <b>cell phone/music device/earbuds policy and consequences listed below.</b>
Truancy (Truan)	Student fails to report to class at the assigned time or remain in class for the assigned length of time.
Use/Possession of Illegal Substance/Regulated Items	Student is in possession of or is using alcohol, combustibles, drugs, prescription medication, tobacco, vape and vape products, weapons, and any other regulated item.
Chronic Teacher-managed Behavior Violations	Student fails to modify behavior in response to multiple Tier 1 classroom interventions.

### **Cell Phones/Music Devices/Earbuds**

**Students are prohibited from using cell phones, music devices, and earbuds at all times.** Research shows that student use of cellphones in schools has negative effects on student performance and mental health. Cell phones distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children. To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board has determined the use of cell phones by students during school hours should be limited. This policy applies to the use of cell phones by students while on school property during school hours. Students shall keep their cell phones in a secure place, such as the student's locker, a closed backpack, or a storage device provided by the district, at all times when cell phone use is prohibited.

*A student may use a cell phone to monitor or address a health concern.*

1. First Infraction: Phone/Music Device/Earbuds will be confiscated and held in the office until the end of the day. Students may claim their device on the way to the bus as they exit the building.
2. Second offense: Phone/Music Device/Earbuds will be kept in the office until a parent or guardian claims the device.
3. Third offense: Phone/Music Device/Earbuds will be held in the office until a parent or guardian claims the device. Students will also serve an after school detention for violating the Student Code of Conduct.

**The cell phone policy is subject to change based on state legislation and/or adopted school board policy.**

Federal Hocking Middle School							
	Classroom	Hallway	Bathroom	Cafeteria	Auditorium	Gym	Bus
<b>I am responsible</b>	<ul style="list-style-type: none"> <li>-Prepared with class materials on time</li> <li>-Complete assignments on time</li> <li>-On task throughout class</li> </ul>	<ul style="list-style-type: none"> <li>-Walk directly to your destination</li> <li>-Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Keep the bathroom safe and clean</li> <li>-Always flush the toilet and wash your hands</li> <li>-Go, flush, wash, leave</li> </ul>	<ul style="list-style-type: none"> <li>- Keep the cafeteria safe and clean</li> <li>- Stack trays neatly and place silverware in the container</li> <li>-Remain in your seat</li> </ul>	<ul style="list-style-type: none"> <li>- Only beverage or food allowed is water</li> <li>- Feet on the floor, hands to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Use equipment for intended purpose</li> <li>-Participate and follow expectations for your activity</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in your seat and keep the aisle clear</li> <li>-Use an indoor conversation voice</li> <li>-Keep your hands and feet to yourself</li> </ul>
<b>I am respectful</b>	<ul style="list-style-type: none"> <li>-Following classroom expectations</li> <li>-Communicate in a constructive manner</li> <li>-Treat school materials properly</li> </ul>	<ul style="list-style-type: none"> <li>-Indoor conversation voices</li> <li>-Treat school materials properly</li> <li>-Keep the hallway safe, clear, and clean</li> </ul>	<ul style="list-style-type: none"> <li>-Use school equipment and supplies properly</li> <li>-Dispose all trash into a trash can</li> <li>-Respect others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Indoor conversation voices</li> <li>-Take only what you need</li> </ul>	<ul style="list-style-type: none"> <li>-Follow theater etiquette</li> </ul>	<ul style="list-style-type: none"> <li>-Treat the facility properly; wear appropriate footwear</li> <li>-Listen to the adult in the gym</li> </ul>	<ul style="list-style-type: none"> <li>-Follow your bus driver's expectations</li> </ul>
<b>I am kind</b>	<ul style="list-style-type: none"> <li>-Be aware of other people's feelings</li> <li>-Encourage others</li> <li>-Treat mistakes as an opportunity to learn</li> </ul>	<ul style="list-style-type: none"> <li>-Acknowledge other people's space</li> <li>-Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>-Report problems to an adult immediately</li> <li>-Be considerate of others who need to use it</li> </ul>	<ul style="list-style-type: none"> <li>-Be considerate of others when taking your own portion</li> <li>-Use 'please' and 'thank you' when speaking with staff</li> </ul>	<ul style="list-style-type: none"> <li>-Clean your area before leaving</li> </ul>	<ul style="list-style-type: none"> <li>-Demonstrate good sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>-Clean your area before getting off the bus</li> </ul>