



**NORTHRIDGE LOCAL SCHOOLS
HIGH SCHOOL & MIDDLE SCHOOL**

STUDENT HANDBOOK - 2023-24

**NORTHRIDGE LOCAL SCHOOLS
6066 Johnstown-Utica Road
Johnstown, Ohio 43031
HS - (740) 967-6651
MS - (740) 967-6671**

www.northridge.k12.oh.us

www.facebook.com/NorthridgeVikings

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MISSION STATEMENT AND VALUES

Mission: Empower All Students to Reach Their Fullest Potential

**Values: Trust, Leadership, Communication, Collaboration,
Accountability, Integrity, and Respect**

Welcome to School Year 2023-24 at Northridge High School and Middle School. We are pleased to have you as members of our school community. This Handbook has been prepared to acquaint you with many of the opportunities and responsibilities that are yours as a student at Northridge High School. The staff and faculty of Northridge High School is committed to working together to provide the best opportunities for you. The building reflects the support of the community to help achieve that goal. We trust you will share the pride that the community has in this facility and vow to keep it a great educational institution. We hope that your years at Northridge High School will be rewarding.

EQUAL EDUCATION OPPORTUNITY

Northridge Local School District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Dr. Kristine Michael
Superintendent
740-967-6631

Joe Rowe
HS Principal
740-967-6651

Sean Smith
MS Principal
740-967-6671

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain District policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of 2021. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current District policies and administrative guidelines are available from the building principal and on the District's website.

SECTION I - GENERAL INFORMATION

Student School Day Hours: 7:40 AM to 2:30 PM

STUDENT RESPONSIBILITIES

Northridge High School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to follow all school rules.

Students must arrive at school on time, prepared to learn and participate. Adult students (age 18 or older) must follow all school rules. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use phone calls, email, mail or hand delivery when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELLBEING

Student safety and well being is a top priority at Northridge Local Schools. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside, unless enrolling under the District's open enrollment policy.

New students under the age of 18 must be enrolled by their parent or legal guardian.

When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

For enrollment information and appointments, contact the Northridge District Office at 740-967-6651.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise

withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

The school must be able to contact parents if there is an emergency involving a child. Please notify the office any time a parent has a change of address, email or telephone number. A change in a parent's work phone number should also be reported to the school. If a change in address occurs, parents/guardians must provide proof of residency (ex: electric or gas bill, lease or rental agreement, mortgage agreement.)

CHILD ABUSE AND NEGLECT

Ohio law obligates school officials to report suspected child abuse or neglect to Children's Services. The school does not investigate such cases and makes no other decisions in this regard. All referrals are confidential.

CHILD CUSTODY

Parents are obligated to provide the school with up-to-date information regarding child custody. Copies of any court orders, explaining or limiting custody, must be on file in the school office. A court official must sign such orders. The school will be directed by this document rather than the wishes of one parent or the other.

18-YEAR-OLDS

Students, 18 years of age and living at home, are still under the parent's authority as far as the school is concerned. All notes, early dismissals, required school forms are to be completed by the parents. All discipline problems will be shared with parents of 18-year-olds still living with their parents. Students who are 18 years of age will not be permitted to sign themselves in and out of school if this same student still lives with his or her parents. All school rules and regulations are to be followed by all students, including 18-year-olds.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chickenpox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chickenpox immunization requirement. Any questions about immunizations or exemptions should be directed to the Nurses employed by the District.

EMERGENCY MEDICAL AUTHORIZATION

State law requires all students to have an Emergency Medical Authorization form completed and signed by a parent or guardian in the high school office. This requirement must be in place in order for a student to participate in any activity off school grounds, including field trips,

spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is completed and at the beginning of each school year online at the Northridge Schools update site.

USE OF MEDICATIONS

Violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

PRESCRIBED MEDICATIONS

The administration of medication at school is addressed, in detail, in Ohio law and Board of Education policy. All medication to be administered at school will be secured, supervised, and administered by a designated person. Medication must be sent to school in the manufacturer's container or the one in which it was prescribed. Medication will be dropped off and immediately checked in to the school nurse's office.

A student may possess and use a metered-dose inhaler a dry powder inhaler to alleviate asthmatic symptoms before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by in which the student's school is a participant if the appropriate form is completed and on file in the office. A student who is authorized to possess and use a metered-dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

In the case of epinephrine auto-injectors ("epi-pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse.

NON-PRESCRIBED (Over-the-Counter) MEDICATIONS

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES and PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and if students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact Mrs. Michelle McJessy at 740-967-6631 to inquire about evaluation procedures, programs, and services.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Northridge Local Schools maintains many student records including

both directory information and confidential information. Directory information includes a student's name, address, telephone number; date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, dates of attendance, date of graduation, awards received, and the student's photograph.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual Family Education Rights and Privacy Act (FERPA).

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without the prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning.

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and District policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Superintendent to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and PPRA@ED.Gov.

Parents and/or eligible students who believe their rights have been violated may file a complaint
Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Northridge Local School may charge specific fees for activities and materials used in the course of instruction. As of this time, Northridge Local Schools does not charge individual student course fees.

Charges/fees may be imposed for loss, damage or destruction of school apparatus, school Chromebook, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits. Seniors with any outstanding fee balances (academic or extra-curricular) or who have not returned property of Northridge Local Schools will not be permitted to walk at graduation.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

- A. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- B. Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the advisor.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students are responsible for the care of their own personal property and should not bring items of value to school. Items such as irreplaceable items, jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion and should not be brought to school. The school is not liable for any loss or damage to personal valuables.

MEAL SERVICE

Northridge Local Schools participates in the National School Lunch Program. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Food Service Director at 740-967-6631.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. Outside doors are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. Students are required to carry identification cards with them at all times in school or on school property.
- H. Students are not permitted to open doors to allow visitors or others into the building.
- I. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

FIRE, TORNADO, AND SAFETY DRILLS

Northridge High School and Middle School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted three times per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students may be secured in their building or evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following television stations: **NBC4, WSYX 6, WBNS 10**. Also, parents will be notified of school closings or delays via a pre-recorded telephone message delivered to the phone number on file.

VISITORS

Visitors are welcome at the School. Visitors must report to the office upon entering the School to sign in to the Raptor Technology Visitor System and obtain a pass. A drivers license must be presented and scanned to gain access to the school building. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior permission from the Principal.

LOST AND FOUND

The lost and found area is in the High School Office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity or disposed of at the end of each semester.

USE OF OFFICE TELEPHONES

Students must have the permission of a staff member to use the office telephone. Students will be permitted to use the office phones for:

1. School Business (i.e. Prom, Yearbook, Graduation, etc.)
2. Personal Illness (to notify parents, go home, etc.)
3. Changes in co-curricular practice/meeting schedules
4. To return calls to parents
5. Emergencies

Parents are asked to phone the office in order to contact their students. Parents are asked NOT to call or text message student cell phones. Neither students nor teachers will be called to a telephone during school hours unless there is a true emergency. Messages will be delivered to students and staff. In the case of students, messages pertaining to social and personal matters will not be accepted. Parents who wish to talk with a teacher should leave their telephone number and the teacher will reply at his or her earliest convenience.

USE OF WIRELESS COMMUNICATION DEVICES **WIRELESS COMMUNICATION DEVICES**

During class sessions, cell phones must be turned off and put away. Cell phones must be out of sight in book bags, in lockers, or in cell phone pockets, provided by the teacher.

- Cellular devices include cell phones, communicating watches and wireless headphones.
- Use of photo capable devices in restrooms or locker rooms is strictly prohibited.

- Students will be able to access their cellular device before and after the school bell and during their thirty-minute lunch period.

If a student is in violation of this policy we will implement the following actions:

- First offense – Student will bring their cellular device to the office for the remainder of the day and the student will pick the phone up at the end of the school day.
- Second offense – Student will bring their cellular device to the office for the remainder of the day and the parent will pick the phone up at their convenience.
- Third or Additional offense – Students will bring their cellular device to the office for the remainder of the day and the parent will pick the phone up at their convenience and a two hour Wednesday Detention will be assigned.
- Students found in possession of or using a photo capable device in restrooms or locker rooms may be subject to a 10-day suspension with a recommendation of expulsion.

Confiscated cell phones may be subject to search if the administration has reasonable suspicion the phone was used improperly. Students serving detentions of any kind or In School Restriction are not permitted to use cell phones and must present the supervisor the phone until the discipline is complete.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline, possible confiscation of the device and reports made to the Licking County Sheriff.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. Violation of this may lead to disciplinary action.

SECTION II - ACADEMICS

COURSE OFFERINGS

A list of course offerings is available in the [2023-24 course catalog](#) available online or in the high school guidance counselor office.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- A. Attendance rules apply to all field trips.
- B. While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- C. Students who violate school rules may lose the privilege to go on field trips.

GRADES

Northridge has a standard "A-F" letter grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon tests, quizzes, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

GRADING SCALE

| | | Grading Scale | Weighted Scale |
|----|--------|---------------|----------------|
| A+ | 97-100 | 4.0 | 5.0 |
| A | 93-96 | 4.0 | 5.0 |
| A- | 90-92 | 3.66 | 4.66 |
| B+ | 87-89 | 3.33 | 4.33 |
| B | 83-86 | 3 | 4.0 |
| B- | 80-82 | 2.66 | 3.66 |
| C+ | 77-79 | 2.33 | 3.33 |
| C | 73-76 | 2 | 3.0 |
| C- | 70-72 | 1.66 | 2.66 |
| D+ | 67-69 | 1.33 | 1.33 |
| D | 63-66 | 1.0 | 1.0 |
| D- | 60-62 | 0.66 | 0.66 |
| F | 0-59 | 0 | 0 |

I = Incomplete

WEIGHTED CLASSES

Based on academic rigor, summer expectations, and/or college-level curriculum, the following classes are weighted: Anatomy and Physiology, Calculus I and II, Spanish IV, Chemistry II, and Advanced Placement (AP) classes. Weighted courses will be graded on a 5.0 scale rather than the traditional 4.0 scale. College Credit Plus (CCP) courses may be weighted if they qualify pending College Credit Plus (CCP) regulations.

GRADING PERIODS

Grade Cards may be viewed by utilizing Progress Book parent access. Mid-term reports will be posted on Progress Book. Grade cards will be mailed home at the semester and end of the school year. Grade cards will be sent home via mail for any student on academic watch.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so that they can talk with the teacher about what actions can be taken to improve poor grades.

COURSE FAILURES

If a student fails a required class, he/she must make up the credit by rescheduling the course the following year, attending summer school, or completing an approved correspondence course. Repeating the course is only an option for a first-time failure providing there is room in the class needed. First-time enrollees will have priority. If the same course is failed a 2nd time, the student must complete summer school or correspondence course at his/her own expense.

SCHEDULE CHANGES

Students will have three (3) days at the beginning of the first semester to request changes in their schedules for first semester classes. Changes in second-semester classes can be made any time during the first semester. Any change in schedules after the allotted time periods carry substantial grade penalties. Only the School Counselor or Principal can approve a schedule change. For more information regarding schedule changes, see the Curriculum Guide.

WITHDRAWAL PROCEDURES

A student who is withdrawing from Northridge High School must:

1. Have the parent/guardian verify the withdrawal.
2. Contact teachers and return all texts and equipment that are school property.
3. Pay any financial obligation he or she may have to the cafeteria, office, library, or to any Northridge Local Schools entity.
4. Have a conference with the Principal or the School Counselor before he or she can be officially withdrawn.

All books must be returned and other financial obligations met before the student's transcript will be forwarded to the new school. A parent signature is required on the student records release form.

GRADUATION REQUIREMENTS

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic course-work, and earn the total number of minimum credits. Northridge High School requires students to earn 21 credits in order to be eligible for graduation. If you have questions, please contact the school counselor.

Complete Courses and Requirements

Course Credits

| Subject | Credits Required |
|-----------------------|-------------------------|
| English Language Arts | 4 |
| Mathematics* | 4 |
| Social Studies | 3 |
| Science** | 3 |
| Digital Literacy | 0.5 |
| Physical Education | 0.5 |
| Health | 0.5 |
| Financial Literacy | 0.5 |
| Fine Arts | 1 |
| Elective Courses | <u>4.0</u> |
| | 21 |

**Must include 1 unit of Algebra II or an equivalent course as approved by the Ohio Department of Education*

***Must include 1 unit of physical sciences, 1 unit of life science and 1 unit advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.*

Ohio Department of Education Graduation Requirements

Competency Score

Ohio law directed the Department of Education, in collaboration with the Ohio Department of Higher Education and the Office of Workforce Transformation, to establish a competency score on the English language arts II and Algebra I end-of-course tests. The Ohio Department of Education, after gathering feedback from education stakeholders and business communities of Ohio, determined that “competency” would be set at a score of 684 for both the English language arts II and Algebra I tests. See [Ohio Revised Code section 3301.0712\(B\)\(10\)](#).

Alternative Demonstrations of Competency

Ohio law establishes multiple pathways to demonstrating competency beyond Ohio's state tests. Prior to being eligible to demonstrate competency in these, students first must receive remedial supports and retake the test. The alternative ways to demonstrate competency are as follows:

College Credit Plus

ACT or SAT

Career Experience and Technical Skill

Military Enlistment

Demonstrating Readiness | Graduation Seals

In addition to fulfilling curriculum requirements and meeting the competency requirements listed above, students also must show they are prepared for their next steps after high school. State law created 12 diploma seals for students to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. Each seal allows students to demonstrate knowledge and skills essential for future success in their chosen post-high school paths. Students will demonstrate readiness by earning at least two diploma seals, one of which must be state-defined. Seals help students develop an array of critical skills that are valuable to them as they transition to the next steps after high school. Schools should consider encouraging students to pursue seals that meet their individual interests and skills. Graduation planning will be an important step in supporting students in earning their seals.



Local Graduation Seal Options

Community Service Seal

Community service should be considered as any unpaid work or service that is designed to help an individual, group or community. Students will receive the Community Service Seal by earning a grade of C or better in either of the following semester courses: Service Learning or Cross-Age Tutoring.

Students may also develop an independent community service project proposal. The plan should include the following:

- 1) Description of Community Service that will be performed
- 2) Location of Community Service
- 3) Plan to attain a total number of hours (minimum of 30). For example, 5 hours per week for 6 weeks beginning October 1, 2021.
- 4) Name and phone number of the representative from the organization who will later sign to confirm that the community service was completed.
- 5) Completed service hours and documentation is due by March 31st of a student's senior year.

The community service project proposal must be pre-approved by the building principal and school counselors except for extenuating circumstances.

Student Engagement Seal

In order to earn the Student Engagement Seal a student will need to participate to a meaningful extent in 3 seasons/cycles of extracurricular and/or co-curricular activities such as athletics, clubs, or student government. "Engagement" refers to activities that connect the student to the peer group and the school community.

- Athletics, Color Guard, Marching Band, Cheerleading
- FFA, OMUN, Mock Trial, Quiz Bowl, Musical, Ski & Board Club,
- Student Council, National Honor Society, Student Committees,
- Licking County Youth Leadership Council, CampMed, Buckeye Boys/Girls State, Free Enterprise Academy

Other activities that connect students to a peer group or the greater community for a meaningful length of time can be submitted to the principal and will be considered for pre-approval.

Fine and Performing Arts Seal

In order to earn the Fine and Performing Arts Seal each student will need to complete one of the following:

- 4 semesters / 2 credits in the Northridge Singers, Viking Voices, Band, and/or Visual Art Courses.
- Participation in 2 school musicals (cast or crew).

HONORS DIPLOMA

Northridge Local Schools shall award the Diploma with Honors to any student who has fulfilled the following requirements for the regular diploma and meets at least seven of the following eight criteria:

1. Four (4) units of English
2. Four (4) units of Mathematics, which shall include at least the competencies, Algebra I, Algebra II, Geometry, and another higher course or a 4-year sequence of courses which contains equivalent content.
3. Earn at least 4 units of Science, including physics and chemistry
4. Four (4) units of Social Studies
5. Three units of one (1) Foreign Language or two (2) units each of two (2) Foreign Languages
6. One (1) unit of Fine Arts
7. An overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year
8. A composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT)

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

EARLY GRADUATION

Students who wish to apply for early graduation must apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

COLLEGE CREDIT PLUS

Any student in grades 7-12 may enroll in the College Credit Plus Program provided they meet the requirements established by law, the college and by the district. Interested students should contact the counseling office to obtain the necessary information. Students enrolled in post-secondary programs must abide by the student code of conduct and attendance policy.

EDUCATIONAL OPTIONS

The Northridge Department of Instructional Services shall develop a list of Educational Options, including the District's Credit Flex Plan, and submit it to the Superintendent for approval so that it can be included in the course selection guide. Any student who would like to earn credit from an approved option shall complete the Educational Option Application (Form 2370 F1) and submit it to the School Counselor for an educational option.

POST-SECONDARY ENROLLMENT

Any student in grades 9 through 12 may enroll in a post-secondary program provided s/he meets the requirements established by law and by the District. A student will be denied high

school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the school counselor to obtain the necessary information.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism.

HONOR ROLL

Students achieving an overall 3.25 grade point average without D's or F's for a nine-week grading period are placed on the Honor Roll. Students achieving a grade point average of at least 3.75 without earning any D's or F's for a nine-week grading period are placed on the Principal's list. Students earning a GPA of 4.00 or above and no C's, D's, or F's for a nine-week grading period are placed on the Superintendent's list.

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the District may not be able to technologically limit access through the District's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a

determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

At Northridge Local Schools, we use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Northridge students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes. Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or District policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Websites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

- H. Students are expected to abide by the following generally-accepted rules of network etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
 9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may

not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the Teacher, Principal or District Technology Administrator, if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
- K. Downloading of information onto the Board's hard drives is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the principal. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The District makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The District is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The District will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the District harmless from any losses sustained as the result of misuse of the Network by the student.

Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the District.

- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the Board's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the principal. Each student is permitted reasonable space to store e-mail, web, and personal files. The District reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purpose.
- T. Game playing is not permitted at any time.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Northridge provides students the opportunity to broaden their learning through curricular-related activities. The District authorizes student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with District Policy 5610.05.

ATHLETICS

Northridge provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the District and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with District Policy 5610.05.

See the Athletic Handbook for additional information and contact the Athletic Director at 740-967-6651 if you have any questions.

EXTRA-CURRICULAR ELIGIBILITY

1. Students in grades 9-12 must successfully have passed **five (5), 1-credit classes or the equivalent of** each grading period. The five 1 credit classes must be maintained during the entire grading period. Students in grades 7-8 must have successfully passed a minimum of four (4) of all subjects carried during the immediately preceding grading period in which the student was enrolled.
 - a. The OHSAA 5 credit requirement is determined at the end of each grading period.
 - b. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period at which time the immediately preceding grading period grades become applicable.
 - c. According to OHSAA bylaws, Summer school or other academic programs cannot be used to replace failing marks at the end of the semester in order to meet eligibility requirements.

2. Students in grades 9, 10, 11 and 12 must be enrolled and receive passing marks in courses amounting to 5.0 units of credit **and must maintain a weekly minimum of 70% cumulative average during the current grading period. The local guideline is above and beyond the quarterly minimum OHSAA requirement.**
 - a. The weekly eligibility check will begin the third week of each grading period.
 - b. When a student does not meet the weekly standard, he/she will receive a warning the first time the standard is not met. The student will meet with the Athletic Director and determine a plan of action to meet with teachers and improve grade marks. The warning period will be one week. During the warning period, the student is eligible to practice and participate in their sport.
 - c. When a student fails to meet the weekly eligibility the second time, the student will be denied participation until the student meets the weekly standard. Any denial of participation is on a weekly basis. Once ineligible, a student can become eligible when the standard is met for the following week.
3. To be eligible for participation in interscholastic contests a student shall be enrolled in school by the fifteenth calendar day of the grading period. Enrollment shall be continuous after a student has officially enrolled in a school until the student is officially withdrawn.
4. Students must also comply with state law that permits home educated and non-public students to participate at the public schools in the district residence of the parents.
5. Any newly enrolled student either transfer, home school, non-public or alternative learning center that resides within the District boundaries or is under Open Enrollment status must make an appointment with the Athletic Director prior to the start of athletic participation.

CITIZENSHIP EXPECTATIONS FOR EXTRA-CURRICULAR PARTICIPATION

1. Definition

Citizenship -- Students who participate in extra-curricular activities shall conduct themselves in a manner that reflects good citizenship. Participation in extra-curricular activities is a privilege and honor and therefore comes with additional responsibilities.

- a. Students violating the citizenship portion of the Northridge Local Schools Extra-Curricular Code of Conduct will be subject to consequences, up to and including expulsion from all extra-curricular activities.
- b. The principal/assistant principal, after consulting with the advisor, reserves the right to review the severity of the citizenship offense and determine the appropriate level of disciplinary action to be taken.

2. Expected Behavior and Actions

Behavior: Any behavior that results in dishonor to the participant, her/his team, group, cast or her/his school will not be tolerated. Acts of unacceptable conduct, both on and off school premises, include but are not limited to, violation of rule(s) established by the advisor, theft, vandalism, disrespect, use of alcohol or drugs, involvement in violence, hazing, or any violation of the law or student code of conduct.

C. Consequences

The principal/assistant principal, after consulting with the advisor, reserves the right to modify, waive or skip steps depending on the severity of the citizenship violation.

First Violation

The participant could be excluded from participation in the activity for up to twenty percent (20%) of the “season” of the activity. A first offense could result in the loss of leadership positions in all extracurriculars for up to one (1) calendar year.

Second Violation

The participant could be excluded from participation in activities for up to fifty percent (50%) of the current “season”. A second offense could result in the loss of all extra-curricular leadership positions permanently.

Third Violation

The participant could be excluded from extra-curricular participation for the duration of the student’s career.

* If the exclusion for violation #1 or #2 is not completed in the current “season” or if the activity is not currently meeting, any remaining percentage of the exclusion shall be recalculated and applied to the next extra-curricular activity in which the student participates.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The District encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending as non-participants are properly safe-guarded, the District recommends that all elementary and middle school students must be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. The District will not be responsible for students if they attend without an adult chaperone. The District will continue to provide adequate supervision for all students who are participants in District-sponsored events. Administration has the right to deny student attendance at school events.

DANCES

1. No middle school student shall be permitted to attend a high school dance.
2. Chaperones/advisors have the authority to ask a student to leave the premises for inappropriate attire or behavior.
3. All out-of-school guests and non-NHS students must be verified by school administrators 72 hours before being given permission to attend. NHS students are responsible for the conduct of their out-of-school guests and guests from other schools. All guests attending school-wide dances must be 20 years or younger (exceptions will be made for the prom). Guests may be asked to provide photo identification.
4. If students leave the dance, they may not return. The advisor has final say as to re-entry.
5. All school rules apply.

SECTION IV - STUDENT CONDUCT

SAFETY, ORDER, AND DISCIPLINE

The Board of Education and school administration recognizes the rights of students as individuals. It also recognizes that these rights must be balanced with the safety, order and discipline of an effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise, and conduct their educational program. Students should not lose their right to a good education because of the disruptive actions of another student. In general, we all must consider the rights of others and assume the responsibilities that our rights place upon us. Northridge High School has a zero tolerance policy relative to alcohol/drugs, violence and weapons on school property.

When it comes to the safety, order or discipline of the high school, the administration will take appropriate action to assure that students can learn and that teachers can teach.

In addition, discipline is not in and of itself punishment. It is utilized to educate in the matter of self-control and interaction with others to reduce disruption and thereby increase the student's learning time. Discipline is an educational service to which every child is entitled to under F.A.P.E. (Free and Appropriate Public Education Act)

ATTENDANCE

It is important for every student in Ohio to attend school every day. Missing school has long-term, negative effects on students, such as lower achievement and graduation rates. There are many reasons students miss school, but districts can often directly impact their students' attendance, by using data to identify and assist students who may need extra supports and services. It is Northridge High Schools goal to target supports to get students to school every day.

Northridge Local Schools in cooperation with the Licking County Educational Service Center and the Licking County Juvenile Court authorities have joined together and issued a standard procedure to be followed in the matter of compulsory school attendance. When a child

demonstrates erratic attendance habits or is known to be truant, the procedure calls for a hearing in Juvenile Court with parents, county attendance officer, a school representative, and the child.

ATTENDANCE REGULATIONS

It is the purpose of these guidelines to provide a clear and concise reference regarding attendance procedures. There are times when individual plans or preferences may cause you to request an exemption from the rule. The school administrator has the authority to challenge any excuse.

ABSENCE

State law makes the school responsible for the whereabouts of all students, at all times, during the school day. The District has adopted policies to comply with compulsory attendance laws. Absence from school shall be classified as one of four types: excused, excused medical, unexcused, truancy.

The following constitute an Excused Absence:

1. Personal illness *
2. Illness in immediate family which requires the student's assistance *
3. Quarantine of the home
4. Death in the family (discretion of Principal)
5. Observance of religious holidays
6. Medical or dental appointments with time and date with doctor's note
7. Excused absences may be granted at the discretion of the Principal.

10 unexcused absences are permitted during the school year. Students who exceed **10** unexcused absences will be placed on medical only status and will begin the absence intervention process.

STEPS TO FOLLOW WHEN ABSENT

1. A parent or guardian must phone or email the school and inform the office of a student's absence before 7:40 a.m. of the day of absence. This does not mean the student has been excused. Parents must provide a written note, email, or signed reason for absence on the sign-in/out sheet in the office in order for absence(s) to be excused.
2. Students must report to the attendance aide upon return to school. The student will present the attendance aide with the written excuse from a parent or guardian. The aide will issue an excused/unexcused admit slip to the student.
3. If a student has forgotten to bring a written excuse upon return from school, he/she must still report to the attendance aide. An unexcused admit slip will be issued.
4. A student who fails to provide a written excuse within two days after an absence will be unexcused.
5. A medical excuse is required after the third day of absence.

6. Academic credit for a course may be denied when a student is absent more than three (3) times per class per grading period and/or six (6) days per class per semester.

When a parent or guardian of a student has failed to report an absence, the secretary will make at least one attempt to contact the parent or guardian within 120 minutes after the beginning of each school day.

Students who are 18 years of age or older must still have written or verbal permission from the student's legal guardian to be dismissed from school.

ADDITIONAL ATTENDANCE PROCEDURES

1. A student must be present 2 academic block periods per day to be counted in attendance for the day.

Half Day Absence if arrival is between 8:30 am - 11:00am

Half Day Absence if departure is between 11:00am - 1:45pm

Early dismissal - non absence is 1:45pm - 2:30pm

Tardy 7:40 am - 8:30am

2. A student who is absent from school for more than one period may not attend or participate in any school activity or practice on that day unless approved by the principal.
3. A student is considered 'habitually truant' if the student is absent without legitimate excuse for:
 - a. Absent 30 or more consecutive hours
 - b. Absent 42 or more hours in one month
 - c. Absent 72 or more hours in one year
4. A student is considered to have 'excessive absences' and receive a notice when:
 - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.
5. Truancy – A student absent without the consent of his/her parent is truant. This is an unexcused absence.
6. A student may also be declared truant when he/she:
 - a. Leaves school without signing out in the office
 - b. Is absent from school without prior permission from a parent and the administration
 - c. Is absent from class, study hall, and/or lunch room without permission (skipping)
 - d. Obtains a pass to go to a certain place and does not report there
 - e. Becomes ill and goes home or stays in restroom or other non-authorized area instead of reporting to the office
 - f. Comes to school, but does not attend class

7. Should a student fall under the circumstances of 'habitual truancy' or 'excessive absences' an intervention team consisting of educators, district representatives and other supportive adults will develop a specialized absence intervention plan for student who are truant.
8. Absence intervention plans incorporate academic and non-academic supports to help the student and remove barriers to regular attendance.

UNEXCUSED ABSENCES

1. Failing to bring a proper, written excuse upon return to school within 2 school days. Notes submitted after 48 hours will not be accepted.
2. Any absence not covered by the above

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student has 10 or more unexcused absence during a school year s/he will be considered habitually absent and will be reported to the Licking County Truancy Officer to begin the absence intervention process.

ATHLETICS and EXTRA-CURRICULAR ATTENDANCE

A student who is absent from school for more than one period for reasons other than school related activities or another acceptable excuse as approved by school administration may not attend or participate in any school activity or practice on that day unless approved by the building administration. Examples of acceptable excuses are doctor's excuse, funeral, court appearance, or principal's prerogative. "Senior Skip Day" is not a Northridge Local Schools approved activity.

MAKE-UP OF TESTS OR OTHER SCHOOL WORK

Students who are absent from school shall be given the opportunity to makeup missed work. The student should contact their teachers as soon as possible to obtain assignments. The number of days for completion of makeup work will be equivalent to the number of days of absent.

If a student misses a teacher's test due to an absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State mandated assessment or other standardized test, the student should consult with the school counselor to arrange for administration of the test at another time.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence.

A. A suspended student will be allowed to make-up school work missed due to suspension and will receive credit for work assigned on days missed. It will be the responsibility of the student to make arrangements in order to make up all work missed.

B. Tests may also be made up.

TARDINESS

Students are expected to arrive to 1st period and regular classrooms on time. Failure to arrive on time is tardiness. Conscientious effort in getting to school daily on time will help to alleviate unnecessary clerical problems, disruption to classes, and avoid the need for disciplinary action. For attendance purposes, tardies will be marked excused or unexcused. An excused tardy is one that is accompanied by a note from a parent, guardian, or teacher stating an appropriate reason for the tardiness.

During each nine weeks, a student is permitted three (3) unexcused tardies before intervention. Intervention may include detentions, Wednesday School, ISS and/or loss of parking privileges/driving privileges.

A student with excessive tardies may have his or her driving privileges to and from school suspended. Examples of an unexcused tardy include but are not limited to missing the bus, oversleeping, and car trouble.

Tardy Intervention Plan - Nine week period

- (4) Unexcused Tardies = Conference with student 1 hour Wednesday School, Parent/Guardian Contact
- (5-6) Unexcused Tardies = Parent/Guardian Contact, 1 to 4 hours Wednesday School
- (7+) Unexcused Tardies = Intervention Plan developed, conference with student and parent/guardian, ISS and/or loss of driving privileges for the remaining 9 week period.

VACATIONS DURING THE SCHOOL YEAR

Student vacations during time periods when school is in session are discouraged. However, recognizing the educational value of a family field trip, excused absences will be granted within the following guidelines:

1. A written request, signed by the parent, must be given to the principal a minimum of five (5) days prior to the beginning date of the family field trip.
2. Make-up work is required and is to be returned to the appropriate teacher within three (3) days after the student returns. Missed tests are to be taken. It is the student's responsibility to make arrangements with the teacher for make-up work before leaving.

3. A maximum of five (5) days of excused absences will be granted each school year for family field trips. These days will be applied toward the 5 absences per nine week /10 absences per semester rule.
4. Additional days used for purpose of vacation must be authorized by the local Superintendent of Schools.

COLLEGE VISITATION

It is our policy to permit juniors and seniors planning to go to college to have a leave from normal classes in order to visit a college they anticipate attending. Arrangements for this visitation must be made in advance to insure permission is granted for an excused absence. The following procedures must be completed prior to permission being granted:

1. The student must complete a "Family Field Trip" form which can be obtained in the office. This form must first be signed by the parents, indicating the college being visited and the date the visitation will occur.
2. The completed form must be turned in to the principal for approval.
3. The student must bring a note from the college admissions office upon his/her return to school.
4. College visits are limited to juniors (1 day) and seniors (3 days). These days will be counted as field trips.

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and District policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

EXPECTED BEHAVIORS

Students are expected to:

- a. act courteously to adults and fellow students;
- b. be prompt to school and attentive in class;
- c. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- d. complete assigned tasks on time and as directed;

- e. help maintain a school environment that is safe, friendly, and productive;
- f. act at all times in a manner that reflects pride in self, family, and in the School.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- a. a teacher to communicate effectively with all students in the class; and
- b. all students in the class have the opportunity to learn.

DRESS CODE

The objective of this dress code is to provide an appropriate educational environment while allowing students to dress comfortably within limits to facilitate learning. Students' attire can have a positive or negative effect on the learning process, contribute to students' success, and generate a safe and positive learning environment. We expect students to maintain the type of appearance that is not distracting to students, teachers, or the educational process of the school. Parents and children are equally responsible for the appearance of their child. There is appropriate and inappropriate attire for all of life's activities. Please help your child adhere to these guidelines. The dress code is in effect during extra-curricular activities.

- Hats (including stocking hats) or other head coverings, sunglasses, coats/jackets, and other items normally worn outside are to be stored in lockers during the school day and not worn to class or other indoor activities except during special occasions.
- Personal articles or tattoos with writing or symbols that make a reference to sex, sexual innuendo, drugs, alcohol, profanity, tobacco, death, gang associated apparel, hate groups, violence, or illegal activities or that are disruptive to the education process are prohibited.
- Shirts that offer a view of a student's midriff or chest area through the underarm at any point during school are prohibited for boys and girls.
- Spaghetti strap tops are not permitted. Shoulder areas must be completely covered as well as the bust. Cleavage may not be seen. Cut-off shirts are not permitted.
- Shorts and skirts may be worn when shorts and skirts are at least half way down between the student's hip and knee.
- Pants must be worn above the hip with a belt if necessary. A shirt that covers the waistline does not excuse pants that are worn too low. Length of pants must not exceed the bottom of shoes.
- Sleepwear, including blankets and slippers, is prohibited.
- Undergarments must never be seen.
- Ripped and torn clothing that inappropriately exposes a student is prohibited.
- Any heavy chain on a student used to secure wallets, worn as a belt, or worn as a necklace or bracelet is prohibited.
- All students must wear shoes. Slippers are not considered shoes.

- Other offensive symbols, flags, patches, or stickers that may be deemed offensive and/or interrupt the school process is prohibited.

Students who are representing Northridge at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

LOCKERS

The guidance department will assign students a locker. Lockers are to be kept locked. Students must use good judgment in taking books and equipment with them in order to avoid unnecessary trips to lockers and to alleviate tardiness. Lockers are also to be kept clean and orderly.

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right however is balanced by the school's responsibility to protect the health, safety, and well-being of all students. Although school authorities will respect the rights of the students in their locker and property, it should be made clear to all that lockers are the property of the school and are subject to search by a school administrator at any given time as described in the search and seizure section of this handbook.

GANGS

Gangs that initiate, advocate or promote activities that threaten the safety or well being of persons or that are disruptive to the school environment will not be tolerated.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

The District will strive to provide a safe, positive, productive, and nurturing educational environment for all of its students. The District encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while en route to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying means any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or violence within a dating relationship.

Any "Electronic act" means an act committed through the use of a cellular telephone, computer, personal communication device, or other electronic communication device.

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., Internet, e-mail, cellular telephone, or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

COMPLAINTS

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, bullying, and student safety. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff

witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Principal or Associate Principal for review, investigation, and action.

You can report safety concerns on our [Stay Safe - See Something Say Something](#) page on our district website or by calling 1-866-547-8362. Reports can be made 24 hours a day, 7 days a week. When a report is made, multiple school administrators are notified. We have a trained threat assessment team, which completes threat assessments as appropriate and never hesitates to involve law enforcement officials when necessary.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building Principal or Assistant Principal for review, investigation, and appropriate action.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or expulsion. Individuals may also be referred to law enforcement officials.

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

PRIVACY/CONFIDENTIALITY

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

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

STUDENT BEHAVIOR CODE OF CONDUCT

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.

1. Academic Misconduct

Students shall not cheat, plagiarize, alter, falsify, share, copy, submit work to other students, or misuse information. Authorization or credit must be given by proper citation for information obtained from any source; this includes print materials and technology-generated information.

2. Acceptable Use of Technology

Students shall not use available technology tools for illegal, unethical, non-educational, and/or for-profit use. Students shall not engage in unauthorized recording using any electronic device while on school property or during school hours. (Also, see Computer & Technology Acceptable Use)

3. Possession/use of drugs and/or alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, THC products including but not limited to, edibles, oils, vaporized smoking device, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

4. Possession/use of tobacco/Vape/Juul

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased by the Board and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices, but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor" or "juul" other substitute forms of cigarettes, or clove cigarettes is also prohibited.

5. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in District Policy 5610.

- A. Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.
- B. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

6. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

7. Knowledge of dangerous weapons or threats of violence

Because the District believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

8. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

9. Fighting or Assault

Students shall not knowingly act or behave in such a way as that attempts or threatens to cause, or does or could cause, physical harm to another student, any school employee, or other persons. These actions include, but will not be limited to, fighting, unauthorized touching and

disruptions. Students also shall not entice another to fight, either with themselves or with another student.

10. Gambling

Students shall not engage in or promote games of chance, placing of bets, or risk anything of value through any medium.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

12. Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

13. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

14. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion or detonation.

15. Trespassing

Although schools are public facilities, the law allows the District to restrict access to school property. Being present in any District-owned facility or portion of a District-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a District owned vehicle; or unauthorized access or activity in a District-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or

permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

16. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal. The School is not responsible for personal property.

17. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

18. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

19. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to Wednesday School to Suspension to a referral to court and/or revocation of the student's driver's license. Excessive (7 or more) tardies to school may result in loss of school driving privileges.

20. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

21. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. Students will not engage in close physical contact. Any contact beyond holding hands is not permissible.

22. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

22. Violation of bus rules (see Section V – Transportation)

23. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

24. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The District encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The District will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- a. verbal harassment or abuse;
- b. pressure for sexual activity;
- c. repeated remarks with sexual or demeaning implications
- d. unwelcome touching;
- e. sexual jokes, posters, cartoons, etc.;
- f. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
- g. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- h. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This

type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

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

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of District policies and administrative guidelines 5517 and 5517.01.

25. Hazing

Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student.

26. Profanity and/or Obscenity

Students shall not speak, write or use technology to obtain or to generate, profane, vulgar, derogatory, demeaning, sexual or other improper or inappropriate language, or use profane, vulgar, sexual or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, sexual or other improper or inappropriate actions.

27. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

28. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

29. Inducing Panic

Students shall not by use of violence, force, noise, coercion, threat, harassment, sexual harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be

all-inclusive, the following acts addressed by the code of conduct illustrate the kinds of misconduct prohibited by this rule.

DISCIPLINE

The building principal is charged with the proper enforcement of discipline in the total school setting. He/She has the discretionary authority to apply or authorize other certificated personnel to use the following disciplinary measures to correct student behavior. It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a District official or employee, or the property of such official or employee or effects school operations.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

DISCIPLINE GUIDELINES

Detentions

After giving the student and his/her parents one day's notice, a student may be detained after school or asked to come to school early by a principal or teacher. The student or his/her parents are responsible for transportation. Work is NOT an acceptable reason for missing detention. Types of detentions may include:

- Lunch Detentions
- Wednesday Detentions - 2:30-5:30 - One to three Hours - Wednesdays Only

In School Restriction

After giving students and their parents one day's notice, students will report to the office for In School Restriction which will be monitored by the In School Restriction supervisor.

The following rules apply to Detention, In-School Restriction and Wednesday Detention:

- A. Students are required to have class assignments with them.
- B. Students are not to communicate with each other unless given permission to do so.
- C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- D. Students shall not be allowed to put their heads down or sleep.
- E. No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

- F. Cellular phones must be given to the supervisor during Detention, In-School Restriction and Wednesday School.

****Failure to timely serve a Detention, In-School Discipline or Wednesday School may lead to suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.**

FORMAL DISCIPLINE

Formal discipline involves removal of the student from school. It includes emergency removal for up to one (1) school day, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

In all cases where disciplinary action is anticipated concerning a student, the student will be given an opportunity at an informal hearing to state his or her case.

In the case of suspension, a student will be given a written notice of the intention to suspend which will contain the reasons for the suspension. Out-of-School Suspensions are considered the most severe of discipline procedures.

In the case of expulsion, the Superintendent will issue written notice of the intention to expel, which will include reasons for the expulsion. In an expulsion, the student, parent, or representative has an opportunity to appear before a hearing officer designated by the Superintendent to challenge the reasons for the expulsion.

TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the Principal or Assistant Principal will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted in classrooms, hallways, lockers, and parking lots.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides transportation for all students who live within district boundaries. The transportation schedule and routes are available by contacting the Petermann Transportation at 740-967-7753.

BUS CONDUCT

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with basic safety rules.

If a student misbehaves on the bus, his/her actions may be recorded and submitted to the Principal or Dean of Students and can be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The rules below apply to all students who operate any type of vehicle on school grounds. Violation of these rules may result in removal of driving privileges on school grounds for a period of time and/or discipline measures as specified in the Conduct Code. Repeated violations may result in removal of driving privileges for school year.

1. Vehicles must be operated in a responsible manner at all times. Reckless driving can result in the loss of the driving privileges.
2. All motor vehicles must be individually registered in the office and have authorized school parking permits displayed at all times.

3. Students shall not park motor vehicles in any area designated as off-limits to student vehicles.
4. Students shall park **ONLY** in their designated parking space. Students who park in other spaces shall have driving privileges suspended.
5. Students shall not loiter in vehicles on school grounds.
 - a. Upon arriving, students shall park their vehicles in proper parking spaces, leave the parking lot area, and report to the building.
 - b. Students shall not go to vehicles during the school day without permission.
 - c. Vehicles must remain parked in the student parking area during school hours, unless permission is granted for early dismissal of the student.
6. The transporting of other students off school grounds when they do not have permission to leave will be considered as serious an offense as you leaving yourself without permission.
7. All state and local traffic laws must be obeyed.
8. When students drive to school they must accept the consequences for the inability to get to school on time. Mechanical breakdowns, traffic delays, and other similar incidents will not be acceptable reasons for excused tardiness.
9. Vehicles parked on school grounds may be subject to search by the school administrators at any time.
10. Vehicles should be locked at all times. The school is not responsible for items lost or stolen from vehicles while they are in the parking lot.
11. Only Sophomores, Juniors and Seniors who have valid drivers licenses are eligible for driving privileges.
12. The High School Principal reserves the right to revoke a parking pass, at any time, based on student behavior, driving behavior on school property, attendance, or amount of tardies to school. Any student who loses driving privileges will not receive a refund.

