

Northeastern High School and Middle School

Student Handbook

2022 - 2023



Dear Students of Northeastern Local School District:

Welcome! On behalf of the Board of Education, staff, and the administration, we welcome you to our district. The staff and administration will do everything in our power to make this year a special one for you. We promise you a safe, friendly, caring, and personalized atmosphere. This handbook has been created as a guide to help you become aware of the policies and procedures that will be followed during the coming school year. It is not all-encompassing, but does give a wealth of information to help in dealing with the most common situations that may arise. Take the time to sit down with your parents and/or guardians and read through the rules. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

As in any fine school, the students are the most important part; after all, without students, schools would not exist. It is our intent that you have a very enriching and enjoyable experience during your years in NELSD.

Our expectations for you are high, but not unreasonable or unfair. No matter how difficult you find some of the challenges, the future holds even more difficult ones. If you leave NELSD well prepared, those challenges will be that much easier to meet and overcome. Please let us help you prepare for them.

Good Luck and Best Wishes!

General Operating Procedures & Notifications

School Day

Arrival to School

Students are not permitted on school grounds before 8:00 a.m. The school is not responsible for, and will not supervise, students that arrive prior to 8:00 a.m.

Cars and Parking

Students are afforded the privilege of driving to school. Students failing to abide by the following conditions will risk losing the privilege to drive to school:

Students with a valid driver's license will be issued a **parking pass that must be properly displayed.**

- Posted speed limits and traffic flow instructions are observed.
- **Students MUST park in the designated parking spaces. Failure to comply may result in disciplinary actions.**
- Parking lot is exited in an orderly fashion using only exit lanes between parking spaces.
- Careless, reckless, or hazardous driving on school property **will not be tolerated.**
- Student drivers with excessive unexcused tardies and/or absences may have driving privileges suspended.

Leaving School

Students at no time will leave school without signing out in the proper manner. Any student who leaves the school campus without permission will be considered truant and the appropriate consequences will be given. Any student leaving campus without permission (either driving and/or riding) may surrender driving privileges for a specified period of time.

Dismissal Times

Students will be dismissed at 3:15 p.m. Students are not to remain after school for sports or community activities without an adult present for supervision. Board Policy does not permit a student to ride any bus other than his/her assigned bus. Bus stops must be arranged on a semester basis.

PARENTS ARE RESPONSIBLE FOR THEIR OWN CHILDREN. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS OUTSIDE OF THE STATED TIMES. THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS AFTER LEAVING SCHOOL PROPERTY EXCEPT ON SCHOOL-SPONSORED TRIPS.

College Visitation

High school students are encouraged to visit colleges during school holidays, weekends, and scheduled teacher in-service days. Beginning with the sophomore year, students **accompanied by a parent/guardian** are permitted to visit college campuses during the school day without being charged with an absence, provided:

- The number of visits per school year does not exceed 3 days.
- The student picks up a parent permission slip from the Guidance Office at least two (2) days prior to the visitation date.
- The student returns the completed permission slip to the Guidance Office **the day before the visit.**
- The student provides confirmation of the visit by returning the form signed by an **appropriate college representative.**

Field Trips

Field trips are designed to enhance the academic instruction students are involved within their classes. Attempts are made for each grade level to have a field trip. This includes any field trip the school may offer as an incentive for behavior and academic success at the end of each grading period.

Field trips scheduled on school time will require permission slips signed by the parent/guardian to be turned in prior to departure. **A telephone call is not sufficient.** The absence will be considered a non-absence with the student responsible for informing his/her teachers of the absence **prior** to the field trip and making up work for the material missed in class the day of the field trip. Field trip permission is at the discretion of staff.

School Closings

When emergencies force the school to close it will be announced on our district's PK-12 Notification Service as well as on the local TV stations WHIO- Ch. 7, WDTN- Ch.2, and WKEF- Ch. 22 and 45. Information on delays and cancellations is also posted on the district website as they occur. Delays are used when there are dangerous driving conditions for school buses. All buses will run later than usual for morning pick-up, and at normal time for taking children home. To ensure the safety of our students, a school closing due to inclement weather automatically cancels all school activities.

Protocols

Administrative Office Area

Students sent or called to the Administrative Offices are expected to proceed directly there. If it is necessary that students wait, they are expected to be courteous and quiet. **Students are not to leave until dismissed by school personnel.**

Age of Majority

Students who have attained the age of majority are subject to all local, district and school policies regarding their conduct pertaining to the operation of the school campus; **especially school attendance.** The school will remain in contact with parents/guardians of such students.

Announcements

Announcements important to staff and students will be made over the intercom in the morning and the afternoon. Additional announcements will be made when needed or at the beginning of the seventh period. **Students have a responsibility to remain quiet during these announcements. Select announcements will be posted regularly on the website.**

Book Bags/Purses

Book bags are not permitted to be carried to class during the school day. They may be carried to and from school, but must remain in lockers throughout the school day. Any item that can be used to carry a textbook is considered a book bag. Calculator cases, pen/pencil bags, and other small organizational items are acceptable to carry.

Change of Information

Any changes or corrections of address, telephone number, or guardianship should be reported as soon as possible to the office using FinalForms, our new online forms and data management system. Due to unforeseen circumstances or emergencies, which may arise during a school day, accurate records are a top priority.

Dances

High School

NELSD requires that a student not enrolled at NEHS who wishes to attend a school-sponsored dance will have to sign a dance policy form before tickets may be purchased to attend the event. No middle school students are permitted to attend high school dances.

Middle School

Middle School dances are for 7th and 8th grade students only. Students from other schools are not permitted.

Deliveries

It is requested that there be no deliveries of flowers, balloons, etc. to students during school hours. We cannot assume responsibility for ensuring that delivery will be made.

Emergency Medical and County Registration Forms

At the start of each school year, students are to update all emergency medical and contact information via FinalForms within two (2) weeks. It is essential that these forms be completed accurately so files relating to students can be completed. Emergency situations sometimes arise requiring the staff to contact parents/guardians; without accurate information, this may not be possible.

Good Night Rule

Once students enter a school-sponsored activity such as a dance, athletic event, or other social function, they are not permitted to leave and return. Only in emergency situations will students be readmitted and only with administrative approval.

Lockers & Lost Locks

Each student is assigned a personal hall locker and may utilize a lock to secure personal possessions. Lockers remain the property of the school and may be searched at any time.

Lost and Found

Items found at school are placed in a "lost and found" box, located in the main office. If your student has lost an item, please check in the main office. Students should not bring valuable items to school.

Lunches & Breakfast

Lunches and á la carte items are available to all our students in grades 7-12. Breakfast is also offered to students in the morning before school. The district offers a free and reduced breakfast and lunch program that is run in accordance with government regulations. Forms are available in FinalForms or hard copies will be available upon request at the beginning of the year. The Free and Reduced Lunch application must be completely filled out in order for consideration. If during the year your financial status changes, you may complete a new form. Students who must charge their lunch may do so by telling the cashier of their intention. Lunch charges are dictated by the policy of the Northeastern Local School District Food Service Department. **Any food being brought from outside vendors (ex: Fast food restaurants) – when it does not involve a school-sponsored activity or program - need to obtain permission from the building principal.** Parents wanting to eat with their child during the school day in the cafeteria is not permitted. Permission for special situations must be approved by the building principal in advance.

Medication

Parents may file the **Authorization for Non-Prescribed Medication** to allow their student to be given the following medications at school: generic Tylenol, ibuprofen, tums, cough drops. These medications will be supplied and dispensed by the nurse. Before any prescribed medication may be taken by a student the **Licensed Prescriber's Statement and Parent Request Form** must be signed by both parent and health care provider and be on file in the office. Parents must send this medication to school in its original container and it must be stored and dispensed in the nurse's office. Both forms are available in the office or on the district's website under "district forms" > "medical forms."

School Fees & Supplies

Middle School

The Middle School fee per student is **\$105 for the 2022-23 school year.**

High School

The High School fee per student is **\$125 for the 2022-23 school year.**

The fee covers part of the cost of workbooks, art supplies, and the technology fee. Students will receive a Chromebook that will be used at school and also available for home use. Student fees are payable at the beginning of the school year. Students are expected to have personal supplies at school. The supply list is posted on the school website.

School Pictures

School pictures are offered to the parents in the Fall and Spring. Several different combinations of pictures are offered to students and parents. During the Fall, all students have their pictures taken for pictures and yearbook use. A makeup day is scheduled for both Fall and Spring pictures.

Telephone Use

Students are permitted to use the school telephones in the event of an emergency or to relay important information to parents. **Parents/Guardians should not call students at school unless it is an emergency.** The school cannot guarantee messages will be delivered due to limited clerical help and class disruptions. Only emergency messages will be delivered.

- Students are allowed to have cell phones on school property or while attending school events as long as they are used in compliance with all other district/school regulations. The school/district assumes no liability for broken, lost or stolen items.
- Student devices will not be visible or turned on during regular school hours (8:20-3:15). Store them in your locker or in your car (if it is not too hot/cold).
- To contact a student during the school day, a parent/guardian must call the school office at 328-6575. DO NOT contact your student by cell phone during the school day.
- Students will not be able to use phones/devices during lunch.
- We are a 1:1 school, meaning all students will possess a device capable of performing all school-related tasks (including listening to music at teachers' discretion).

Consequences for violations:

- 1st: Detention-student may pick up phone from the office at the end of the day
- 2nd: Detention-parent/guardian must pick up the phone from the office
- 3rd: ILP/suspension-banned from possession of devices on school property

Visitors

ALL parents and visitors must report to the main office upon entering the school building. Those who do not report will be asked to leave. Those who refuse to leave will be charged with trespassing. There will be no student visitors permitted in the building at any time.

Yearbooks

School yearbooks are offered for sale each year. The Middle School yearbook will include 7th and 8th grade, and will be ordered in advance. The High School yearbook will include grades 9-12, and will be ordered in advance.

Communication

We strongly believe in the importance of communication. There are several ways that the Staff and Administration will be communicating with you: Letters, phone calls, email, social media, district website, the parent portal within Progress Book, and First to Know calls, etc.

Conferences with Building Administration

We welcome opportunities to meet with the community and discuss ideas, address concerns, and/or answer questions. To ensure that the building administrator is available to discuss your ideas or concerns, we would recommend contacting the school in advance to set-up a time that best fits the schedules of all parties involved.

Conferences with Teachers

The first contact regarding your child's education should be with the teacher. Please contact the teacher before your concern grows into a major problem. The staff will arrange to meet with you for a conference, or will have a phone conference with you. You may also be contacted when the teachers have a concern.

There are two parent/teacher conference dates held each semester. The dates will be announced early in the school year in school publications. These conferences can be scheduled at teacher or parent request.

We would respectfully ask that you do not come into the school during the day to meet with a teacher without an appointment. The availability of that teacher cannot be guaranteed.

Safety Procedures

The safety of students at school is a primary concern. State law requires that all visitors report to the office before visiting the classrooms. Parents are expected to reinforce at home the school rules about crossing streets, bus riding, bicycle riding, fighting and avoiding dangerous situations. Regular drills will be executed. Cooperation of all is expected.

Fire Drills

In case of a fire, fire drill, or for any other reason that causes mass movement of students and personnel from the building, the following procedure will be used:

1. Upon the sound of the alarm, move quickly and quietly to the indicated exits.
2. Once outside, students will remain with their classroom teachers so that attendance can be taken.
3. Once the drill has been completed, a signal will be given, and students are to return to classes quietly.

Tornado Drills

1. Everyone must remain silent so that directions can be heard.
2. Open the windows in your classroom.
3. Close your classroom doors. (This will decrease the amount of glass and debris that would enter the hallway in case of an actual tornado.)
4. Students are to proceed to their designated area for the drill and assume the correct position by kneeling on the floor, lowering their head, and covering their neck and head with their hands.
5. The all clear will be given by an administrator, indicating that students and teachers can return to class quietly.

Safety Scenarios

In addition to routine Tornado and Fire drills, other scenario based safety drills will be executed throughout the year. These drills may include lockdowns, shelter-in-place, and evacuations.

Academic Information

Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- Obtaining and/or accepting a copy of tests or scoring devices.
- Copying another student's answers during an exam.
- Providing another student answers or copies of exam questions.
- Representing as one's own work the product of someone else's creativity.
- Using notes or other material not permitted during testing.
- Duplicating another student's project for submission as one's own work.
- Having someone, other than that student, prepare the student's homework, project, laboratory report, take-home exam, or computer generated work.
- Permitting another student to copy the student's homework, project, laboratory report, take-home exam, or computer generated work other than for a teacher approved collaborative effort.
- Any other actions to receive credit for work not one's own.

No form of academic dishonesty will be tolerated. Any assignment for which dishonesty is evident may receive **no credit**. Furthermore, if the situation warrants, the student allowing his/her work to be copied may also be disciplined.

ACT, PLAN & PSAT TESTS

Juniors will take the ACT during their second semester. The PLAN & PSAT Tests are offered annually in the fall to juniors and sophomores. Students may sign up to take these nationally normed tests through the school guidance office when they are announced. The value in taking them is that it is a test that evaluates each student's academic progress and standing compared with all other college bound juniors and sophomores across the United States and is the entry method to National Merit Scholarship consideration. It can be a valuable tool in identifying weaknesses and strengths, and assist students in future schedule planning and post high school direction.

Courses

7th & 8th Grade Core Classes

At each grade level, students will take four (4) core content area courses. These areas include: Science, Social Studies, Language Arts (Reading & Writing), and Math.

7th & 8th Grade Electives

At each grade level, students will have an opportunity to take elective courses. Students will be assigned these courses in their schedule each year based on availability and interest level from the students. Examples of these electives may be Band, Technology, Art, Health, Hispanic Cultures, STEM, Phys. Ed., etc. These classes may be graded or pass/fail based on the class.

High School Credits for 8th Grade

Each year there will be the possibility for 8th grade students to take courses for high school credit. Which courses are available each year may depend on interest level and staffing availability. The administration will use placement testing, progress monitoring data, standardized test scores, teacher input, and other data to make final determinations about the placement of students in these courses.

College Credit Plus

Students enrolled in a CCP-designated course may receive college and high school credit for the course. Students may have to complete and pass a Compass Placement Test by June 1st to be eligible for this course

Ohio's CCP has been established to permit high school students the opportunity to earn college and high school graduation credit through successful completion of college courses. Complete policy and guidelines are available from the Guidance Office. A CCP meeting is held during spring parent/teacher conferences. **Student and parent/guardian must both attend.** Courses required as Core Courses for graduation must be taken through the high school. Additional classes taken in these Core Areas may still be taken, but will be recorded as Elective credits toward graduation. Guidance personnel can answer questions regarding a class' acceptability as a requirement.

April 1 Deadline

The Ohio Dept of Education has set April 1 as the deadline for students to submit a signed "Intent to Participate" form to their High School guidance office. This form must be filled out every school year by each student participating, regardless of past enrollment of CCP.

Beginning with the class of 2026, AP and CCP courses will be weighted on a 5.0 scale for GPA purposes.

- 1. CCP and AP classes will be considered on a 5-point weighted scale. (A=5, B=4, C=3, D=2, F=0)**
- 2. All other classes will be considered on a 4-point scale (A=4, B=3, C=2, D=1, F=0)**
- 3. To figure a GPA just add all of the grade points and divide it by the number of credits earned.**

Early Graduation

A pupil may be considered for early graduation provided the following requirements are achieved and with the approval of the building principal:

1. The pupil is 18 years old and has earned the minimum requirements outlined above for graduation.
2. The pupil has completed seven (7) semesters of attendance and special circumstances have been appealed in writing to the superintendent.

Grading System

Specific information on assignment and grading practices are communicated by teachers. Interim Reports and Grade Cards are available online each grading period. If a parent and/or student prefers a paper copy of an Interim Report or Report Card, they must make this request with the main office at the beginning of the school year. For additional reporting information, our online progress book can also provide parents/guardians and students with a progress report upon request. Parents/Guardians may request a username and password to access their child's account and check progress online. Please contact the main office for more information.

Grading Scale

100 – 90 = A 89 – 80 = B 79 – 70 = C 69 – 60 = D 59 – 0 = F

Graduation Requirements

- A. Students must earn a minimum of 21 credits including each of the following:
- 4 credits of ELA
 - 4 credits of Math
 - 3 credits of Science
 - 3 credits of Social Studies
 - 1 credit of Fine Arts
 - .5 credit of Health
 - .5 credit of PE
 - .5 credits of financial literacy (beginning class of 2026)
 - 4.5 electives
- B. Satisfy the new graduation requirements for the classes of 2023 and beyond by:
1. Demonstrating Competency - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
 2. Demonstrating Readiness - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

Honor Roll

At the conclusion of each grading period, students can be recognized for their academic achievements. The Honor Roll is divided into three (3) specific categories: High Honor, Honor, and Merit. High Honor status is reserved for those students achieving a 4.0 grade point average. The Honor designation is for those students earning between a 3.5 - 3.99 grade point average. The designation of Merit is to recognize those students accumulating a 3.0 - 3.49 grade point average. No C's or lower may appear on the grade report. These students are recognized each term on the Honor Roll Board.

Academic Award (Academic Letter)

Each year the NEHS Student Government sponsors an Academic Award program for those students who have attained a 3.0 grade point average for the year through the 3rd grading period, receiving no grade below a "B" and are scheduled in an approved curriculum.

Schedule Changes

The courses that a student schedules are considered to be final. There will be pre-announced dates and times preceding the start of the school year when students may request schedule changes. Students should not schedule classes with the intent to drop or reschedule classes at a later date. **There are very few circumstances in which course changes are allowed.** Any schedule changes must have the approval of the teacher, principal, guidance counselor, and the parent/guardian. **Any course dropped after the first five weeks of class will be assigned an “F” as the grade.**

National Honor Society

National Junior Honor Society

7th and 8th grade students may be inducted as members. The purpose of the National Junior Honor Society is to recognize and encourage academic achievement, as well as develop other characteristics essential to citizens in a democracy; namely, character, service, leadership, and citizenship. This organization will provide chapter members with an opportunity to be involved in significant learning experiences, especially in the areas of service and leadership. Students must have a 3.5 G.P.A.

National Honor Society Requirements

Membership: Selection for the membership is based upon scholarship, leadership, character, and service.

Scholarship: In order to qualify for consideration by the National Honor Society Faculty Selection Council for membership, sophomores, juniors and seniors must have a cumulative grade point average of 3.30 in academic subjects through the first quarter of their sophomore/junior/senior year respectively.

Leadership, Character, and Service: After qualifying scholastically, the candidate is rated by the teachers, counselors, and sponsors of school activities. Students must demonstrate outstanding leadership in class and activities outside of class. Their character should be impeccable and include no cases of academic dishonesty. After these teachers rate the candidate, according to leadership and character, the National Honor Society Faculty Selection Council determines his/her election to membership. The National Honor Society Advisor(s) works with the selection committee, but is not a voting member. Students selected will be inducted at a ceremony open to the public.

Selection to the National Honor Society is strictly a faculty honor. Unsuccessful candidates can apply for reconsideration the following school year.

A student may be dismissed from the National Honor Society if he/she does not maintain the standards by which he/she was selected or if he/she does not fulfill all obligations to the National Honor Society.

Questions and correspondence should be directed to the sponsor of the National Honor Society.

Athletics

The school sports are operated under the rules of the Ohio High School Athletic Association, the Central Buckeye Conference, the Ohio Heritage Conference, Northeastern Local School Athletic Council, and the school’s Athletic Department.

The Middle School school sports include:

- Fall: Football, Football Cheerleading, Competition Cheerleading, Cross Country, and Volleyball

- Winter: Girls & Boys Basketball, Basketball Cheerleading, Competition Cheerleading, and Wrestling
- Spring: Girls & Boys Track

The High School sports include:

- Fall: Football, Football Cheerleading, Competition Cheerleading, Cross Country, Girls & Boys Golf, Girls & Boys Soccer, Girls Tennis, and Volleyball
- Winter: Girls & Boys Basketball, Basketball Cheerleading, Competition Cheerleading, Wrestling, Swimming, and Bowling
- Spring: Track and Field, Baseball, Softball, and Boys Tennis

Details of sports regulations are given to each athlete at the beginning of each season. All athletes are subject to weekly grade checks. Participation in interscholastic athletics is a privilege. While every effort will be made for all students to be given the opportunity to participate, there will likely be cuts to determine the optimum number of players kept on a sports team. The roster is to be determined by the coaches of the respective sports with the decision of the coach being final.

Pay-to-Participate

Northeastern Local School District does have a pay-to-participate fee policy. This fee is reviewed annually to determine if there is a need to adjust the amount based on the financial situation of the district. Please check [Policy 2431.02 Interscholastic Athletics/Activities Participation Fees](#) by selecting “District Policies” on the website or contact the athletic department to verify the fee for the sport and season in which participation may occur.

Sportsmanship

Sportsmanship is of paramount importance in all-competitive activities in NELSD. The students, staff, parents, and fans are expected to always demonstrate respect for those involved and to be responsible for establishing and maintaining good sportsmanship policies and traditions at all athletic contests.

Each spectator should:

- Respect the rights, privileges, and safety of all spectators.
- Recognize and accept the authority and judgment of coaches, athletic officials, and school officials.
- Applaud both teams as they come on the field of play.
- Commend good plays by either team.
- Cheer an injured player when he/she is removed from a contest.
- Support the cheerleaders.
- Demonstrate self control at all times before, during, and after the game.
- Be modest in victory and gracious in defeat.
- Cheer for ***YOUR TEAM, not against the other team.***

Academic Eligibility for Extra Curricular Participation

Consistent with the mission and goals of the Northeastern Local School District, a comprehensive program for student activities is made available to students. To ensure that the district not lose sight of the fact that extracurricular participation exists to complement the academic program and not to supersede academics as our primary objective, regulations and procedures were developed to implement a policy establishing a requirement of a **1.67 grade point average** to permit extracurricular activities in grades 7-12. Furthermore, high school students (9-12) must pass at least **five (1 credit) courses** or their equivalent during the preceding grading period to be eligible to participate. 7th and 8th grade students must pass at least five classes during the preceding grading period to be eligible to participate. Weekly eligibility checks will continue to monitor that students are passing the required number of classes. The Board of Education further directed the superintendent to set up intervention

strategies and procedures for all 7-12 students. Students, who have attained Ohio High School Athletic Association (OHSAA) standards, but not the additional Board standards, may request a “probationary” status. The student may continue to participate in extracurricular activities during this probationary grading period if he/she has followed the guidelines established to improve his academic achievement. High school students may apply for probationary status **twice** during their high school careers. This policy applies to all 7-12 students who participate in OHSAA sanctioned athletics and other board approved activities, which lead to interscholastic competitions. An exception to this policy would be activities that fall into the definition of co-curricular. A co-curricular activity is defined as an activity that is directly related to enrollment in a specific class that is part of the board approved Course of Study, and the activity makes up a part of the grade for the class.

Northeastern Scholar Athlete

Each season the Athletic Department awards those athletes who have attained a 3.0 grade point average receiving no grade below a “B.” These awards will be based on grades during the following timeframes:

- Fall: Interims of the 1st grading period and 1st grading period
- Winter: 2nd grading period and interims of the 3rd grading period
- Spring: 3rd grading period and interims of the 4th grading period

Attendance Policies

Absences

In order for a student to be successful at school they must maintain regular attendance. Each time a student is absent from school or late to school, state law requires that the parent must provide an acceptable excuse for the tardy. Parents must call or email the school office for each day absent by 9:00 am. Excessive or unexcused absences will be turned over to the Clark County Truancy Officer and Juvenile Court. According to the Ohio Revised Code, the following absences are to be considered a legal absence:

1. Personal illness
2. Death of a relative
3. Observance of a religious holiday
4. Critical illness in the family
5. Quarantine in the home
6. Or any other reason which the principal may deem justifiable (hair appointments, birthdays, etc., are not types of excused absences)

PLEASE NOTE: You must also send a note to the school within two (2) days of the absence to have the absence excused. The note must have the student's name, the date(s) of absence, reason for the absence, and the legal guardian's signature. Otherwise it is unexcused.

When a student accumulates absences for illness reasons which amount to either three (3) consecutive school days or 72-hours or more in any year, the principal may require the parent(s)/guardian(s) to provide a statement by a physician verifying the student’s absence. Failure to do so may result in the absence deemed as unexcused and any missed work may not be made up. Excessive absences may result in disciplinary action and may be turned over to Juvenile Court.

If there is a medical condition that may require a child to miss more than the policy allows, **then a doctor’s note must be on file in the school records indicating the medical condition.** A student’s make-up work can be

requested by a parent or guardian if a child is absent from school. The student will have the number of days absent plus one extra day before the assignments are considered late or missing.

Tardies

Students will be considered late for school if arrival is after the start time. Any student who is late for school must report directly to the office. **Students not signing in the office when tardy to start the day may receive immediate disciplinary consequences.** The school must be notified with an acceptable excuse. **Car trouble, oversleeping, missing a ride, etc.** are **not** valid excuses for tardiness. Students late to school due to a late bus are not considered tardy.

Athletes must be at school within the first hour of the school day in order to practice or participate in a game, unless a building administrator approves the absence or a medical excuse is provided.

Pick-up During School Hours/Leaving School

Students released during the school day must be signed out in the office. Students will only be released to the custodial parent or guardian, or to another person with written permission from the parent/guardian. In case of a medical appointment, the parent needs to sign their child out prior to leaving for the doctor during the school day. When the child returns from the doctor, they need to bring a written excuse to the office prior to starting their first class.

High School - Early Dismissal

If it is necessary for a student to leave school early, a parent/guardian should write a letter informing the main office. **Students wishing to leave school before the end of the school day are to bring a note signed by the parent/guardian to the Office BEFORE school begins.** The note is to include: student's name, grade, time of dismissal, reason for early dismissal, and the parent's/guardian's signature. When dismissed, the student must sign out in the Office and then upon returning to school must provide a note of verification to the Office. **Faxed notes and/or phone calls may not be accepted for early dismissal due to liability reasons.**

Vacation/Emergency Requests

Family vacations can be a valuable portion of a child's education. While every effort should be made to schedule family vacations during school vacations, we understand it is not always possible. Students with poor grades, poor attendance, or if the principal feels the absence will have a significant negative effect on the student's education, may have their request denied.

1. Requests for excused absences for family vacations must be made to the principal 7 days in advance in writing. Family vacations may receive approval through use of the "Special Absence Request Form."
2. Vacations must be with their immediate family.
3. Students receiving schoolwork after the vacation time are allotted the number of days out plus one to make up the work. Schoolwork given before vacation time may be due when the student returns to school.

Upon returning to school from an excused absence, it is the responsibility of the student to get makeup work completed and turned in.

1. The time limit for accepting such work is the number of days excused plus one.
2. Students may be required, upon returning, to turn in long-term assignments or take tests that were scheduled in advance without makeup days.
3. Assignments/tests made prior to the student's tardy/absence are due upon the student's return to school.
4. A homework sheet may be dispersed to the teachers after the student has been absent two (2) days.

Habitual Absence - Loss of Driving Privileges

When the superintendent of the school district receives information that a student of compulsory school age has been absent without legitimate excuse for more than **10 consecutive days, or a total of at least 15 days in any term or semester**, he/she may institute a process that could result in the temporary suspension of the student's Ohio driving privileges. The entire due process pertaining to this procedure is outlined in the NELSD **Student/Parent Handbook, Section V - Transportation.**

Leaving School Due To Illness

Any call made to the parent/guardian by a school employee requesting student release due to illness must be made in the Office. School policy is that students, who are ill and requesting to leave school must be signed out in person by the parent and/or guardian and/or parental designee that are on the emergency medical form. Please carefully select a designee available to perform this task if necessary.

Make-up Work

A student with an excused absence from school shall be granted the opportunity to make-up work missed and receive credit within specified time guidelines. It shall be the **responsibility of the student** to hand in the work missed within the number of days absent plus one day upon his/her return to school. Make-up work not turned in within the make-up period may not be accepted, and the student may receive zeros. **Assignments/tests assigned prior to the student's absence are due upon the student's return to school.**

Requests for Homework Assignments

For absences of more than three (3) days, a call may be made to the Office to request assignments from teachers. Since it takes a full day for assignments to be secured, it is important that the call be made as soon as it is determined that the absence may be a lengthy one.

Unexcused Absence

A student shall be issued an unexcused absence when not attending school for reasons other than those accepted as excusable by the state of Ohio. Unexcused absences will be recorded as either Truancy or Unexcused, and the **student may receive zeros for the work missed that day.**

Attendance Review According to Ohio Revised Code

NELSD will enforce Ohio Revised Code in reference to school absences.

Student Expectations

Positive Behavior Interventions and Supports (PBIS) Overview

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

PBIS

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Behavioral Expectations are Taught

The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- *Show Respect*
- *Own Your Actions*
- *Accept Differences*
- *Realize Your Potential*

Incentives

NELSD has designed specific incentives to recognize those students that are following expectations on a consistent basis including:

SOAR Daily Recognition Program

SOAR points are an incentive program designed to recognize positive behaviors on a daily basis. Teachers, staff, and administrators are responsible for awarding SOAR points through the PBIS Rewards program to students who meet and/or exceed the building-wide expectations. Points can be redeemed for a menu of items.

SOAR Quarterly Cards

Quarterly activities/incentives are provided for students that demonstrate exceptional behavior. These students have demonstrated that they can consistently show respect, own their actions, accept differences, and realize their potential. In order to be eligible for the SOAR card students must have demonstrated the following in the previous quarter:

- No detentions, ILP, or suspensions
- No missing assignments
- Online Student Registration Form updated
- Fees paid
- No hours of unexcused absence

SOAR Cards may be used to:

- Go directly to the lunch line
- 1 home athletic event ticket
- Entry into the quarterly SOAR event
- Other incentives as approved by the principal

Student Code of Conduct & Discipline System

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at

school. Certain criminal acts may result in permanent exclusion from school.

Student Conduct Code

The purpose of the student conduct code is to protect the rights of individuals as well as to ensure an educationally sound school atmosphere. The rights and responsibilities of both students and staff of our schools are identified within the code. If a specific behavior or action is not listed, it should not be assumed there is no consequence. The following are more serious disruptions, which will result in more severe consequences, including removal from school. More complete explanations of policy and due process are available in the NELSD Student/Parent Handbook. Disciplinary consequences may also be modified if the teacher and administrator believe an alternative consequence is needed to address a certain behavior.

Breathalyzer

At any school-related functions (athletic contests, dances, etc.) students may be subject to a random Breathalyzer test. At any time any student suspected of being under the influence of alcohol will be given the Breathalyzer test.

Student Dining Area and Lunch Rules

There are two (2) lunch periods throughout the school day, each 30 minutes in length. Students are expected to comply with the following guidelines:

- Trays, dishes, drink containers, and other waste are to be placed in the **proper areas and receptacles**.
- Throwing items is strictly prohibited.
- **No food or drink is permitted outside the student dining area.**
- Students are expected to be **courteous** and **considerate** of the cafeteria staff, lunchroom monitors, and each other.
- Students are permitted to use only their designated restrooms during their lunch periods.
- **No student shall be in the hallways during his/her lunch period without permission from a lunch monitor.**
- Outside food deliveries must have prior administrative approval.

Dangerous Conduct

Students whose conduct may be dangerous to themselves or to others are subject to emergency removal under the due process policy. The principal may also begin suspension procedures for the violation, and may also recommend that the superintendent begin the expulsion process.

- Students shall not intimidate, threaten, degrade, physically assault or exhibit disgraceful acts, including sexual, racial, ethnic, or any other form of harassment or any discrimination, towards any board employee, fellow student, or visitor by written, verbal, or gestural means.
- No student shall be involved in the use of insulting, degrading or ridiculing language toward other persons on school property, or at school functions. Such slurs may be exhibited through the written word, verbal statements, aggressive actions, symbols, or other forms of communication. The school district will protect the rights of all persons regardless of race, religion, sex, economic status, national origin, age, or handicap. A student who feels he/she has been the victim of an intimidating or harassing act should report it to a guidance counselor/staff member immediately.
- Students shall not be under the influence of, have the odor of, nor have in their possession: alcoholic beverages; non-prescribed or illegal drugs; volatile or intoxicating substances; counterfeit drugs; deadly or dangerous weapons; fireworks, or any explosive device; smoke bombs.

Disruptive Conduct

- A student whose conduct distracts from or disrupts a positive learning environment is subject to removal from the classroom by the teacher with the principal's permission and/or the student may also be subject to the suspension/expulsion process. Behaviors considered disruptive conduct include but are not limited to:
 - **Public Display of Affection**
 - **Profane or Unacceptable Language**

- **Repeated Classroom Disruptions and Insubordination**
- **Gambling**
- **Theft/Lying**

Harassment/Intimidation/Bullying

It is the policy of the Board of Education to maintain an education and work environment, which is free from all forms of unlawful discrimination, harassment, or bullying. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

Harassment, intimidation, or bullying behavior by any student in the Northeastern Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying,” in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by students, including violence within a dating relationship, with intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop that a reasonable person under circumstances should know will have the effect of:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

The Board will vigorously enforce its prohibition against discrimination, harassment, and bullying based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action, which could include suspension, expulsion, or appropriate discipline for district employees which could include termination.

Harassment, Intimidation, and Bullying Reporting

If you or someone you know has experienced discrimination, harassment, or bullying at school for any reason, you may make a complaint and have the incident(s) investigated by the district. To make a complaint, individuals may submit a complaint online, call the District’s Safety Tip Line (937) 568-7117, and/or speak to one of the designated building/district contacts.

Falsified Notes and Phone Calls

Any student found falsifying notes or phone calls from the parent/guardian will be subject to disciplinary procedures.

Riding to and from school on a bus provided by the Board of Education is both a convenience and a privilege. The bus driver is responsible for the safety of his/her passengers; therefore, his/her instructions must be followed explicitly. Misconduct may result in a referral to the School Office; an accumulation of 3 referrals may result in a denial of bus privileges.

Food and Drink

Students are not to eat or drink in the hallways before or during school. **Clear bottles that contain water only** are permitted throughout the day. Other food and drink are not permitted in the building, except inside of a student's lunchbox. In addition, students are not permitted to purchase food during lunch, and then take it out of the lunch room for later consumption during class.

Hallways

No student is to be in the hallway without an appropriate pass. Students have 15 passes per quarter allocated to be used at their discretion. It is recommended that students use them discreetly, because **once they are gone, they are gone!!!** Students are to travel quietly and directly to and from assigned destinations. Students are not to sit or congregate in the hallways.

Improper Dress

Proper dress and grooming contribute to, and are a part of, the educational process. The building administrator may exclude any student when the apparel is inappropriate. What is or is not appropriate is a decision of the school administrator(s). Failure to follow the dress code may result in a referral to the office to correct the problem. If arrangements for proper dress cannot be made, the student may need to remain in the office or be placed in In-School Suspension or Isolated Learning Placement (ILP). Repeat offenders may be sent home immediately. The student will be responsible to make up any work missed during their absence from class. The Administration reserves the right to make changes to the dress code to reflect the changing styles and protect the learning environment. The following guidelines are offered:

- A. Students shall wear clothing that is clean, neat, and in good repair
- B. Skirts and shorts must reach the fingertip of the extended arm
- C. Backless, strapless, low-cut tops, shirts that expose the midriff, halter tops or any shirt without factory-finished sleeves are not allowed. Sleeves must be at least two **(2) inches** in width.
- D. Pajama pants and/or slippers are not to be worn
- E. Rips, holes and/or frays in jeans/pants exposing skin are not permitted above the reach of the fingertip of the extended arm
- F. Proper undergarments are to be worn **but not seen**
- G. Hats, hoods, bandanas and sweatbands are not to be worn inside the building during school
- H. Book bags are not permitted
Clothing will be free from inappropriate pictures or inscriptions (ex. confederate flags, weapons, sexual content, alcohol and tobacco advertising, etc.)
- I. Sunglasses during school hours are not permitted unless the wearer has medical authorization
- J. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed

Failure to follow the dress code may result in a referral to the office to correct the problem. If arrangements for proper dress cannot be made, the student may be placed in ILP and will be responsible to make up work missed during their classes. Repeat offenders may be sent home immediately and may receive no credit for those classes missed.

Restrooms

No student is to be in a restroom during class periods without an appropriate pass. Students are afforded restroom passes each grading period. **Students feeling ill are to report directly to the Clinic, not to the restroom.**

Smoking Policy

Any student, whether they are 18 or not, determined to be smoking or having smoking paraphernalia in his/her possession may be **suspended from school.** Subsequent offenses will warrant stiffer penalties. This includes smokeless tobacco, vapors and E-cigarettes.

Behavior Consequences

Punishments, Rights, and Due Process

Levels of punishment, students' and school personnel's rights and due process for students are explained in detail in the NELSD Student/Parent Handbook. All policies are designed and developed to ensure a safe, educationally sound environment for all NELSD students.

We will use varied disciplinary steps and/or options when assigning consequences to students for infractions of the student code of conduct. Possible disciplinary assignments may include, but are not limited to the following:

Verbal Warning: A warning to a student that his/her conduct is in violation of school rules. Any authorized school official including teaching or non-teaching personnel may issue it.

Lunch Detention (30 Minutes): Lunch detentions will be served during a student's assigned lunch period in the office or a designated classroom. Students will eat lunch during this detention and may be assigned other activities to complete during this time (ex: reflection statement, letter of apology, etc.).

After-School Detentions (30 Minutes, 1 hour, 2 hour): Office Detentions will be served immediately after school. Students may be required to complete a written reflection while in attendance. Failure to serve this assignment or complete the reflection will result in a higher-level consequence. It is the student's responsibility to obtain dependable transportation. Having a job after school is NOT an excuse to miss detention.

Isolated Learning Placement (ILP): The purpose of Isolated Learning Placement (ILP) is to provide a disciplinary and educational alternative to an out-of-school suspension. School administrators will assign students to the program. It is the responsibility of each student to complete all assignments missed during the duration of the ILP. Students will receive full credit for the work completed in ILP. **Failure to comply with the ILP standards of behavior may result in additional days of placement or a conversion to an out-of-school suspension.**

Out of School Suspension:

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

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

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For the purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.
- B. "Suspension" shall be the temporary exclusion of a student by a district administrator for a period not to exceed ten (10) school days.

A student who is suspended shall or shall not be permitted to complete any classroom assignments missed because of the suspension.

A student may be afforded one (1) suspension during their enrollment at a NELSD High School, in which classroom assignments may be completed for course credit. If a student has additional suspensions, student may not have the opportunity to complete classroom assignments for course credit.

However, major offenses for suspensions could be excluded from being permitted to complete assignments for course credit, i.e. dealing drugs, possession of weapon(s). A list of suspendable offenses can be found in the NELSD handbook.

Substance Abuse - Loss of Driving Privileges

A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, or any substance that causes physical or mental change. Whenever a student is suspended or expelled from school for possession of alcohol and/or drugs, in accordance with Ohio Revised Code the superintendent or designee may pursue a process, which temporarily suspends driving privileges. The entire due process pertaining to this procedure is outlined in the NELSD Student/Parent Handbook.

Emergency Removal

This is the immediate removal from the school (or school activity) because the student's presence threatens the safety of others, or threatens to disrupt the academic progress of others.

Expulsion

Expulsion is the removal from school for more than 10 days, up to 180 days. This is a decision of the Superintendent.