

# **NEW PHILADELPHIA HIGH SCHOOL**

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District Web: [www.npschools.org](http://www.npschools.org)  
NPHS Web: [www.npschools.org/highschool](http://www.npschools.org/highschool)

Mrs. Ryan Range, Principal, 330-364-0644  
Mr. Joshua Jarvis, Assistant Principal, 330-364-0644  
Mrs. Julie Shimko, Attendance Officer, 330-364-0644  
Mrs. Jill Swinderman, School Counselor, 330-364-0667  
Mrs. Krista Ames, School Counselor, 330-364-0667

## **STUDENT/PARENT HANDBOOK**

### **2024-2025**

**NEW PHILADELPHIA HIGH SCHOOL  
343 RAY AVENUE NW  
NEW PHILADELPHIA, OHIO 44663  
2023-2024**

Name: \_\_\_\_\_

Counselor: \_\_\_\_\_

Address: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Telephone: \_\_\_\_\_

**FIRST SEMESTER SCHEDULE:**

	Course	Room	Teacher
Period 1			
Period 2			
Period 3			
Period 4			
Period 5A / 5B			
Period 6A / 6B			
Period 7A / 7B			
Period 8			
Period 9			

**SECOND SEMESTER SCHEDULE:**

	Course	Room	Teacher
Period 1			
Period 2			
Period 3			
Period 4			
Period 5A / 5B			
Period 6A / 6B			
Period 7A / 7B			
Period 8			
Period 9			

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# NEW PHILADELPHIA HIGH SCHOOL

## 2023-2024

### BOARD OF EDUCATION

Mr. Todd MacMath, President  
Mr. Denver Gallentine, Vice President  
Mrs. Amanda Fontana  
Mrs. Jennifer Schrock  
Mr. Kelly Ricklic

### ADMINISTRATION

Mrs. Amy Wentworth, Superintendent  
Mr. Jeff Williams, Assistant Superintendent  
Mrs. Ryan Range, Principal  
Mr. Joshua Jarvis, Assistant Principal

### TELEPHONE DIRECTORY

Assistant Superintendent's Office 364-0600  
Athletic Office 364-0658  
Band Office 364-0651  
Buckeye Career Center 339-2288  
Bus Coordinator 364-0622  
Choir Office 364-0682  
EMIS Coordinator, Progress Book 364-0640  
High School Assistant Principal 364-0644  
High School Attendance Office 364-0665  
High School Band Office 364-0651  
High School Choir Office 364-0682  
High School Counselor Office 364-0667  
High School Library 364-0675  
High School Principal 364-0644  
Kent State University Tuscarawas 339-3391  
Nurse's Clinic 364-0660  
Superintendent's Office 364-0600  
Technical Coordinator 364-0674  
East Central Ohio - Educational Service Ctr. 308-9939  
High School Fax 364-0633  
School Counselor Fax 364-0741  
New Philadelphia City Schools Webpage [www.npschools.org](http://www.npschools.org)  
NPHS Webpage <http://www.npschools.org/highschool>



## **Quakers for Excellence**

### **Mission Statement**

New Philadelphia City Schools will provide all students the opportunity to achieve their highest potential to become educated, self-sufficient, and responsible citizens. We are committed to providing every student a diverse, quality education within a safe and secure environment through a dedicated, innovative, and highly qualified staff in partnership with parents and the community-at-large.

### **Core Values**

**Responsibility**  
**Respect**  
**Commitment**  
**Achievement**  
**Excellence**  
**Accountability**  
**Honesty**

### **Vision Statement**

**Continuing the Tradition of Achievement, Commitment, and Excellence!**

## 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 Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information 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. If any of the policies or administrative guidelines referenced herein are revised after March 2013, the language in the most current policy or administrative guideline prevails.

Code of Conduct (including Discipline Code) approved by the Board of Education in March 2023.

## Equal Education Opportunity

Any person who believes that s/he has been discriminated against on the basis of her/his race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer identified below.

Title: Assistant Superintendent, Mr. Jeff Williams  
Address: 248 Front Ave SW New Philadelphia, OH 44663  
Phone number: 330-364-0600 X 4003  
Email: [williamsj@npschools.org](mailto:williamsj@npschools.org)

Complaints will be investigated in accordance with the procedure as described within this handbook. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## Nondiscrimination Policy

The Board's [policy](#) of nondiscrimination extends to students, staff, job applicants, the general public and individuals with whom it does business and applies to race, color, national origin, citizenship status, religion, sex, economic status, age, disability, military status or ancestry.

The Board does not permit discriminatory practices and views harassment as a form of discrimination. Harassment is defined as intimidation by threats of or actual physical violence; the creation, by whatever means including the use of electronic communications devices, of a climate of hostility or intimidation; or the use of language, conduct or symbols in such a manner as to be commonly understood to convey hatred, contempt or prejudice or to have the effect of insulting or stigmatizing an individual.

Employees or students who engage in discrimination of another employee or student shall be subject to disciplinary action.

Permission, consent or assumption of risk by an individual subjected to discrimination does not lessen the prohibition contained in this policy.

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she opposed language or conduct that violates this policy.

# Hazing and Bullying

## (Harassment, Intimidation and Dating Violence)

Hazing means doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Throughout this policy the term bullying is used in place of harassment, intimidation and bullying.

Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or 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. This behavior is prohibited on school property, on a school bus or at a school-sponsored activity. Students found responsible for harassment, intimidation or bullying by an electronic act may be suspended. Discipline procedures will not infringe on any student's rights under the First Amendment to the Constitution of the United States. When the behavior is sexual harassment, the Title IX sexual harassment grievance process will be followed, if applicable, prior to imposing any discipline that cannot be imposed without resolution of the Title IX process.

Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communications devices or electronic means, are inconsistent with the educational process and are prohibited at all times. The District educates minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

No administrator, teacher or other employee of the District shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students, including leaders of student organizations, are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, teachers and all other District employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering District employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents are reported immediately to the principal/designee and appropriate discipline is administered. When employees have actual knowledge that the behavior is sexual harassment, they must contact the Title IX Coordinator.

District employees, students and volunteers have qualified civil immunity for damages arising from reporting an incident of hazing and/or bullying. Administrators, teachers, other employees and students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in compliance with State and Federal law.

No one is permitted to retaliate against an employee or student because he/she files a grievance or assists or participates in an investigation, proceeding or hearing regarding the charge of hazing and/or bullying of an individual.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:

1. Physical violence and/or attacks;
2. Threats, taunts and intimidation through words and/or gestures;
3. Extortion, damage or stealing of money and/or possessions;
4. Exclusion from the peer group or spreading rumors;
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
  - A. posting slurs on websites, social networking sites, blogs or personal online journals;
  - B. sending abusive or threatening emails, website postings or comments and instant messages;
  - C. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - D. using websites, social networking sites, blogs or personal online journals, emails or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

In evaluating whether conduct constitutes hazing or bullying, special attention is paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.

Legal Reference: [ORC 2307.44](#) / [ORC 2903.31](#) / [ORC 3313.666](#) / [Board Policy JFCF](#) / [Board Policy JFCF-R](#)

## New Philadelphia High School Regular and Alternative Bell Schedules

Teachers on Duty at 7:10 a.m.				
Student Day Begins: Students Allowed to Enter Building at 7:20 a.m.				
Students Eating Breakfast May Enter Building Prior to 7:20 a.m. but no earlier than 7:10 a.m.				
Period	Regular Schedule	Home Room Schedule	Assembly Schedule	2-Hour Delay Schedule
Zero (0)	6:45 - 7:20	6:45 - 7:20	6:45 - 7:20	No Zero Period
Home Room	No Home Room	7:30 - 7:45	No Home Room	No Home Room
1	7:30 - 8:17	7:48 - 8:35	7:30 - 8:08	9:30 - 10:03
2	8:21 - 9:04	8:39 - 9:19	8:12 - 8:45	10:07 - 10:36
3	9:08 - 9:51	9:23 - 10:03	8:49 - 9:24	10:40 - 11:09
4	9:55 - 10:38	10:07 - 10:46	9:28 - 10:01	11:13 - 11:28 (5A)
5A	10:42 - 11:02	10:50 - 11:10	10:05 - 10:38(8)	11:28 - 11:43 5(B)
5B	11:04 - 11:24	11:12 - 11:32	10:42 - 11:02(5A)	11:47 - 12:02 (6A)
6A	11:28 - 11:48	11:36 - 11:56	11:06 - 11:26(5B)	12:02 - 12:17 (6B)
6B	11:50 - 12:10	11:58 - 12:18	11:30 - 11:50(6A)	12:21 - 12:36 (7A)
7A	12:14 - 12:34	12:22 - 12:42	11:54 - 12:14(6B)	12:36 - 12:51 (7B)
7B	12:36 - 12:56	12:44 - 1:04	12:18 - 12:38(7A)	12:55 - 1:24 (4)
8	1:00 - 1:43	1:08 - 1:47	12:42 - 1:02(7B)	1:28 - 1:57
9	1:47 - 2:30	1:51 - 2:30	1:06 - 1:39	2:01 - 2:30
Assembly	N/A	N/A	1:45 - 2:33	N/A

# ACADEMIC INFORMATION

## Student Awards and Scholarships

The Board values excellence and wishes to encourage students to do their best in all endeavors. The Board directs the Superintendent to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for academic accomplishment, as well as for distinguished service to the District through community service and/or co curricular and extracurricular participation. Examples include, but are not limited to, the following:

1. academic excellence
2. community service (includes service to the school)
3. perfect attendance
4. co-curricular participation (band, choir, etc.)
5. extra-curricular participation (athletics, intramural activities, other groups or clubs, etc.)

### Honor Cords

Students will be honored based upon the following standards of achievement:

Summa Cum Laude*	4.0 and above	Gold Honor Cord
Magna Cum Laude*	3.75 - 3.99	Silver Honor Cord
Cum Laude	3.50 - 3.74	Bronze Honor Cord
*Weighted GPA as of the 7th semester of their senior year.		

### Awards To Be Presented

**The First Year Award** - shall be a black outlined, red chenille, 6-inch letter with a lamp of learning placed on the bottom.

**The Second Year Award** - shall be a silver, circular pin with a torch of learning and a letter "P" inscribed on it.

**The Third Year Award** - shall be a silver scroll shaped pin with the circle pin inscribed on it.

**The Fourth Year Award** – shall be a specially designed walnut plaque.

### Honor Roll

Students achieving a 3.50 Grade Point Average during a grading period and taking a minimum of five (unless full time post-secondary) academic subjects, will be listed on the Honor Roll for that Grading Period.

# Grading and Reporting Periods

## Report Cards

- A. The school year is divided into four grading periods.

Report cards are distributed at the end of each grading period.

First Grading Periods Ends on October 25, 2024

Second Grading Periods Ends on January 17, 2025

Third Grading Periods Ends on March 21, 2025

Fourth Grading Periods Ends on May 29, 2025

- B. Report cards will be posted to Progressbook/Parent Portal approximately one week after the end of each grading period.
- C. Confirmation for report cards and questions will be dealt with through the School Counselor Office at 330-364-0667.

## Mid-Term Progress Reports

At the midpoint (approximately the fifth week of each grade period) a Mid-Term Progress Report will be issued to each student in their homeroom.

The parent or guardian of students receiving failing grades during each grading period should contact their student's counselor at 330-364-0667 to determine and discuss the reasons for the student's failure.

In addition, parents and/or guardians are encouraged to contact the individual teachers and school counselor office with questions and/or concerns regarding student performance and grade reporting at any time. Parents/Guardians may view student grades on a daily basis using their Progress Book's login username at the following website: [www.npschools.org](http://www.npschools.org).

## Incomplete Grades

An "I" grade for the nine weeks will be changed to the appropriate grade after the incomplete work (due to an excused absence) has been completed. Failure to make arrangements for completion of such work within one week after the "I" grade has been issued, will result in an "F" (0%) for the nine weeks. All incomplete work will be completed within five days after the last day of the school year unless the teacher grants an extension of time.

## Coursework Taken Prior to Ninth Grade

Advanced coursework taken prior to the ninth grade shall apply toward graduation providing: The course is taught by a person who possesses an Ohio educator's license or teaching certificate that is valid for teaching high school.

The course meets the high school curriculum requirements as specified in the board-approved course of study. The grade earned in the advanced course will appear on the high school transcript. These courses will also be used to calculate the GPA.

## Grade Point Averages

Students will receive grade point averages for grades earned each grading period and an accumulative grade point average for final grade earned in each course taken at New Philadelphia High School. Point values for grades earned that are used to calculate these grade point averages are as follows:

<u>Grade</u>	<u>Point Value</u>	<u>Weighted Grade</u>	<u>Weighted Point Value</u>
A	= 4	A	= 5
B	= 3	B	= 4
C	= 2	C	= 3
D	= 1	D	= 2
F	= 0	F	= 0

Cumulative G.P.A. is based upon final course grades and is only one of the criteria used for acceptance into the National Honor Society. All courses will be used to calculate this G.P.A. This G.P.A. and rank in class appears on a student's permanent record and does not appear on the report card. The school counselors keep this information and students may make an appointment to review it with their counselor.

## Weighted Grade Courses

The following course offerings will be graded using a weighted grade value. The weighted grade value will be used to calculate grade point average and rank in class.

AP Language and Composition	AP Literature and Composition	AP U.S. Government and Politics	AP U.S. Government and Politics
AP Biology	AP Art	AP Psychology	PLTW
AP Calculus I (AB)	AP French	AP Statistics	AP Research
AP Chemistry	AP Spanish	AP U.S. History	AP Environmental Science
AP Microeconomics	AP Physics		

- AP courses including AP exams, taken at other institutions or online, may be counted into weighted grade calculations.

## New Philadelphia High School Grading Policy

Calculation of Grades will be Based on Percentage

Percentage	Grade	GPA
90% - 100%	A	4.00
80% - 89%	B	3.00
70% - 79%	C	2.00
60% - 69%	D	1.00
0% - 59%	F	0.00

## Semester Course Grade Calculation

The final grade at the conclusion of a semester course is calculated by giving the value of 45% to each of the two quarter grades and by giving the final exam a value of 10%. A student must have a final grade of 60% or above in order to have passed the class and receive credit for the course. A student must sit for the course final exam, unless exempt, to earn credit in the course. Failure to sit for the course final exam will result in an "I" for the course that will convert to a grade of "F" for the class if the final exam is not made up.

### Example

Class	1st Quarter	2nd Quarter	Final Exam	Average	Final Grade	Credit
	.45 Grade Value	.45 Grade Value	.10 Grade Value			
Health	90%	93%	85%	90.85%	90.85% (A)	0.50
Phys. Ed	98%	60%	95%	80.3%	80.3% (B)	0.50
Mock Trial	70%	50%	70%	61%	61% (D)	0.50

## Full Year Course Grade Calculation

The final grade at the conclusion of a full year course is calculated by giving the value of 20% to each of the four quarters and by giving the semester exam a value of 10% and the final exam a value of 10%. A student must have a final grade of 60% or above in order to have passed the class and receive credit for the course. A student must sit for the final exam, unless exempt, to earn credit in the course. Failure to sit for the final exam will result in an "I" for the course that will convert to a grade of "F" for the class if the final exam is not made up.

### Example:

Class	1st Qtr.	2nd Qtr.	Semester Exam	3rd Qtr.	4th Qtr.	Final Exam	Average	Final Grade	Credit
	.20 Grade Value	.20 Grade Value	.10 Grade Value	.20 Grade Value	.20 Grade Value	.10 Grade Value			
Algebra I	96%	94%	90%	90%	85%	92%	91.2%	91.2% (A)	1.00
Physical Science	85%	80%	80%	75%	70%	60%	76%	76% (C)	1.00
English 10	45%	52%	65%	85%	82%	70%	66.3%	66.3% (D)	1.00

## Final Exam Exemptions

Final Exam Exemptions are at the teachers' discretions (i.e. the teacher may require the final exam even if the conditions below are met) and are only available to senior students who meet the following criteria:

1. The student has missed 6 or fewer days per year (not to include funerals or school related events); or, 3 or fewer days per semester (with the same exceptions).
2. The student has maintained a 75% average or higher for each grading period for the class.

# Graduation Requirements

Class of 2025	Class of 2026 and 2027
21 Total Credits	21 Total Credits
PE - .50 Credits or waiver	PE - .50 Credits or waiver
Health - .50 Credits	Health - .50 Credits
English - 4.0 Credits	Financial Literacy - .50 Credits
Science - 4.0 Credits	English - 4.0 Credits
Math - 4.0 Credits	Science - 4.0 Credits
Social Studies - 4.0 Credits	Math - 4.0 Credits
Fine Arts - 1.0 Credit	Social Studies - 4.0 Credits
Electives - 3.0 Credits	Fine Arts - 1.0 Credit
Meet End of Course Exam Requirements	Electives - 2.5 Credits
	Meet End of Course Exam Requirements

## Buckeye Career Center

20 Total Credits

PE - .50 Credits or waiver

Health - .50 Credits

English - 4.0 Credits

Science - 3.0 Credits

Math - 4.0 Credits

Social Studies - 3.0 Credits

Electives - 5.0 Credits

Meet End of Course Exam Requirements

Once the 21 credits are earned, complete the following:

- Achieve a passing score on the Algebra I and English II End of Course Exams, or demonstrate two career focused activities, or enlist in the military, or complete college coursework. **AND**
- Earn two diploma seals. At least one of the seals must be Ohio designed.

For more information, please visit the following website:

<https://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements>

\*HONORS DIPLOMA REQUIREMENTS ARE LISTED IN THE REGISTRATION BOOK.

## Promotion and Graduation

All students (Grades 9 - 12) must meet these minimum requirements set by the State of Ohio Department of Education and the New Philadelphia Board of Education. Students must complete all academic requirements, pay all fees, and complete any disciplinary assignments to be eligible to participate in the graduation ceremony.

## Early Graduation

A student who wishes to graduate earlier than other members of the class must comply with the requirements of Board of Education Policy and apply for early graduation by May 1st of the sophomore school year. Required early graduation forms must be submitted to the school counselor office by the assigned due date.

## High School Academic Eligibility

To be eligible to participate in athletics, a student athlete must be currently enrolled in a member school and have received passing grades in a minimum of 5 courses or the equivalent, in the immediate preceding grading period. Physical Education does not count as one of these credit classes. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year. It is the student's responsibility to select a course schedule which meets eligibility requirements. For further explanation, please reference [OHSAA Eligibility - Section 4. - Scholarship](#).

All athletes are expected to attend school at least ½ day by 11:00 A.M. or on an approved absence by the attendance officer in order to participate in practice sessions or game contests. Exceptions must be approved by an administrator.

## School Counselor Services

Guidance and counseling services are provided to the students of New Philadelphia High School. The counselors' offices are located in the west wing on the 2nd floor. The counselors are assigned as follows:

Mrs. Ames    Grades 9 and 10

Mrs. Swinderman    Grades 11 and 12

## Scheduling Course Registration

Registration for courses is an important part of a student's educational experience. Consideration should be given to selecting the schedule that will best prepare the student for post-high school plans. Students are encouraged to work with their school counselor, teachers, and parents to develop a schedule.

## Repeating Courses

Students may repeat any course to improve their grade. The student will only receive credit for the course one time. The new grade will replace the old grade on the transcript. Students repeating a course may count the course as one of their six required classes per day. The higher grade will count toward the final grade point average.

## Post Secondary Enrollment

Any student in grades 9 through 12 may enroll in a post secondary program provided he/she meets the requirements established by law and by the district. A student may be denied high school credit for any portions or for the entire class if taken during a period of expulsion. Any interested student should contact a counselor to obtain the necessary information prior to the March deadline.

## **Educational Options and Flex Credit**

See school counselors for details and an application.

### **Schedule Changes**

It is very important that careful thought and planning goes into each schedule. Pre-scheduling is very important to all students, staff, and administrators. A student's schedule should prepare them for their chosen field after high school. We make recommendations based on this premise. The decisions made by students drive all administrative decisions related to staffing, textbook purchases, and class sections offered. The scheduling process drives many decisions for the next school year. We have the following guidelines for schedule changes because of the importance of this process.

1. All students must be scheduled into six classes per day (students enrolled in three or more AP courses may be scheduled in five classes per day).
2. Course Changes – All course changes must be made within the first 5 days of the new school year or first 3 days of the second semester. After the first 5 school days have passed, students will not be able to drop a class until the end of the first semester. Students dropping classes at that time will receive a “WF.” This “WF” stands for “Withdraw Failing.” This failing grade will be calculated into the student's grade-point average.
3. Level Changes – Level changes may be made at the semester. Students must have a conference with the current teacher, their counselor and an administrator before any changes will be made. Changes from one level to another will be dependent upon space available in the new class.
4. Students must continue reporting to their scheduled classes until official schedule change forms have been processed.

# ATTENDANCE PROCEDURES

If my child is absent...

You do not need to call the school to report your child off. New Philadelphia High School uses computer generated telephone calls to notify parents of student absences.

If a student is absent for all or part of a day, his/her parent/guardian must send a note with the student upon his/her return to school. Eighteen-year-olds who are not emancipated adults must have a note from their parent/guardian. This note will be brought to the gym lobby between 7:00 a.m. and 7:25 a.m.

A student's excuse must contain the student's full name, the dates of the absence, the reason for the absence, documentation if required, and the signature of the parent/guardian. Personal or detailed explanations are not required when parents write notes; however, it is necessary to state a reason from the list of acceptable excuses set forth in the guidelines labeled "Excused Absences." If the student was kept at home due to an emergency, the parent/guardian must explain the nature of the emergency.

If a student has required medical attention, please include documentation from the doctor. **If it is necessary for a student to miss 5 or more consecutive days due to illness or injury, a medical excuse from a doctor will be required.** If a student has a chronic medical condition, which requires the student to be absent periodically, a physician should document this situation.

A student must present a valid Medical Excuse after the **5th** absence per 9-week grading period. Absence will be considered unexcused without a Medical Excuse.

Students who do not provide a written excuse when returning from an absence will be issued an unexcused absence slip. Students who have been given an unexcused absence slip because they did not provide school officials with a written excuse upon their return to school must provide a written excuse on the next day that they attend school, or they will be considered truant.

## **By State Law (HB410) For All Absences, Both Excused and Unexcused**

A student will be considered to have Excessive Absences if they are absent from school for:

- 38 hours or more in one school month
  - This is approximately 7 days for an elementary student and 6 days for a middle school or high school student.
- 65 hours or more in one school year.
  - This is approximately 12 days for an elementary student and 10.5 days for a middle school or high school student.

Parents/Guardians will receive a letter from their child's school when one of the above benchmarks are met, per [O.R.C 3321.191](#).

## **Excused Absences**

Students may be absent from school for legitimate reasons. The following list enumerates the reasons for excused absence from school according to Ohio attendance laws:

1. Personal illness (Medical documentation may be required.)
2. Illness in the immediate family requiring the student to be at home (Medical documentation may be required.)
3. Death of a relative.
4. Emergency at home (Validity determined by the principal, assistant principal, or attendance officer)
5. Observance of religious holidays
6. Doctor/dentist appointment (Documentation must be provided after the appointment.)
7. Court appearances verified by subpoenas or official notifications

No other reasons are accepted by the state of Ohio; consequently, no other reasons may be accepted by New Philadelphia City Schools.

## **Unexcused Absences and Tardies**

Unexcused absences may have both academic and disciplinary consequences.

Some Examples of Unexcused Absence OR Unexcused Tardy include:

1. Any absence without a properly written excuse from the parent/guardian.
2. Absences, which are not considered to be, legitimate under Ohio attendance laws and/or district policy.
3. Leaving school without signing out in the office or clinic.
4. Attending non-emergency tasks at home (Emergency at home is not an acceptable excuse unless the emergency requiring the student to be at home is explained in detail and is deemed valid by the principal, assistant principal, or attendance officer.)
5. Absence for oversleeping and/or missing the bus.
6. Car trouble.
7. Personal reasons (unless approved by the principal, assistant principal, or attendance officer).
8. Hunting
9. Shopping
10. Inclement weather
11. Baby-sitting

### **Potential Consequences for Unexcused Absences**

1. No credit will be given for work missed.
2. Disciplinary procedures for truancy will be applied for unexcused absences which are considered truancy under Ohio attendance laws and/or district policy.

## Truancy

**No student shall be truant from school for all or part of a day.** This includes unexcused tardiness and/or absences from a class, a study hall, or any other properly assigned activity. Students will be considered truant if they do not have a note for an absence; skip a class, study hall, or other properly assigned activity; report to class without a legitimate excuse more than 10 minutes after the tardy bell; leave school grounds without permission; do not sign in at the office; do not present a building pass to the appropriate teacher before leaving a class or study hall; or do not return from lunch.

<b>Maximum Disciplinary Procedures for Truancy</b> Administered through District Attendance Officer and/pr High School Administration	
1st offense	➤ Lunch Detention (Admin Discretion)
2nd offense	➤ After School Detention (Admin Discretion)
3rd offense or more	➤ DMR (Admin Discretion)

## Habitual Truancy

**A student is considered to be an habitual truant if he/she has UNEXCUSED ABSENCES that meet any of the following benchmarks:**

- 30 hours of consecutive unexcused absence
  - This is approximately 5.5 days for an elementary student and 5 days for a middle school or high school student.
- 42 hours of unexcused absence in one month
  - This is approximately 7.5 days for an elementary student and 7 days for a middle school or high school student.
- 72 hours of unexcused absence in one year
  - This is approximately 13 days for an elementary student and 11.5 days for a middle school or high school student.

If a student reaches the threshold for habitual truant, the District is required to develop and implement an Absence Intervention Plan.

Parents/Guardians will be contacted to participate in the development of the Plan. If a student fails to participate or make satisfactory progress with the intervention process or if the student continues to miss school, the district is required to make a complaint against the parent/guardian and/or the student with Job & Family Services and/or Juvenile Court.

## Missing Student Policy

To be in compliance with the Missing Child Law, the school must notify the parent/guardian if a student does not arrive at school. New Philadelphia High School uses computer generated telephone calls to notify parents of student absences.

Daily participation will be part of the criteria for determining grades for each grading period; therefore, attendance will have a significant impact on those grades.

## **Early Dismissal**

Students requesting early dismissal will report to the gym lobby between 7:00 a.m. and 7:25 a.m. The attendance person will process their notes and issue an early release slip. Students who receive a pass for early dismissal do not have to sign out at the main office; however, they must sign in when they return to school. Students should provide documentation on the health care professional's letterhead that they were at the office of a healthcare professional when they return to school. Subpoenas or official notifications must verify Court appearances.

## **Attendance Requirements for Co-Curricular Activities & Attendance at After School Events**

Students must be in attendance by 11:00 A.M. on the day of an athletic event, practice, dance, club meeting, or any student activity after school to be eligible to participate: including attending an event as a fan/spectator. Students must stay in school the remainder of that day in order to remain eligible for that day's activity/event.

## **Illness in School**

A student who becomes ill during the school day should be given a hall pass by the teacher and sent to the clinic. In the absence of the nurse the student should go to the main office. The nurse will assess, provide care as indicated, and if necessary make arrangements for the student to be sent home. A student cannot be released from school without permission from the parent/guardian. The nurse will notify the office when a student's parent/guardian has given permission for a student to be released due to illness/injury.

**UNDER NO CIRCUMSTANCES IS AN ILL/INJURED STUDENT TO REMAIN IN A RESTROOM UNLESS THE NURSE/OFFICE IS NOTIFIED IMMEDIATELY BY A STAFF MEMBER.**

## **Absence for School Related Activities**

College Visits – Seniors will be permitted 4 days for college visits and juniors will be permitted 3 days; however, the student must obtain a College Visitation Form from the attendance office and have the form signed by his/her teachers and parents prior to the absence. The student must also have the form signed and stamped by a counselor at the college admissions office and return the stamped and signed form to the attendance person to obtain an excused absence slip.

Field Trips - Approved field trips or class trips supervised by a certified teacher will not be counted as days absent if the student has completed the Field Trip Permission form.

Athletic Participation - Students missing school while participating as a representative of New Philadelphia High School in an athletic contest under the supervision of their coach will not be counted as absent. Each contest must have prior approval from the principal.

## **Pre-Arranged Absence from School**

The purpose of this policy is to permit students to be absent from school for reasons which are not considered legitimate according to Ohio attendance regulations. These absences are recorded as unexcused, however, the penalties for unexcused absences/truancy will not be enforced if the student and the parent/guardian follow the procedures for a pre-arranged absence and obtain approval from the principal or the assistant principal prior to the absence. The student must obtain a pre-arranged absence application in the office and return it before the absence. **The student's prior record of attendance will be considered when his/her application for a pre-arranged absence is considered.**

This policy permits students to accompany their parents out of town on vacations or family matters. It is also used to permit students to exhibit projects at the Tuscarawas County Fair, take driving tests, and have senior pictures

taken. This policy also applies for documented extenuating circumstances, which require the student to be absent from school.

## Revocation of Driver's License and/or Work Permit

When a student has been absent without legitimate excuse for more than 10 consecutive school days or for at least 15 total school days during any semester, the student may have his/her temporary permit, driver's license or work permit suspended or denied until he/she is 18 years of age.

## Tardiness to School and Individual Classes

Students must be in their assigned room when the bell to begin class sounds. Students who arrive after 7:30 A.M. must sign in at the office. Since extenuating circumstances occasionally arise, students will be permitted to be tardy to school/class **three** times per grading period. Students who are tardy more than **three** times in a grading period will be disciplined. Coming to class late without an excuse after the first 10 minutes shall constitute a truancy violation and the student and/or referral will be sent to the office.

If a student is tardy to school for an excusable reason then his/her parent/guardian must send a note with the student upon his/her arrival to school.

A student's excuse must contain the student's full name, the dates of the absence, the reason for the absence, documentation if required, and the signature of the parent/guardian. Personal or detailed explanations are not required when parents write notes; however, it is necessary to state a reason from the list of acceptable excuses set forth in the guidelines labeled "Excused Absences." If the student was kept at home due to an emergency, the parent/guardian must explain the nature of the emergency.

A student must present a valid Medical Excuse after the **5th tardy** per 9-week grading period. Tardies will be considered unexcused without a Medical Excuse.

Students who do not provide a written excuse when tardy to school will be issued an unexcused absence slip.

<b>Disciplinary Procedures for Tardiness to School and to Classes</b>	
<b>Number of Tardies</b>	<b>Consequences</b>
<b>4</b>	<b>Detention and/or Alternative Interventions</b>
<b>5</b>	<b>Detentions any Phone Call Home and/or Alternative Interventions</b>
<b>6-8</b>	<b>Detention and Phone turned in to the office</b>
<b>9 or more</b>	<b>After School Detention and Phone turned in to the office</b>

# CODE OF STUDENT CONDUCT

The New Philadelphia Board of Education recognizes the rights of pupils as individuals and therefore seeks to balance and protect those rights by establishing the rules and regulations necessary to create a suitable curricular climate, as well as a suitable co-curricular climate. Students of the New Philadelphia Schools have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

Students are permitted to use backpacks to transport books into school and away from school. Students will not be assigned lockers, therefore, they are permitted to carry backpacks during the school day.

**Note: Any 18-year-old student with excessive absences or incidents of misconduct may be subject to alternative educational placement or withdrawal from school.**

The items in this Code are applicable to misconduct by a student that occurs off of property 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; and, misconduct by a pupil that, regardless of where it occurs, is directed at a school district official or employee or the property of such official or employee, and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, used, or maintained by the Board of Education or property owned, rented, used, or maintained by another party. Additionally, the provisions of this code shall apply to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of schools. This code applies to areas surrounding the school as outlined in the "Good Neighbor" policy.

This code shall also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel. Violation by a student of any one or more of the following rules of conduct may result in disciplinary action(s), which may include, but not limited to: detention; parental contact; referral to legal authorities; referral to juvenile prosecutor; loss of open lunch privileges; restricted lunch assignment; loss of work permit; recommendation to the court for loss of driving privileges; financial restitution; time out; removal from school sponsored extracurricular activities, clubs, and/or organizations as either a participant or spectator; emergency removal; Saturday/Friday Intervention Program; disciplinary removal; suspension; expulsion; or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings or appeals. The above list is not all inclusive and other reasonable disciplinary measures may be taken. Additional disciplinary measures may be taken for students involved in athletics and/or extra curricular activities.

**A. Activity that changes or alters any student or staff/school records:**

activity that changes or alters any student or staff/school records; both in written, electronic, video or digital format.

**B. Aiding or abetting in the violation or school rules:**

Assisting other student(s) in the violation of any school rule. Students are expected to resist peer pressure and should exercise good decision making regarding their behavior.

**C. Alcoholic beverages:**

the use, possession of, selling, buying, concealment, transmitting, or being under the influence of alcoholic beverages, or low alcohol beer, that being a brewed or fermented malt product containing either no alcohol or not more than 0.5% of alcohol by volume.

**D. Mind altering substances:**

the use of, possession of, selling, buying, transmitting or being under the influence of any mind altering substance(s).

**E. Arson or attempted arson or unauthorized use of fire:**

arson or attempted arson and related offenses; unauthorized use of fire.

**F. Assault, assault and battery, and bullying:**

assault, assault and battery, or threat thereof to any school personnel, other student, or visitor by any oral, written, gestured, or otherwise expressed means. This can also include "cyber bullying" by any electronic means on or off school grounds that disrupts the school environment.

**G. Bus Misconduct:**

Failure to follow school bus regulations, procedures, and/or the directions/directives of the school bus driver, chaperone, or any school personnel.

**H. Cheating:**

unauthorized use of any information from any source to improve academic performance (plagiarism, cheating, Internet sources/access, falsifying or modifying documents/information, or assisting another student in cheating).

**I. Damage, destruction, defacement or vandalism:**

damage, destruction, defacement, or vandalism of school property or private property on school premises; including buses or at any school or venue used by the school – any damage to school property, even if accidental, may require the student to reimburse the district for damages. This policy includes graffiti.

**J. Detrimental behavior/General misbehavior:**

any form of behavior which is detrimental/harmful to a proper school environment and/or school activity atmosphere as prescribed by the Administration or as outlined in the student/parent handbook for the building in which the student is enrolled.

**K. Disruption of school:**

disruption of school by the use of violence, force, coercion, strong arm, threat, harassment, noise, or disorderly conduct. This shall include the use of the same to incite others toward acts of disruption. This may also include events that happen outside the school day that disrupt the normal school environment.

**L. Dress code:**

violations of school policies pertaining to dress and appearance.

**M. Driving and parking:**

driving in an unsafe manner on school grounds, Tuscora Park, South Athletic Park or other school sponsored activity. Parking in staff, visitor, or assigned student parking spaces is not permitted. Double parking, flinging gravel, or littering in parking lots is not permitted. Driving in an unsafe manner anywhere while on open lunch will result in a closed lunch period for the student(s) involved.

**N. Extortion or attempted extortion:**

the act of extortion from any person. Borrowing or attempting to borrow any money or thing of value with undue influence and without the benefit of a freely arranged agreement. Items of value may not be traded at school.

**O. Failure to pay tuition/approved charges:**

failure to pay tuition, participation fees, or other approved charges.

**P. False alarms:**

false alarms including fire and/or bomb threats or other terrorist threats or inducing panic.

**Q. Falsely reporting incidents:**

the act of falsely reporting incidents, making accusations, or giving false testimony to school personnel verbally or in any written format.

**R. Falsifying:**

falsifying in writing or verbally the name of another person, times, dates, grades, addresses, incidents or other data on school forms or any other means of correspondence directed to the school or school officials.

**S. Fighting:**

The act of hostile bodily contact among two or more students that has or has the potential to result in physical harm or disruption of school. This shall include inciting and/or encouraging others to fight.

**T. Firearm:**

possession of a firearm and other acts regarding firearms prohibited by Board Policy. Firearm has the same meaning as provided pursuant to the "Guns-Free Schools Act of 1994." At the time this policy was adopted, the above referenced statute defined a firearm as any weapon (including starter's guns) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. If the definition of a firearm as provided by the "Guns-Free School Act of 1994" changes, then the definition set forth in this policy shall automatically change to conform to it. A firearm may also be anything that is indistinguishable from a firearm. Concealed weapon permit holders may not bring firearms on school property, per Ohio law.

**U. Fireworks, fire, explosives, matches, lighters, laser pointers, or other such instrument:**

possession, use or threatened use of fireworks, explosives, matches, lighters, laser pointers, compound/mixtures, dangerous ordinance, or other such instruments capable of inflicting bodily injury or disrupting the operation of the schools.

**V. Gambling:**

gambling for money, valuables or gain, on school property including buses or at any school-sponsored activity. Students may not bring playing cards, dice or other like items to school for the purpose of gambling. Casual betting, betting pools, organized sports betting, and any other form of wagering is not permitted.

**W. Graduation Ceremonies:**

the superintendent or principal may prohibit a student from attending and/or participating in the District's graduation ceremonies as part of a student's suspension, expulsion, or removal from school. Students with outstanding/unpaid student fees, outstanding unresolved disciplinary consequences, or who fail to attend the graduation rehearsal may not be permitted to attend the graduation ceremony.

**X. Harassment:**

making explicit or implicit remarks to another student or group of students, including but not limited to comments referencing gender, race, sexual orientation, or religion as well as sexually harassing comments, deeds, or references of any nature. This also includes dating violence.

**Y. Hazing and intimidation:**

subjecting other students to pranks, harassment, challenges, dares, or humiliation causing substantial risk of/or mental or physical harm; which includes initiations or traditions.

**Z. Immoral act/Offensive actions or materials:**

commission of an immoral act. This includes possessing, using, selling, buying, transmitting, doing, and secreting any of the following:

1. Material of action which appeal predominantly to base or other prurient sexual interests, which are potentially offensive to prevailing standards in the community, and which are without redeeming social value.
2. Materials or actions that contain language potentially offensive to prevailing community standards.
3. Materials which are libelous or slanderous to any person or institution, or which are intended to hold any student, teacher, visitor, employee, race ethnic group, or religion, as such, up to scorn, ridicule, or contempt.

**AA. Inappropriate touching:**

poking, shoving, pushing, slapping, writing on, pinching, shooting paper wads, spitting, twisting another's skin or fingers, and other like behaviors are considered inappropriate touching. Note: "Play fighting," exchanging punches, demonstrating fighting techniques and showing wrestling moves are not permitted.

**BB. Insubordination and/or disobedience/disrespect:**

insubordination and/or disobedience in refusing to comply with directions or reasonable instructions of any school personnel. Willful intimidation, insult, or other abuse verbally or written of any school personnel or other student. Note: If you are told to "report to" or "go to" the office by any staff person or any school personnel, do so immediately without discussion or argument. An explanation will be provided to you, at the appropriate time, after you arrive at the office. Refusal to do so will be considered a disciplinary violation in addition to any other previous violation.

**CC. Internet use:**

violation of policies governing Internet, computer, and technology usage. Reference: Acceptable Use Policy.

**DD. Knife:**

possession of a knife and other acts regarding knives prohibited by Board Policy. Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge. Knife does not include scissors, wire cutters, or other similar tools determined by the Superintendent to be necessary in the school setting at a particular building or grade level, if used only for their necessary purpose.

**EE. Leaving school property:**

leaving school property or assigned area prior to the specified dismissal time without official permission.

**FF. Loitering, littering, trespassing, or causing a disturbance:**

loitering, littering, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities. This also includes areas frequented by upper class students while they are on open lunch.

**GG. Misuse of school property:**

to use equipment, materials, or supplies without permission or in a manner for which the item was not intended.

**HH. Misconduct toward a district official or employee:**

misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee or the property of such official or employee. This includes, but is not limited to: harassment, vandalism, assault, and/or destruction of property.

**II. Other Controlled Substances, narcotic drugs, prescription drugs, & over the counter medications:**

use, possession, concealment, buying, selling, transmitting, or being under the influence of any narcotic drug or other controlled substance including but not limited to marijuana, as well as counterfeit or "look alike" controlled substances or any prescription drug or medication or over the counter medication which is not in its original container and prescribed for the student as well as not following the "Use of Medication" policy. This rule includes drug paraphernalia, steroids, caffeine stimulants, inhaling harmful vapors/substances and supplements. Law enforcement authorities may be notified.

**JJ. Permanent Exclusion:**

Those acts or violations listed in the permanent exclusion portion of Board Policy or student disciplinary procedures.

**KK. Electronic devices:**

Students may be allowed to possess pagers, cellular telephones, portable TVs, radios, games/toys, cameras, smart watches, airpods/ headphones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours and placed in the student's locker or backpack. First time violators of this policy are reported to the principal, who confiscates the device and holds it in his/her office until the item can be picked up by a parent. In addition, the student will receive a disciplinary consequence. Note: school district officials reserve the right to review material, including text and pictures, on confiscated items. The District assumes no liability if these

devices are broken, lost or stolen. Students at the elementary school need to have their electronic devices in their book bag turned off or given to the teacher.

**LL. Property of school:**

students will not skateboard, roller blade, shoe skate, bicycle, or ride a scooter, or other motorized vehicle on school property. Students are expected to use designated crosswalks when coming to and leaving school grounds.

**MM. Profane, indecent or obscene language or messages or gestures:**

use of profane, indecent, inappropriate, or obscene language or messages directed toward school personnel or students. This shall include the use of obscene or inappropriate gestures, pictures, displays or signs.

**NN. Public displays of affection:**

including but not limited to kissing, handholding, etc. is not permitted. Students attending school sponsored dances must dance in an upright position.

**OO. Repeated/expanded offenses or flagrant violations:**

repeated offenses or flagrant violations of any school rules or accepted standards of school behavior.

**PP. Solicitation of non-school sanctioned material:**

Students may not post or distribute material without prior permission from the principal or assistant principal. This includes posting fliers/decorating lockers without prior permission of the school administration.

**QQ. Tardiness:**

repeated tardiness to class or school.

**RR. Theft:**

theft of school property, material or equipment, or personal property of any school personnel, or of another student or visitor, including property at school-sponsored activities on or off site. SS. Throwing of an object: unauthorized throwing of any object including, but not limited to, snowballs, water balloons, paper wads, coins, etc.

**TT. Vape or Tobacco Product:**

a student shall not possess, use, transmit, or conceal any tobacco products, including e-cigarettes or vape device, on school premises, during school activities, or events off school grounds. No student shall smoke on school property or surrounding school properties as described in the "Respect for Private Property" policy. Holding a lighted or unlighted cigarette is interpreted as smoking. The Ohio Tobacco Law will also be enforced with violators being reported to the police.

**UU. Truancy:**

truancy from school or class (on or off school grounds); including study hall, any class, closed lunch or any other assigned activity for class, or any other assigned activity for part or all of a day, part or all of a class period, without school authorization.

**VV. Unauthorized touching:**

unauthorized or inappropriate touching including hitting, grabbing, pushing, pinching, writing on another student or their clothing/belongings, etc. with or without the permission of the other involved individuals.

**WW. Unsportsmanlike behavior as a player or spectator:**

Harassing game officials or belittling opponents.

**XX. Violation of Federal or State Statutes:**

on school premises or involving school activities.

**YY. Violation of terms of suspension, expulsion, or other forms of discipline:**

Refusing to accept discipline—student(s) failing to comply with disciplinary penalties may face enhanced school and/or legal penalties for such action.

**ZZ. Violation of state student mandates:**

including but not limited to required immunizations.

**AAA. Weapons:**

possession, use, or threatened use of weapons or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons. This may also include jewelry that has the potential to cause injury as deemed by a school administrator.

### **BBB. Bomb Threat:**

The Superintendent is authorized to expel a student from school for a period not to exceed one year for making a bomb threat to a school building, or to any premises at which a school activity is occurring at the time of a threat. Any expulsion under this provision extends, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

## **Scope of Jurisdiction**

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes, but is not limited to, school buses/transportation and property under the control of school authorities and while at interscholastic competitions, extracurricular events, or other school activities or programs.

In addition, the Code of Conduct includes:

- Misconduct by a student that occurs off school district property, but is connected to activities or incidents that have occurred on school district property; and
- Misconduct by a student that, regardless of where it occurs, is directed at a district official, employee, or the property of an official or employee.

## **Good Neighbor Policy**

During the hours of 7:00 a.m. to 3:15 p.m.; and, one-half hour prior to and one-half hour after any school activity, students in grades 9 - 12 are not permitted to loiter, linger or smoke within eyesight of school district officials and must follow all school rules designated in this Code of Conduct. Littering is also considered a part of the Good Neighbor Policy. Many, but not all, of the specific areas of concern are the sidewalks and properties of the following locations:

2nd Drive, 3rd Drive, 4th Drive, 3rd Street, 4th Street, Ray Ave., Beech Lane, Dawson Lane and Cedar Drive -the parking areas on the street where students park their cars.

Students, who are observed by school officials violating any policy/rule set forth by this document, will be dealt with according to the guidelines set forth in the Student Code of Conduct.

## **Search and Seizure**

School authorities are authorized to search a student or his/her property (including vehicles, purses, knapsacks, gym bags, pockets, electronic devices, computers, etc.) with or without the student's consent, whenever the school authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or of 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 or without 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 officials may conduct random searches of lockers and their contents at any time without announcement. Students may be required to submit to a metal detector check. Unannounced and random canine searches may also be conducted.

Additionally, students have "no reasonable expectation of privacy" in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms, the outside areas surrounding school facilities and gymnasiums. The District may use video cameras and/or audio recordings 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 that 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 or the prosecutor's office. The school reserves the right not to return items which have been confiscated.

## **Detention Rules**

1. Detention will be served the next school day after it is received or the next day the student is in school should the student be absent the following day.
2. If a student receives more than 1 detention in a given day, he/she will have detentions each of the following days until all detentions have been served.
3. Detention will be held Monday through Friday during the student's lunch in the detention room.
4. Students must be in the detention room before the tardy bell rings.
5. Students must bring enough class work or appropriate reading material to last the entire period.
6. No talking.
7. Students may bring their lunch or may purchase a regular cafeteria tray in the detention room. There will be no purchases made for you in the cafeteria except for the regular tray. Students may NOT have fast food delivered to detention.
8. Failure to show up for an assigned detention will be considered insubordination which will result in the students receiving additional detention time or D.M.R. assignment.

## **Discipline Management Room Rules and Expectations**

On the date(s) you are assigned to DMR, you are to report directly to the DMR room. You are to report to DMR at the beginning of the school day with all books, materials, and assignments that you will need for the entire day.

- It is your responsibility to inform your teachers and collect your assignments prior to arriving at your DMR assignment. You must bring your completed DMR assignment sheet with you. Students are to bring all educational materials to DMR; students are not permitted to leave DMR to obtain additional assignments. Students are also responsible for any additional assignments made by the DMR instructor. Assignments completed in DMR will receive full credit.
- Classroom assignments must be turned in to your regular classroom teachers on the first day back to your regular schedule in order to receive credit.
- If you have a test or quiz on the above date(s), it is your responsibility to inform your teacher so that arrangements can be made to test in DMR or set an alternative date to make-up the missed test or quiz.

## **DMR Rules**

1. Students are not permitted to talk or sleep in DMR.
2. You are permitted one restroom break prior to lunch and one restroom break following lunch. To be excused, raise your hand and wait to be recognized.
3. There are no drinking fountain privileges.
4. No snacking – this includes gum, candy, and soda.
5. Lunch will be eaten in DMR. Students may bring (pack) their lunch, or they may purchase a regular tray lunch from the cafeteria. The tray lunch will be delivered to DMR. No food deliveries from outside fast food establishments are permitted. Lunch may only be eaten during the established lunch time period that is set for DMR.
6. No writing or passing notes.
7. Cell Phones, Airpods, Headphones, Smart Watches and any other non-school electronic device will be turned into the phone collection area at the beginning of DMR and will remain there until the end of the school day.
8. Only school work, reading, or assignments given by the DMR instructor are permitted. No passing of materials or magazines among students.
9. Students must be present for the full day for the DMR assignment to be counted. Days of partial attendance will not be counted as a completed assignment.
10. If you need to communicate with the DMR instructor, raise your hand and wait to be recognized.
11. Upon entering DMR, you must provide the DMR instructor with your completed classroom assignment form.

**Failure to abide by the above rules will result in a reassignment to the Discipline Management Room, Additional DMR Assignment Days, or an Out-of-School Suspension.**

## **Student Referrals**

Students exhibiting misconduct during school hours and/or at school sponsored activities will be referred to the administration on a student referral form by staff or school officials. Students receiving a referral to the principal's office will be dealt with according to the policies/procedures outlined in the Student Code of Conduct.

In all cases of normal disciplinary procedures where a pupil is removed from a curricular or co-curricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion at that time, due process requirements, outlined in this policy do not apply.

If a pupil's presence and behavior poses a continuing danger to persons or property, he/she may be removed from curricular or co-curricular activities under staff supervision with the following conditions:

1. Students are not to be removed from the school premises. They are to be sent to the office of the principal or to the primary advisor in the case of co-curricular activities on non-school time. (If the student refuses to comply, a principal should be summoned immediately.)
2. Removal of students shall be limited to no more than one school day for any single incident.
3. The specific reasons for removal by the teacher must be submitted to the administrator in writing on a student referral form immediately.
4. The administrator will give written notification of the disposition to the teacher. A conference between the principal, teacher, parent/guardian, and student will follow any emergency removal within 48 hours of the incident.

## **By Administrator**

If a pupil's presence and behavior poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, then the superintendent, principal, or assistant principal may remove the student from the school premises, curricular, or co-curricular activity.

If it is intended that the pupil be removed from a curricular or co-curricular activity for more than twenty-four (24) hours, a due process hearing must be held.

1. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable.
2. The person who ordered or requested the removal must be at the hearing.
3. If suspension or expulsion is intended, the due process requirements of the law must be adhered to.

## **Procedures for Suspension**

In the case of a student's intended removal from school for purposes of suspension, the following procedure shall be enacted:

1. The pupil shall be informed in writing of the intended suspension and reasons for the proposed action.
2. The pupil shall be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and/or otherwise explain his actions.
3. A letter will be sent to the parent(s), guardian, or custodian within twenty-four (24) hours, stating the specific reasons for the suspension and include notice of their right to appeal such action to the Superintendent, to be represented in appeal proceedings, to be granted a hearing before the Superintendent or his designee and to request such hearing to be held in closed session. The student will remain suspended from school during the appeal procedures. If the suspension is overturned through the appeals process, the suspension will be expunged from the student's file and all class work can be made up and credited.
4. Simultaneous written notice of the suspension shall be sent to:
  - a. Superintendent
  - b. Treasurer of the Board of Education
  - c. Pupil's school record

Suspensions may not be longer than ten (10) school days beginning with the first day of the removal from school. Only the principal, assistant principal, and/or the superintendent may initiate suspension proceedings. If there are less than (10) ten days remaining in the school year, the Superintendent may apply part or all of the suspension to the following school year.

## Procedures for Expulsion

A pupil may be expelled by the superintendent of schools in accordance with procedures outlined by the Ohio Statutes.

In most instances such expulsion shall be made after efforts have been made to involve the parents and student in an attempt to change the behavior pattern. An expulsion shall not extend beyond 80 school days.

The building administrator shall afford the student due process before such administrator recommends expulsion to the superintendent. Prior to the intended expulsion, the superintendent must enact the following procedures.

1. Give the pupil and his parent, guardian, or custodian written notice of the intention to expel. That notice must advise the pupil his/her parent, guardian, custodian or other representative of their right to appear in person before the superintendent or his designee to challenge the reasons and time of the hearing which must take place no earlier than three (3) days and no later than five (5) days after the notice is sent.
2. Conduct a hearing when practicable under appropriate guidelines of hearing procedures within the above stated period. Within twenty-four (24) hours of the expulsion, the superintendent must notify parent, guardian, custodian, and clerk of the Board of the action to expel the pupil. The notice must include the reasons for the expulsion to the Board of Education or its designee; and the right to be represented at the appeal proceedings and the right to request the hearing is held in executive session.

If a pupil is expelled for more than twenty (20) days or if any period of the expulsion extends into the following semester or school year, the Superintendent is required with the notice of expulsion to provide the pupil and his parent, guardian or custodian with information about services offered by public or private agencies that work toward improving those aspects of the pupil's attitudes and behavior that contributed to the incident that gave rise to the expulsion. This information must include the names, addresses, and phone numbers of the appropriate public and private agencies.

A controlled substance is defined as a drug, compound mixture compound or substance included in Schedule I, II, III, IV, Ohio Administrative Code 4729.00, or [O.R.C 3719](#). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

## School Event Application for Homecoming Dance and Prom

New Philadelphia High School students who intend to invite a non-NPHS guest to the Homecoming Dance or Prom must first receive approval from the NPHS administration prior to purchasing a ticket to these events. This form must be submitted to the NPHS high school to the principal by the date and time listed on the form. All NPHS rules will be in effect at these functions and are applicable to both the NPHS student and his/her guest. After entering the building, students are only permitted to leave the building when exiting the event; there is no re-entry to the function. Please note that these functions are not open to students below the 9th grade. **No guests are permitted that are 20 years old or older.** A personal interview may be required for any guest.

**Student fees must be paid in full before a student will be permitted to purchase tickets to the Junior-Senior Prom. Additionally, diplomas will not be distributed to students who still owe school fees at the time of their graduation. Additionally, those students will not be eligible to participate in the Graduation Ceremonies. Outstanding student fees prior to the current school year are required to be paid in full prior to purchasing a ticket and/or attending the Homecoming Dance.**

## **Computer Technology and Network**

Before any student may take advantage of the School's computer network and the internet, he/she and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities.

### **Computer/Online Services/Cell Phones (Acceptable Use and Internet Safety)**

The following guidelines and procedures shall be complied with by staff, students or community members who are specifically authorized to use the District's computers or online services.

1. Use appropriate language. Do not use profanity, obscenity or other language which may be offensive to other users. Illegal activities are strictly forbidden.
2. Do not reveal your personal home address or phone number or those of other students or colleagues.
3. Note that electronic mail (e-mail) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
4. Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
5. The network should not be used in such a way that it disrupts the use of the network by others.
6. All communications and information accessible via the network should be assumed to be property of the District.
7. Rules and regulations of online etiquette are subject to change by the administration.
8. The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
9. The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
10. Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or board policy.
11. Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, intimidation, bullying or disparagement of others based on their race, color, national origin, ancestry, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
12. Copyrighted material may not be placed on the system without the author's permission.
13. Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.
14. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
15. Users are expected to keep messages brief and use appropriate language.
16. Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

## Counterfeit Controlled Substances- Look-Alike Law

The Ohio State Legislature amended section [2929.01](#) and enacted section [2925.37](#) of Ohio Revised Code to prohibit making, selling and possessing counterfeit drugs and related tools.

"Counterfeit controlled substance" is defined in the following ways ([O.R.C. 2925.01](#)):

1. Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to that trademark, trade name, or identifying mark;
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance;
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

The following penalties relate to the making, selling, and possession of counterfeit drugs ([O.R.C. 2925.37](#)):

- possession of a counterfeit controlled substance – misdemeanor of the first degree, if second offense a felony of the fourth degree.
- making, selling, offering to sell, or delivering any known counterfeit controlled substance; making, possessing, selling, offering to sell, or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug trafficking in counterfeit substances) – felony of the fourth degree for a first offense, and a felony of the third degree for subsequent offenses.
- selling, offering to sell, giving, or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) a felony of the third degree, and a felony of the second degree for subsequent offenses.
- representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) – a felony of the third degree, and a felony of the second degree for subsequent offenses.
- falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

## Dangerous Weapons in the Schools

The New Philadelphia City School Board is committed to providing the students of the district with an educational environment, which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

The definition of a firearm shall include any weapon (including a starter gun) which 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 [18 U.S. Code § 921-924](#)), which includes but is not limited to any explosive, incendiary, or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce this requirement on a case-by-case basis in accordance with State law.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to a cutting instrument consisting of a sharp blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent may, if authorized by the Board, expel the student from school, with the same expulsion implications as noted above.

The New Philadelphia Board of Education may extend the right to expel a student for reasons beyond the possession of a firearm or knife. Students who possess or use other dangerous weapons, which are defined but not limited to metal knuckles, straight razors, explosives, noxious irritation or poisonous gasses, poisons, drugs, or other items possessed with the intent to use, sell, harm, threaten or harass students, staff members, parents or community members, may be subject to expulsion.

## Dress Code for Students

### Dress and Grooming Code

**Philosophy:** *In a society where clothing styles are more a reflection of fashion than individuality, it is important that the district establish a set of standards for dress which can assist students as they prepare to take greater responsibility for themselves and their future years, when dress code can be an important consideration.*

*Since our community residents, school board members, staff, and students take pride in the district's image, it is essential that a student dress and grooming code enhance the educational process and foster a positive attitude toward learning and behavior as well as provide for a healthy and safe atmosphere devoid of distractions.*

*We feel there is a relationship between appearance and the attitude with which a student approaches learning. Therefore, a personal dress code built on mere fashion will become outmoded within a few years. A dress code, which places emphasis on individual responsibility for general good grooming and dress, should remain in effect.*

*It is important that one's mode of dress be conducive to maintaining an atmosphere that will enable the school to achieve its educational objectives and enhance student safety. Anything that is a deterrent or distraction to teaching or learning is obviously not appropriate nor in good taste.*

**Note:** The interpretation and judgment relative to the student dress and grooming code rests solely with school officials and is final. Not all dress and grooming items can be listed in any code; therefore, extremes in dress and grooming are not permitted and are determined at the discretion of school officials. The code will be reviewed periodically by the Board of Education and administration with input from teacher representatives, parent representatives, and representatives of the student body through either survey or meeting, at the discretion of school officials.

Students who are in violation of the dress and grooming code may receive disciplinary consequences, as well as, being sent home to correct the violation. Students may also be sent to the office or DMR to await clothing being brought from home to correct the dress and grooming code violation. Class time missed due to a violation is considered to be unexcused time. Thus, assignments, tests, quizzes, etc. missed while correcting a dress and grooming code violation will result in a grade of zero (0) and may not be made up.

Parents/Guardians are requested to review these dress and grooming code items with their children. In addition, parents/guardians are requested to preview their child(ren)'s dress prior to sending them to school or school functions. Should parents or students have a question regarding a particular garment, the student or parent may bring the item to the school for an assessment as to whether the particular item meets the code specifications prior to wearing the item to school.

School sponsored uniforms may receive an exception to some of the rules below. In addition, participation in a school sponsored extracurricular or co-curricular activity may involve adhering to a more stringent dress and grooming code.

## THE FOLLOWING ARE NOT PERMITTED

- Clothing that depicts or promotes profanity, vulgarity, obscenity, or violence;
- Clothing that promotes the use or abuse of tobacco, drugs, or alcohol;
- Clothing worn in such a manner so as to reveal any undergarments, or bare skin between the upper chest and mid-thigh both in the front and in the back;
- Shirts or tops that are not attached over the shoulders or upper arms;
- See-through, mesh garments;
- Pajamas or sleepwear (except on specially designated spirit days, etc.);
- Pants or shorts worn below waist level;
- Pants or shorts with holes or tears located ABOVE the mid-thigh level;
- Clothing that is either excessively baggy or excessively tight and revealing;
- Skirts, dresses, or shorts that do not extend to the mid-thigh;
- Sunglasses or non-religious face coverings worn inside school building;
- Hats, caps, hoods, or other head coverings worn inside school building;
- Earbuds, headphones or other electronic listening devices worn in or on the ears. (*Except as required by and/or approved by a teacher for academic purposes while in their classroom only.*);
- Any other article of apparel that is overly revealing, deemed to be a safety concern, or deemed to be provocative in any way.

Proper footwear is required at all times. Flip-flops are not recommended for school wear. Students who choose to wear flip-flops should have another pair of shoes on hand to wear should their flip-flops break. Students are not permitted to tape/fix broken flip-flops in order to attend class. Slippers and Bare feet are not permitted at school.

Piercings are permitted. Studs are required for all piercings other than in the ears. Hoops, chains, and other “dangling” piercings present a significant safety risk and may not be worn other than on the ears.

Backpacks or other types of book bags and satchels (or purses large enough to carry books) are permitted in the hallways, cafeteria, lobby areas or classrooms. Students will not be assigned lockers.

Special programs, extra-curricular activities, co-curricular activities, athletics, band, choir, work-study programs, vocational programs, physical education class, etc. may establish dress and grooming requirements that are more or less stringent. Such requirements are in the interest of efficient performance and a uniform appearance before the public. School sponsored uniforms may be authorized by school officials for wear during school hours so long as the uniform complies with the school dress code. Minor exceptions may be made to this dress and grooming code for school sponsored extracurricular activities and formal dances. Students may be denied admittance/attendance at these types of events due to extremes in dress or if their dress is intended to degrade or “make fun of” (poor sportsmanship) visiting teams, groups, or individuals. Pro NPHS dress is encouraged for contests both home and away. **The interpretation and judgment relative to the student dress and grooming code rests solely with school officials and is final.**

We believe that proper etiquette, social customs, and good grooming are a definite part of the educational process. New Philadelphia Schools are committed to instill and maintain a high standard of student dress that will prepare our students for future real world opportunities. Furthermore, the goal of dress code is to ensure safety, comfort, and limit the amount of disruption to the educational environment.

# MEDICAL GUIDELINES

## Emergency Medical Authorization

A complete Emergency Medical Authorization Form must be on file with the school 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 provided at the time of enrollment or at the beginning of each school year.

## Use of Medications

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist. Medication must be delivered to the principal's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not bring medication to school.
- D. Medication that is brought to the office will be properly secured. Students may carry an Epi-Pen for severe allergies, or asthma inhalers during school hours, provided the PHYSICIAN'S REQUEST FOR THE ADMINISTRATION OF PRESCRIPTION MEDICATION BY SCHOOL PERSONNEL form has been filled out and is on file in the office. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date, and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

## Non Prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student. Parents may administer a non-prescribed medication in the principal's office.

## Non-authorized Medications

Any student who distributes medication of any kind or who is found in possession of a non-authorized medication is in violation of the school's code of conduct. The student will be brought to the school office, the medication will be confiscated, and the student will be disciplined in accordance with the drug-use provision of the code.

## Medications Approved for students to possess.

A student may possess and use an Epi-Pen for severe allergies or a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is complete and on file in the principal's Office.

A student who is authorized to possess and use an Epi-pen for severe allergies or a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements submitted each school year. 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 waiver. Any questions about immunizations or waivers should be directed to the school nurse.

## **Assistive Devices**

If your child will need the use of a cane, crutches, walker, scooter, or wheelchair; documentation from your physician will be required. Please contact the school nurse prior to your return to school so that they are able to help to organize safe access to the school facilities.

## **Student Health Policy On Chemical Use, Abuse and Dependency**

The New Philadelphia City School District Board of Education finds any student drug involvement unacceptable. The District recognizes chemical dependency as an illness that is treatable. Although health problems of students are primarily the responsibility of the home, the school shares in that responsibility because chemical problems often interfere with behavior, learning and the fullest possible development of each student.

The Board of Education acknowledges its responsibility to provide effective prevention/intervention programs in an attempt to help students who exhibit suspect behavior, students returning to school following treatment, students affected by the use of another person, and students who are interested in more knowledge about the problem. The program will be coordinated through the efforts of the school administration, faculty, staff, concerned students, parents and appropriate referral agencies.

As an extension of this policy, guidelines established by the Superintendent of Schools will be used by all faculty when responding to drug-related situations, whether they occur at school or at school sponsored events. The goals of the Board of Education are aimed at eliminating chemical use, misuse, and abuse in the schools, and assisting students with chemical abuse and dependency problems.

## **Illness in School**

A student who becomes ill during the school day should be given a hall pass by the teacher and sent to the clinic. In the absence of the nurse, the student should go to the main office. The nurse will assess, provide care as indicated, and if necessary make arrangements for the student to be sent home. Students cannot be released from school without permission from the parent/guardian. The nurse will notify the office when a student's parent/guardian has given permission for a student to be released due to illness/injury. UNDER NO CIRCUMSTANCES IS AN ILL/INJURED STUDENT TO REMAIN IN A RESTROOM UNLESS THE NURSE/OFFICE IS NOTIFIED IMMEDIATELY BY A STAFF MEMBER.

## **Student Sick or Injured**

Students who are sick or injured should report to the clinic immediately. In the absence of the nurse the student should go to the main office. Students are not to be permitted to stay in the restroom. Members of the school staff should not attempt to diagnose illness and should never administer medications. Only medications prescribed by a physician and a completed district Medication Administration Form are permitted to be administered by personnel trained by the school nurse. Accidental injuries must be clarified and reported on forms available in the office. The witnessing/supervising staff person is responsible for the accident report. If no staff person has witnessed the accident, the staff person who first became aware of the emergency should attempt to locate students who have any pertinent knowledge concerning the accident and complete the accident report.

# GENERAL INFORMATION

## Change of Address

Please report to the office promptly any change of address or telephone number.

## Directory Information

The board defines the following data in the student records as directory information: name, address, phone number, date of birth, participation in officially recognized school activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, photography, and other information which might reasonably be included in related publications.

## Student Records

The school district maintains many student records including both directory information and confidential information.

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 of such “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 wish to consult the board’s annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found [www.npschools.org](http://www.npschools.org).

## Student Fees and Fines

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, NPCS charges specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage, or destruction of school apparatus, 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.

Fees may be waived in situations where there is financial hardship.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

**Student fees must be paid in full before a student will be permitted to purchase tickets to the Junior-Senior Prom. Additionally, diplomas will not be distributed to students who still owe school fees at the time of their graduation. Additionally, those students will not be eligible to participate in the Graduation Ceremonies. Outstanding student fees prior to the current school year are required to be paid in full prior to purchasing a ticket and/or attending the Homecoming Dance.**

## Lockers

**Lockers will not be assigned for the 2023-2024 school year.**

Lockers remain the property of the school and are assigned to students for their convenience. Lockers will be searched, without the necessity of student consent, during the school year. Random locker searches will be carried out during the school year. Students may be disciplined for any item, prohibited by school policy, which is

found in their locker. Students do not have any expectation of privacy for items placed in school lockers. **Keep your combination confidential!** If you tell your friend, don't be surprised if other people can get into your locker also. Students are responsible for the appearance and any items found in their locker. Use of tape or glue inside the locker is prohibited. **Sharing of lockers is not permissible.**

## **Locker Decorating Guidelines**

### **Pre-Decorating Guidelines**

1. At least two days prior to decorating, the decoration chairperson should supply the high school principal's secretary (located in the high school office) or the, middle school principal's secretary (located in the middle school office) with the following information: the name of the group decorating the lockers, the time that access to the building is needed, and a contact person's name and phone number for the group decorating the lockers.
2. The decoration chairperson for each sport/activity may request locker numbers of the team/organization members from the participants of that team/group. No locker numbers or combinations can be provided by the office.

### **Entering and Exiting the Building**

1. All individuals involved in the decorating of high school lockers are to enter and exit the high school through Entrance #1, located at the front of the high school. All individuals involved in the decorating of middle school lockers are to enter and exit the middle school through Entrance #5, located at the front of the middle school.
2. Decorators (adults/parents) can enter either building at 6:45 a.m. and then must exit the building by 7:20 a.m.; or, decorators can enter either building any time after 3 p.m. but must exit the building by 8 p.m.

### **Regulations for Seasonal Decorations**

1. All seasonal (fall, winter, & spring) decorations must be the same for all members of the team/organization.
2. Decorations may be no larger than 8 ½ x 14 inches and must be attached to the locker with magnets. No tape or adhesive of any kind is permitted on lockers and/or walls.
3. Seasonal decorations may be put up no earlier than three days prior to the start of the season and must be removed no later than three days following the season's end.

### **Regulations for Special Game/Event Decorations**

1. Each activity/sport may decorate beyond the 8 ½ x 14 inch regulation for one game/event per season. This may include the team's Dover/New Philadelphia contest or the team's OVAC championship, if there is not a dual competition with Dover.
2. Special game/event decorations may go up six days prior to the event/competition and must be removed the day following the event/competition.
3. Decorators must use magnets to attach decorations. No tape or adhesive is permitted on lockers and/or walls except blue painter's tape.

## **Make-Up Work**

Students and parents are encouraged to view homework assignments online using progressbook. Progressbook can be found at the following link: [www.npschools.org](http://www.npschools.org). After a student is absent for more than two (2) days, the parent/guardian may call the high school office and request assignments. Please allow at least one full working day for the collection of the assignments and any related materials. Arrangements for picking them up should be made at the time of the request. Upon returning to school from any excused absence, the student will be given that number of days that he/she was absent to make up any work including tests or quizzes. Students placed on home instruction will come under separate guidelines.

When a student has an unexcused absence, work may potentially be made up or accepted for credit.

## Long Term Assignments

Due dates for long-term assignments/projects will be assigned in advance by the teacher and are not subject to extensions for an excused absence. It is the responsibility of the student to make prior arrangements with the teacher for the receipt of late work. Exceptions to the policy can be made on a case-by-case basis for catastrophic events. In the event of an unexcused absence, no work may be made up or accepted for credit.

## Passes

**Admit Slips** are to be used after a teacher has detained a student causing him/her to be late for the next class. If he/she arrived late to his/her next assignment without an admit slip, the teacher will record a tardy/truancy and report it to the office according to the procedures outlined.

**Building Passes/Hall Passes** are for a student who has makeup work to do for a teacher. The pass must be obtained from that teacher. The student takes the pass to study hall where the study hall teacher records the student's name, destination, and issuing teacher, and time excused on the sign-out roster and returns the pass to the student. The student will remain with the teacher issuing the pass for the remainder of the period. General hall pass lanyards must be worn around the neck. Students must receive permission from the teacher and sign out.

## Senior Parking Lot

Students are not permitted to park in restricted lots during school hours. Be thoughtful of our neighbors. Please do not block driveways or park on their property. Parking on school property during the school day will result in the towing of your vehicle along with disciplinary action allowed under the Student Code of Conduct for insubordination. Parking in the senior student parking lot is by permit only. Senior students may apply for a parking permit at the beginning of the school year. There is a **\$30** fee once a parking permit is granted. Should a student not use, move, or be dismissed from using the student parking lot, there is no refund.

## Telephone

The office telephone is not to be used except for official business. **Students will not be called to the telephone nor will messages be delivered except in the case of emergency.**

## Advertising Outside Activities

Students may not post or distribute announcements or advertisements for outside activities without receiving prior approval from the District Office. The School has a central bulletin board which may be used for posting notices after receiving permission from the principal. Approved material will be stamped NPHS prior to it being posted.

## Textbooks

All textbooks are loaned to you by the Board of Education. It is expected that students will take proper care of their books. Any unreasonable damage to books will result in fines. Lost books must be paid for and replaced immediately. If the book is subsequently found in good condition, the money will be refunded. Using a book cover on your book lessens the chance of damage to the cover. There are commercial ones on the market, but heavy paper also serves the purpose.

## Visitors

Student visitors are not permitted during the school day, but we welcome parent visitors. Visitors are required to report to the office to obtain permission to be in the building. Visitors will enter through Entrance #1. **ALL VISITORS MUST REPORT TO THE MAIN OFFICE.**

Visitors who have a handicapping condition may enter the school through **Door #1**. Persons with a handicapping condition can report to the library to obtain access to the school's elevator.

## Withdrawal

If a pupil must withdraw from school because of moving to another district, he/she should obtain a withdrawal permit from the school counselor office the day before his/her last day in our school. This permit should be taken to each teacher, the librarian, high school secretary for outstanding fees, the attendance clerk, and a counselor. After completing the permit, it should be returned to the school counselor office for final authorization. Failure to follow policy may cause delay in transferring records.

## Work Permits

All pupils of school age (less than 18) who are employed part or full-time must have a "Working Permit" issued at the Board of Education Offices. Each time a student changes jobs he must obtain a new Working Permit. This permit may be withdrawn in cases where the job is interfering with the student's studies or in cases of poor attendance or discipline problems.

## Student Attendance at School Events

The school encourages students to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. Pro NPHS cheers are encouraged, **belittling and harassing cheers/comments to visiting teams, players, guests, and officials is not permitted**. Good sportsmanship is expected at all times at both home and away events.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. Students can be dismissed from school events due to poor behavior and in addition, be subject to disciplinary consequences.

## Student Activities

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 Board Policy.

# Library/Media Resource Center

## Purpose

The library media center is the instructional resource center of the school. It provides a wide variety of print and non-print materials for various levels of learning to support the curriculum and to provide for research, independent study, and personal reading for students and staff.

## Objectives

1. To provide a comprehensive collection of instructional materials selected in accordance with the board selection policy.
2. To provide materials that support the curriculum with consideration for various interests, abilities, social-economic backgrounds, and maturity levels of the students.
3. To provide a collection of materials which reflects the ideas and beliefs of many religious, social, political, historical, and ethnic groups and their contribution to American and world heritage and culture.
4. To provide a professional library of print and non-print materials.

## Student Access Policy

The NPHS library media center is open school days from 7:10 a.m. until 3:30 p.m. Study hall students who wish to visit the library must sign up in their study hall and then report directly to the library. Students may receive a seating assignment from a library staff member.

Students from classrooms will have first access to library and computer resources.

## Library Management

For all patrons to utilize the LMC in an orderly manner, students should note the following:

1. Food, drinks, and chewing gum are not permitted.
2. No materials must be taken from the Library/Media Resource Center without being properly checked out by a library staff member.
3. Talking is to be kept at a minimum.
4. Table seating is at the discretion of the library staff member.
5. Magazines and newspapers are to be scanned at the circulation desk before reading and returned when finished.
6. *Delphian* yearbooks are to be scanned at the circulation desk before reading at the front table.
7. Students will respect all school property. Desks, chairs, tables, equipment, computers, and materials are the property of the New Philadelphia City Schools.

## Consequences

1. Warning
2. Detention
3. Removal from Library/Media Resource Center
4. Permanent removal from Library/Media Resource Center
5. Referral to administration
6. Suspension
7. Expulsion
8. Legal action

## Checking Out Materials

All materials must be taken to the circulation desk to be properly checked out before leaving the Library/Media Resource Center. The following list details the length of time for borrowed materials.

Books

3 weeks - may renew

Magazines

3 weeks - may renew

Reference Books

Overnight - renewal at discretion of staff

The following items cannot be checked out: Articles from the CQ Researcher & Delphian Yearbooks

## Overdue Material, Fees and Charges

1. Students will return borrowed materials on time.
2. Students are responsible for any damaged material.
3. Students will pay for all repair or replacement costs of damaged material.
4. Students will pay full replacement cost for any lost material.
5. Any paid amounts will be refunded if material is found.

# Lunch Periods & Meal Service

The school offers nutritious, well-balanced meals, prepared fresh daily.

Breakfast is available daily to all students as a “Grab ‘n’ Go” breakfast. Students who arrive at the school prior to the first morning bell may purchase a breakfast by coming to the high school cafeteria.

Students may pack a lunch but are not permitted to bring any “outside food” (example: McDonald’s, Burger King, etc.) into the cafeteria at lunchtime. Also, NO carbonated beverages are permitted.

You may view current meal prices on the district website at [www.npschools.org](http://www.npschools.org).

The school district participates in the National School Breakfast and Lunch Programs. Under the National School Meals program, a family may qualify to receive free or reduced-price meals. The Free and Reduced Price School Meals Family Application is mailed to each household prior to the beginning of each school year. You can also download a copy of the application on the New Philadelphia City Schools website or pick up an application at your child’s school. A new application is required to be filled out at the beginning of each new school year. Only one application is needed per family. Submit your application for approval by sending it to school with your child. Once an application is received, it will be processed and you will receive a notification letter by mail informing you of your child’s meal status.

As part of the National School Meals Program, we participate in “Offer vs. Serve”. On Offer vs. Serve students have the following options; at breakfast they can refuse one item on the breakfast tray and may refuse a total of two items on the lunch tray. Refusal of items does not constitute a reduction in the price of meals.

The Food Service Department operates an electronic point of sale system in each building. Each student is assigned a four-digit pin number which they will use every time they purchase an item in the cafeteria. Students are assigned a pin number when they enroll in the district. This pin number will remain with them until they graduate from high school or leave the district.

Students can apply money to their accounts as they come through the breakfast or lunch lines. They may pay on a daily basis; however the preferred method of payment is weekly, bi-weekly, or monthly payment by check. You may also apply money to their account with a credit card by setting up an account at [www.lunchprepay.com](http://www.lunchprepay.com). You must have the student’s nine digit student ID number to set up an account. You can acquire their student ID

number by contacting the school office or food service director. We operate a cashless system; which means the entire dollar amount a student gives the cashier will be placed on their account; no change will be given.

Charging is not permitted. Students who charge will receive a peanut butter sandwich in place of the main entrée for every day they do not have money on their account. For those students with a peanut allergy an alternative item will be substituted.

Students in the regular high school program will be assigned a lunch during 6th or 7th period. All freshmen and sophomores will be scheduled to eat in the cafeteria. Junior and senior students will have the **privilege** of leaving the school grounds during their lunch period. This privilege may be revoked based on students behavior or attendance at school. *Upon returning, students are not permitted to enter the building until the end of their lunch. Students are to enter the main patio doors only or gym lobby doors.*

**If students are involved in complaints including littering, inappropriate driving by neighbors, or are returned to school by police officers, their open lunch privileges will be revoked according to the guidelines in the student discipline code.**

A few reminders for cafeteria use:

1. Students are not permitted to bring food into the building or cafeteria except for a packed lunch. Likewise, students are not permitted to take food out of the cafeteria. Students are not permitted to receive fast food delivery.
2. Wait your turn in the lunch line. If you want to be first in line then be there first, but don't CUT in line! If you do not wish to stand in line and wait your turn, then have a seat and wait until the line is gone. Lunch lines are to be single file.
3. When you leave your table or eating area, put your trash in the appropriate garbage cans and expect your friends to do so also. Students are also to clean the floor and around their table.
4. Remember there are classes scheduled next to the cafeteria and down the hall, try to keep noise to a minimum.

## **Progress Book**

New Philadelphia City Schools offers parents/guardians the opportunity to view their child's classroom progress and attendance information through our Progress Book Classroom Access for Parents and Students program. This is a web based application that can be accessed from any computer with an internet connection at [www.npschools.org](http://www.npschools.org). Parents/Guardians can view their child's progress in each class as well as attendance information and special messages from classroom teachers. Username and password information to gain access to this program will be distributed to all parents/guardians during the first few weeks of school.

## **Public Complaints and Grievances**

It is the desire of the Board to rectify any misunderstandings between the public and the school district by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed. Any person or group having a legitimate interest in the schools of this district shall have the right to present a request, suggestion, complaint or grievance concerning district personnel, the program, or the operations of this district. At the same time, the Board of Education has a duty to protect its staff, students and parents from unnecessary harassment or delay. It is the intent of this policy to provide the means for judging each complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

Any requests, suggestions, complaints or grievances reaching the Board, Board members, or the administration shall be referred to the Superintendent for consideration.

A. Matters Regarding a Teaching Staff Member

a. **Informal Stage**

i. **First Level - INFORMAL**

If it is a matter specifically directed toward a teaching staff member, the matter should be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and district rules and regulations. As appropriate, the staff member shall report the matter, and whatever action may have been taken, to the building principal.

ii. **Second Level - INFORMAL**

If the matter cannot be satisfactorily resolved at the first level it shall be discussed by the complainant with the building principal. As appropriate, the principal shall report the matter, and whatever action will be taken back to the teaching staff member and/or to the superintendent.

b. **Formal Stage**

i. **Third Level - FORMAL STAGE**

If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the Superintendent with a copy to the Board. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it, including dates of contact with the teacher and/or principal.
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely. Should the matter be resolved in conference with the Superintendent, the Board and complainant shall be advised in writing of the resolution no more than ten (10) days following the conference.

ii. **Fourth Level - FORMAL STAGE**

- iii. Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request in writing, a hearing by the Board. The Board, after reviewing all material relating to the case, may grant a hearing and will notify the complainant in writing, as soon as possible, if and when a hearing will be scheduled. After the hearing, the complainant shall be advised, in writing, of the Board's decision, no more than ten (10) days following the hearing and who to re-contact if problems persist.

B. Matters Regarding an Administrative Staff Member In the case of a complaint directed toward an administrative staff member, the general procedure specified beginning in Part A, second level, shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level the matter shall be brought, as required, to higher levels terminating with the Board with the exception of the superintendent in which case the third level letter shall be submitted to the Board President.

C. Matters Regarding a Non-Instructional Staff Member In the case of a complaint directed toward a non-instructional staff member, the same procedure is to be followed as in Part A, first level.

D. Matters Regarding a Program or Operation If the request, suggestion, complaint, or grievance relates to a matter of district or school policy, procedure, program, or operation, it should be addressed, initially to the building principal or the head of the non-certificated department who is most directly concerned, and then brought, in turn, to higher levels of authority in the manner prescribed in Part A, second level.

E. Matters Regarding Instructional Materials

F. If the request, suggestion, complaint or grievance relates to instructional materials such as textbooks, library books, reference works and other instructional aids used in the district, the following procedures shall be followed:

1. The criticism is to be addressed to the Superintendent in writing, and shall include: author, title, published, the complainant's familiarity with the material objected to, sections objected to, by page and item, reasons for objection, in what school and class the material was used, and how the material was used.
2. Upon receipt of the information, the Superintendent shall, after advising the Board of the complaint, appoint a review committee. The Superintendent shall be a member ex officio of the committee.

The committee, in evaluating the questioned material, shall be guided by the following criteria: a. The appropriateness of the material for the age and maturity level of the students with whom it is being used.

- a. The accuracy of the material
- b. The objectivity of the material
- c. The use is made of the material.

The material in question may not be withdrawn from use pending the committee's decision.

The committee's decision shall be reported to the Superintendent in writing within ten (10) days following the formation of the committee. The Superintendent will advise the complainant in writing of the committee's decision, and advise the Board of the action taken or recommended.

The complainant may appeal this decision to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board. The Board shall review the case in public session and advise the complainant in writing of its decision within ten (10) days.

# Safety Procedures

## Fire Drill

In case of a fire or disaster it is imperative that all pupils follow a planned procedure to evacuate the buildings quickly. With this in mind, we hold evacuation drills throughout the year. Your teacher will explain to you the evacuation procedure from each classroom in which you may be scheduled. If they do not tell you -- ask! The evacuation procedure for each room will be posted in the room.

During a drill please observe the following rules:

1. At first sound of the bell, rise and follow directions given to leave the building you are in.
2. No talking or running.
3. Be prepared to take commands from your teacher in case evacuation must be changed.
4. Remain quiet and stay with your teacher after you get outside.

Follow these procedures to insure a successful drill. Successful drills mean lives saved when and if an emergency arises.

## Tornado Drill

In case of a tornado warning it is important that all pupils follow a planned procedure to reduce the possibility of injury. Early in the year your teacher will explain to you the location of the shelter area for that specific room. In a tornado drill you should go at once to the shelter area and at the command, "Assume the protective position," do so. This position is assumed by lying face down with your knees up under you. Cover the back of your head with your hands. If you see or hear a tornado coming - do not wait for the P.A. announcement or signal- go to the shelter area immediately. If there is no time, assume the protective position on the floor at your location.

## Lock Down Drill

In case of a lockdown drill it is important that all pupils follow the teacher's directions.

## Video Cameras

Video cameras are located at various locations both inside and outside the NPHS facility.

## Sexual Harassment

Conduct constituting harassment may take different forms, including but not limited to the following inappropriate behaviors.

### Sexual Harassment

#### A. Verbal

The making of verbal or written sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to or by a fellow student.

#### B. Non-Verbal

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling.

#### C. Physical Contact

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity.

"Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with State law."

# Transportation Policies and Procedures

Transporting your child safely is a responsibility that must be shared by all of us. Your cooperation and help in this is greatly appreciated.

The New Philadelphia Transportation Policy for Middle School and High School students allows the transportation to and from one location only and is determined by the student's legal place of residency. No alternative transportation is available for Middle School and High School students.

## Pupil and Parent Responsibilities

1. School bus transportation is a privilege to the student, not a right.
2. Students are not permitted to be released off the bus at any location other than their established stop. A parent/legal guardian must sign the student out in the school office before the student boards the bus.
3. Once a student has boarded the bus they will not be permitted off the bus until they reach their established stop.
4. Due to state regulations and availability on the bus, bus passes can only be used for medical or accidental related emergencies only. A parent/legal guardian must call the Transportation office to request a bus pass.
5. Parents/legal guardians are responsible for the safety of their students while going to and from pickup points and for meeting the bus on schedule. Behavior at a school bus stop must not threaten life, limb, or property of any individual.
6. Buses operate on a time schedule approved by the Board of Education. The school bus is not required to stop if the bus is running late and your child is not at their designated place of safety.
7. Students shall be waiting at their designated place of safety at least 5 minutes before the bus arrives.
8. Students shall go directly to their assigned seat when boarding the bus.
9. Students must sit properly in their seats. No arms/legs, books, book bags or instruments are allowed to block the aisles and exits.
  - SIT ON SEAT
  - BACK ON BACK
  - FEET TOWARDS FLOOR
  - FACING FORWARD
  - HANDS TO YOURSELF
  - QUIET VOICES
10. Absolute quiet must be maintained at railroad crossing or any time the dome lights are lit.
11. Students must observe classroom conduct and obey the driver promptly with respect.
12. Nothing shall be thrown out of the bus nor held so it extends out of the window. All parts of pupils' bodies shall be kept inside the bus at all times.
13. Profanity, eating, drinking, gum chewing, tobacco products, drugs, alcohol or littering, are not permitted on the bus.
14. Parents could be held responsible for any damage to a bus by their child.
15. Unauthorized passengers shall be transported on a school bus.
16. The driver has the authority to enforce the above conduct code and regulations. The pupils shall conduct themselves on the school bus as they would in a classroom. Continued disorderly conduct or refusal to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any pupil. When it becomes necessary to refuse pupil transportation due to misconduct, the school administration shall notify the parents of the bus suspension with a full explanation.

## Emergency Weather Procedures

During the winter weather when snow and ice make road conditions unsafe, a decision as to remain in session, utilize snow routes, or cancel school for the day may be necessary. A decision will be made as early as possible and the information shall be announced on or before 6:00 A.M. (depending on conditions) on the following radio and TV stations: WJER – 1450; WTUZ – 99.9; Channel – 2; Channel – 5; Channel – 8

Stay tuned to one of the above stations for information needed when weather conditions could cause a change in our regular schedule, rather than calling the homes of administrators or the school. It is very important that the phones are free to receive calls returning the information on any weather changes and road conditions.

New Philadelphia City Schools is using the “PreK-12 Automated Notification System” to quickly and effectively communicate important school news to parents and staff. This system will provide timely information about school emergencies, closings, delays, and early dismissals, and general reminders.

Only primary numbers are called for school closings or delays. The emergency numbers are called if there is an emergency requiring your immediate action such as an early dismissal of school due to a power failure, for example. For more information on this system, please visit our website at [www.npschools.org](http://www.npschools.org).

- Please remember that even though there are some roads and areas that may be in good condition, other areas may have poor road conditions.
- Parents should exercise good judgment in sending children out in inclement weather and have a back-up plan.

# EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

A wide variety of extra-curricular and co-curricular activities have been established for you.

These organizations have been formed to serve as an extension of classroom learning; some for special interests; and some for service. Your participation in these activities is welcomed.

## **Athletic teams and activities that fall under this include but are not limited to:**

Baseball	Cross Country	Gymnastics	Tennis
Basketball	Dance (QTs)	Soccer	Track
Bowling	Football	Softball	Volleyball
Cheerleaders	Golf	Swimming	Wrestling

Some organizations like the National Honor Society and Student Council may have different academic standards for participation and membership. These organizations not governed by the OHSA will set their respective academic standards. The advisors for the following groups are responsible for communicating academic standards to members of their respective organizations and will also be accountable for enforcing them.

## **Organizations that fall under this category include but are not limited to:**

Class Officers	Drama Club	Drum Line	Foreign Language Clubs
Kaleidoscope	Key Club	Managers & Statisticians	National Honor Society
Science Club	Scholar Challenge	Science Olympiad	Student Council
Thespians	Debate		

## **Code of Conduct**

### **I. Statement of Purpose:**

The New Philadelphia High School **Extra-Curricular Activity Code of Conduct** encompasses all organizations that include students, an advisor/coach, and that conduct activity outside normal school hours.

The primary purpose and goal of the Extra-Curricular Activity Program is to provide students with the opportunities of personal growth, development, and maturation. Our Extra-Curricular Activity Program is aimed toward teaching cooperation, responsibility, leadership, and service to others, and to the principles of good sportsmanship and citizenship. To this important aim, it is recognized that the goals of positive mental, moral, physical, and emotional development are primary and foremost for both students and advisors/coaches involved with the Extra-Curricular Program. Furthermore, it should be stressed that participation in the NPHS Extra-Curricular Activity Program is deemed a privilege afforded to all students

who meet the academic and behavioral standards outlined in this handbook. Active participation in these worthwhile activities is promoted and encouraged. As a privilege for students certain reasonable, but critical standards of behavior are expected. The following expectations, regulations, and academic eligibility requirements are provided for your clarification and understanding.

## **II. Non-discriminatory Policy:**

Participation in the Extra-Curricular Activity Program of the New Philadelphia City Schools is open to all students who meet the eligibility requirements. No person shall, on the basis of race, color, creed, age, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in the Extra-Curricular Program

## **III. General Rules and Regulations:**

### **A. General Behavior and Conduct of Participants**

If the goals for individual growth as outlined in Section I are to be realized, certain expectations and realizations should be clearly evident.

1. Because you are always a representative for your school and community, and because younger students view you as a role model, you are expected to conduct yourself in an appropriate manner striving to set a positive example.
2. Students should show responsibility by regular attendance and by maintaining good grades.
3. Students should cooperate with coaches/advisors, other students in the activity, and with students in other sports or activities.
4. Students are expected to show proper respect for each other, officials, coaches/advisors, and their opponents.
5. Students should refrain from condemning others.
6. In addition to the general guidelines in this handbook, students are expected to follow all rules and regulations established by the coaching staff/advisors.
7. Students who admit to, are convicted of, or who are blatantly involved in crimes/criminal activity may be suspended/disciplined under this code.

### **B. School Rules:**

All school rules as outlined in the Student Handbook apply to all students in extracurricular activities. In addition, head coaches have the latitude to impose and enforce additional rules and consequences which will be put in writing and distributed to participants. Students who persistently violate the NPHS student code of conduct may be suspended/disciplined under this code.

### **C. Changing Sports During Season**

Student athletes that are members of an athletic team after the first scheduled contest will not be eligible to join another team during that same season without permission from a committee consisting of school officials. This committee must include the coach/advisor from both of the teams involved.

### **D. Grooming and Dress:**

Students should dress appropriately for activities. Common sense and good judgment usually go hand-in-hand. Inappropriate dress or attire is most usually that which draws abnormal attention to the individual and is strongly contrasted with that of other activity participants. There are times when an advisor may require special attire. Masks, or any other item used to cover one's face is not permitted during the event. **This does not apply to any Department of Health or Governor's guidelines regarding masks for safety.**

## E. Academic Eligibility Regulations:

While recognizing the value of the Extra-Curricular Activity Program, it should be stressed and reinforced that the primary purpose of public education is the academic curriculum of the school. Building upon that foundation, a minimal academic level of achievement is required for students to be **eligible for participation in the Extra-Curricular Activity Program**. The following guidelines represent the minimum acceptable standard for participation. All students are encouraged to achieve their maximum potential in all classroom activities.

Because New Philadelphia High School is a member of the Ohio High School Athletic Association, all scholarship requirements of the OHSAA must be met for a student to be eligible to participate in the athletic program. The OHSAA recognizes that member schools may improve academic standards that incorporate but exceed OHSAA regulations.

Student/Athletes that satisfy the requirements of the OHSAA and have a GPA that falls below a 1.5 are required to meet with a school counselor to develop an academic plan to improve his/her grades.

## Ohio High School Athletic Association Regulations are as follows:

### [Section 4. - Scholarship](#)

Bylaw	
4-4-1	<p>In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. For the purpose of this Bylaw 4, Section 4, the term "grading period" is defined as the school's Board-adopted calendar (e.g., six week, nine week, 12 week or semester) and does not mean an interim marking period. Furthermore, at the conclusion of the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation. For the purpose of this bylaw, the term "immediately preceding grading period" refers to the grading period of the school which immediately precedes the grading period in question.</p> <p><b>EXCEPTION 1:</b> The Executive Director's office may waive this requirement for a student in her/his 12th and final year of school who (a) has accumulated sufficient credit hours to have graduated in the preceding semester; (b) maintains a grade point average in the top ten percent of the student's class; and (c) can demonstrate that the underlying purposes of this bylaw have been otherwise fulfilled by the student.</p> <p><b>EXCEPTION 2:</b> The Executive Director's office may waive the requirements of this bylaw provided the student has been physically withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. An appeal for such a waiver must come from the principal of the school and be in writing. The appeal for waiver shall contain documents with school and medical supporting evidence.</p> <p><b>EXCEPTION 3:</b> If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade provided:</p> <ol style="list-style-type: none"> <li>a) the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician contemporaneous at the time of the incident; and</li> <li>b) the "incomplete" was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and</li> <li>c) the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade.</li> </ol> <p><b>Note:</b> This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. If a high school district/system does NOT have a Board Policy on the Restoration of an Incomplete to a Grade or did not have a</p>

	policy when this exception was requested, the student shall not be able to avail him or herself of this exception.
4-4-2	If, either through the due process procedure or the direct mediation process established by the Ohio Department of Education in compliance with the Individuals with Disabilities Education Act, it is determined that a school has failed to provide all of the support services as identified in a student's IEP as necessary for the student to receive a "free and appropriate public education," AND the Executive Director's office determines that this failure to provide these necessary services caused the student to fail to meet the requirements of Bylaw 4-4-1 or Bylaws 4-4-4 or 4-4-5, the student may be declared eligible by the Executive Director's office upon the student's successful completion of the appropriate compensatory education as ordered by the Independent Hearing Officer (I.H.O.) or through the mediation process.
4-4-3	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 grades from the immediately preceding grading period become effective. For the purposes of this bylaw, "school day" includes faculty in-service days, calamity days and regular school attendance days but not holidays or school breaks. <b>EXCEPTION 1:</b> Eligibility or ineligibility for the first grading period commences with the start of the fall sports season. <b>EXCEPTION 2:</b> A student coming off the "ineligible status" may become eligible after the fifth calendar day immediately following the end of the grading period provided those grades can be obtained and verified by a school administrator.
4-4-4	A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of four of all subjects carried the immediately preceding grading period in which the student was enrolled.
4-4-5	A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades at the conclusion of that grading period in a minimum of four of those subjects in which the student received grades. <b>EXCEPTION 1:</b> The Executive Director's office may waive the requirements of this bylaw provided the student has been withdrawn or removed from school because of circumstances due to personal accident, illness or family hardship. An appeal for such a waiver must come from the principal of the school and be in writing. The appeal for waiver shall contain documents with school and medical supporting evidence. <b>EXCEPTION 2:</b> If a student's failure to meet the requirements of this bylaw are due to an "incomplete" given in one or more courses which the student was taking during the grading period in question, the student may have his/her eligibility restored by the Executive Director's office once the "incomplete" has been changed to a passing letter grade provided: a) the failure to complete the required coursework during the grading period was due to calamity day(s), family tragedy, or illness or accident as verified by a physician contemporaneous at the time of the incident; and b) the "incomplete" was given in accordance with Board of Education/other governing board adopted policies and procedures and is applicable to all students in the school; and c) the previously scheduled work and/or exams is/are completed within the time period provided in Board policy for completing work required to convert an "incomplete" into a letter grade; and there is no evidence that the "incomplete" was given in order to afford the student extended time in order to provide the student tutoring or other educational services simply to avoid a failing grade. <b>Note:</b> This exception only applies where an "incomplete" has been issued and not a letter grade that is subsequently changed as a result of the extended time/additional work. If a school district/system does NOT have a Board Policy on the Restoration of an Incomplete to a Grade or did not have a policy when this exception was requested, the student shall not be able to avail him or herself of this exception.

4-4-6	The primary responsibility for verifying eligibility rests with the receiving school. Eligibility shall be verified by reviewing school records or written verification from the sending school.
4-4-7	Summer school and other educational options may not be used to bring a student into compliance with Bylaws 4-4-1, 4-4-4 or 4-4-5. <b>Note:</b> The prohibition in this bylaw is applicable both prospectively and retrospectively.

## F. Violations of Codes

**Any violation of the codes listed below, in-season or out-of-season, will result in a penalty which may consist of a warning to denial of participation for the remainder of the student's career at NPHS. In the event that the Athletic Code of Conduct or other school policies or procedures do not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.**

All extra-curricular activities listed are covered by this policy.

All violations are cumulative. Each violation adds on to any and all previous offenses.

### a. Alcohol, Tobacco, Drug Regulations

A review of Section I of this policy clearly states the rationale and reasoning behind this regulation. Clearly, alcohol, tobacco, or drug use is not only harmful to the individual involved, but is detrimental to the goals and objectives of the extra-curricular activity program. This regulation is in effect from the first practice or school day of a student's 9th grade year until graduation. Any violations during the high school years will be cumulative from year to year as outlined below. Although violations are cumulative, a student's record may be clear if no violations have taken place from one calendar year after his/her previous violation. Formal written reports of violations will be accepted from coaches, teachers, administrators, law enforcement personnel, or parent/community members. The formal written charge of a violation should be presented to the advisor, head coach, athletic director, and/or principal. A written formal charge should be presented in a timely appropriate fashion. Only signed charges will be investigated.

Upon receiving a written report of a violation, the advisor/coach will turn it over to an appropriate administrator for a complete and thorough investigation. Coaches should involve the athletic director while other activities should notify the high school principal or assistant principal. Students' rights and due process will be respected in any alleged violation. Parents will be notified and involved as early as possible in any allegation.

**No student participating in the Extra-Curricular Program shall use or possess any of the following:**

1. Any dangerous and/or controlled substance
2. All alcoholic beverages
3. Any prescription or patent drug except those approved by school policy
4. Drug paraphernalia
5. Any tobacco products during school time, or at any related activity. Individuals involved in athletics are not permitted to use tobacco products at any time.
6. Inhaling harmful vapors/substances

## CONSEQUENCES: Use or Possession of Alcohol and/or Drugs

<u>FIRST VIOLATION</u>	<u>SECOND VIOLATION</u>	<u>THIRD VIOLATION</u>
<p>1. Restriction from participation in scheduled activities for a period of 20% of regularly scheduled contests excluding scrimmages.</p> <p>Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p> <p>If a violation occurs during the summer months or when the student is not involved in the activity, a <b>20-hour community service</b> equivalent penalty will be assessed and should be completed within a 3-week period. Community service will be defined as community benefiting activities as agreed upon by the school administration and community officials. Supervision and accountability for completion of this penalty shall be the responsibility of the appropriate school administrator or coach/advisor. Students may be restricted from participation during the investigation of allegations under this code.</p> <p>In the event that an activity or sport is less than <b>20%</b> from completion during the school year when a violation is determined, a combination of denial of participation and some appropriate hours of community service will be required.</p>	<p>1. If an individual again violates the alcohol and/or drug regulations of the New Philadelphia Extra-Curricular Activity Program within one year of the first violation, he/she will be restricted from participation in scheduled activities for a period of 50% of the regularly scheduled contests excluding scrimmages.</p> <p>Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p>	<p>1. If an individual again violates the alcohol and/or drug regulations of the New Philadelphia Extra-Curricular Activity Program for a third time within one year of the second violation, he/she will be denied that privilege of further participation in the Extra-Curricular Activity Program for one calendar year from the date of the 3rd violation.</p>
<p>2. If a student is involved in more than one extra-curricular activity when a violation occurs, the same penalty applies to each activity collectively.</p> <p><b>Example:</b> an athlete in season is also on Student Council. He/she experiences a violation and is to miss <b>20%</b> of the athletic season. During the period that the <b>20%</b> restriction is being applied to the athletic activity, the student shall not participate in other activity events; i.e., Student Council in this situation.</p> <p><b>In the event of yearlong activities</b> like Student Council, NHS, or Key Club, a student may opt for the community service option in lieu of the <b>20%</b> reduction period. Activities like drama or the musical that has one or two singular performances; a student may also opt for community service. However, any extra-curricular activity violation occurring within the season (first official practice date through until the awards banquet program) must be served by the <b>20%</b> reduction penalty.</p>	<p>2. The student agrees to complete a program of counseling as established by the New Philadelphia School District.</p>	
<p>3. The student must attend practice. He/she must travel with the team and sit on the bench with the team. He/she cannot be in uniform.</p>	<p>3. The student must attend practice. He/she must travel with the team and sit on the bench with the team. He/she cannot be in uniform.</p>	
<p>4. The student will revoke any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions in any extra-curricular activity for the remainder of the school year. He/she may also be required to forfeit individual postseason recognition.</p>	<p>4. The student will revoke any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions in any extra-curricular activity for the remainder of the school year. He/she may also be required to forfeit individual postseason recognition.</p>	

## CONSEQUENCES: Use or Possession of Tobacco (Vapes)

<u>FIRST VIOLATION</u>	<u>SECOND VIOLATION</u>	<u>THIRD VIOLATION</u>	<u>FOURTH VIOLATION</u>
<p>1. Restriction from participation in scheduled activities for a period of <b>10%</b> of regularly scheduled contests excluding scrimmages.</p> <p>Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p> <p>If a violation occurs during the summer months or when the student is not involved in the activity, a <b>20-hour</b> community service equivalent penalty will be assessed and should be completed within a 3-week period. Community service will be defined as community benefiting activities as agreed upon by the school administration and community officials. Supervision and accountability for completion of this penalty shall be the responsibility of the appropriate school administrator or coach/advisor. Students may be restricted from participation during the investigation of allegations under this code.</p> <p>In the event that an activity or sport is less than <b>10%</b> from completion during the school year when a violation is determined, a combination of denial of participation and some appropriate hours of community service will be required.</p>	<p>1. If an individual again violates the tobacco regulations of the New Philadelphia Extra-Curricular Activity Program within one year of the first violation, he/she will be restricted from participation in scheduled activities for a period of <b>20%</b> of the regularly scheduled contests excluding scrimmages. Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p>	<p>1. If an individual again violates the tobacco regulations of the New Philadelphia Extra-Curricular Activity Program within one year of the first violation, he/she will be restricted from participation in scheduled activities for a period of <b>50%</b> of the regularly scheduled contests excluding scrimmages. Any remaining percentage of the prohibition of participation not served shall be applied toward the next sport in which the athlete participates.</p>	<p>1. If an individual again violates the tobacco regulations of the New Philadelphia Extra-Curricular Activity Program for a fourth time within one year of the second violation, he/she will be denied that privilege of further participation in the Extra-Curricular Activity Program for one calendar year from the date of the 4th violation.</p>
<p>2. If a student is involved in more than one extra-curricular activity when a violation occurs, the same penalty applies to each activity collectively.</p> <p><b>Example:</b> an athlete in season is also on Student Council. He/she experiences a violation and is to miss <b>10%</b> of the athletic season. During the period that the <b>10%</b> restriction is being applied to the athletic activity, the student shall not participate in other activity events; i.e., Student Council in this situation.</p> <p><b>In the event of yearlong activities</b> like Student Council, NHS, or Key Club, a student may opt for the community service option in lieu of the <b>20%</b> reduction period. Activities like drama or the musical that has one or two singular performances; a student may also opt for community service. However, any extra-curricular activity violation occurring within the season (first official practice date through until the awards banquet program) must be served by the 10% reduction penalty</p>	<p>2. The student agrees to complete a program of counseling as established by the New Philadelphia School District.</p>	<p>2. The student agrees to complete a program of counseling as established by the New Philadelphia School District.</p>	
<p>3. The student must attend practice. He/she must travel with the team and sit on the bench with the team. He/she cannot be in uniform.</p>	<p>3. The student must attend practice. He/she must travel with the team and sit on the bench with the team. He/she cannot be in uniform.</p>	<p>3. The student must attend practice. He/she must travel with the team and sit on the bench with the team. He/she cannot be in uniform.</p>	
	<p>4. The student will revoke any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions in any extra-curricular activity for the remainder of the school year. He/she may also be required to forfeit individual postseason recognition.</p>	<p>4. The student will revoke any leadership positions, such as, but not limited to, team captain, and will not hold any leadership positions in any extra-curricular activity for the remainder of the school year. He/she may also be required to forfeit individual postseason recognition.</p>	

#### **b. Policy Regarding Other Violations**

Student-athletes who are under the **Extra-Curricular Activity Code of Conduct** are representatives of New Philadelphia City Schools and are expected to behave as model students and citizens in and out of school. Student-athletes may be denied participation for display of behavior which reflects negatively on the student, team, or school. Denial will be determined by the high school administration and coach according to the severity of the infraction. Acts of unacceptable behavior may be, but are not limited to:

- theft;
- vandalism;
- selling of controlled substances;
- disrespect;
- profanity;
- violating team rules;
- repeated infractions of school rules;
- physical confrontations;
- unsportsmanlike conduct at athletic contests or school-sponsored events;
- ejections from contest(s);
- hazing
- and violations that occur in the public domain and/or may have pending legal action.

Student-athletes who have been suspended from school under the **Extra-Curricular Activity Code of Conduct** are denied participation from athletics during the duration of the suspension. A suspension that carries over a weekend will result in a denial of participation over the weekend. Suspended student-athletes may not practice or compete with their team until they return to regular classes.

## **IV. Due Process**

### Due Process Procedure

Students shall be given written notice of an advisor's intention to deny the privilege to participate, and/or removal from the group, as well as the reasons for such denial.

Students will be requested to sign a form indicating their awareness of the notification. The signing shall not be an admission of any facts. Parents shall be notified by mail. Students and/or their parents have the right to an informal hearing before the advisor to review the charges. The hearing request must be within two (2) days of student receipt of the denial of privilege to participate, and the hearing shall be held within two (2) days of receipt of the hearing request. Advisors shall make their decision within twenty-four hours.

### Appeals

If the advisor decides to continue the denial of the privilege to participate and/or removal, the student has a right to appeal the action to the principal. If time is an important factor, the appeal hearing may be held immediately. The appeal hearing shall take place within two (2) days from the principal's receipt of the request for an appeal.

Nothing in this section denies a student or parent/guardian the right to appeal to the superintendent or the courts, or to be represented by council at any stage of the proceedings. NOTE: Notification of parents is not required if a student is 18 years of age.

## **Sexting, Texting and Emailing (of inappropriate language, pictures, messages)**

Posting inappropriate materials (pictures, messages, language, etc.) on web pages or social network forums are not acceptable. Any and all such material must be monitored and maintained by the student. The student shall not, by any means, possess pornographic materials of any form.

## **Social Networking**

Participation in social network sites such as Facebook, Snapchat, Instagram, Twitter, and other digital platforms and distribution mechanisms that facilitate communication has both positive appeal and potentially negative consequences. The New Philadelphia Athletic Department and school administration supports and encourages the use of social network sites as a platform for individual expression and free speech. Students are not restricted from using any online social network sites and digital platforms.

However, users must understand that any content they make public via online social networks or digital platforms must comply with all policies, rules and regulations of the New Philadelphia Athletic Department and the OHSAA rules and regulations, as well as with federal, state, and local law. Students must recognize the power of public media domains and the potentially negative image that they can portray about students, coaches, the athletic program and the school district. Student violations of athletic policy (e.g. harassing language, drug, tobacco and alcohol policy violations) evident in the content of online social networks or digital platforms are subject to investigation and sanction under the athletic code of conduct, and could be subject to the authority of law enforcement agencies. Students must be aware of these consequences and exercise appropriate caution if they choose to participate in social networking platforms.

## **How to address a problem or complaint regarding any Extra Curricular Activity**

If a student, parent, or community member has a problem or complaint, the initial step should be to call or make an appointment with the coach/advisor. Hopefully, most issues can and will be resolved when lines of communication are open and issues can be handled directly. However, if the issue cannot be satisfactorily resolved at the initial level, the individual should follow the following chain of command.

**First Level** Coach/Advisor

**Second Level** Athletic Director (for Athletic Concerns)  
Assistant Principal/Principal (other student activities)

**Third Level** Superintendent of Schools

## **Public Complaints and Grievances**

This process is initiated by requesting a conference with the superintendent in writing. The request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it, including dates of contact with the coach/advisor and/or athletic director and principal.
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely.

## **Self-Reporting / Voluntary Referral**

An athlete, coach, or parent/guardian may make a “voluntary referral” if it is strongly felt that an athlete’s academic, athletic, and social life is being affected by the abuse of alcohol, tobacco or illegal drugs. A voluntary referral can be made with no consequences, if the referral is made without the intended purpose of not being denied participation because of a specific violation that has been, is, or will be investigated by the school administration. A recommendation of counseling services will be made to the student and his/her parent/guardian.

## **Fan Consequences for Unsportsmanlike Conduct**

- A. Any fan, who is ejected from any school-sponsored inter-scholastic contest for unsporting conduct, shall be ejected from the playing area and is prohibited from further contact, direct or indirect, with team members, managers, coaches, and contest officials for the remainder of the contest. The ejected fan must leave the facility until the event is over and all parties involved with the contest have left.
- B. The fan shall be denied admittance to any school-sponsored activity until he/she attends an informal hearing with the Athletic Director and another school administrator. Following that meeting, a consequence shall be determined according to the seriousness of the infraction. The minimum consequence is the denial of the next regular season/tournament home contest in the same sport at the same level, and the fan must take the National Federation of State High School Association's "Sportsmanship" course, which must be completed before returning to athletic contests and can be taken at [www.nfhslearn.com](http://www.nfhslearn.com).
- C. Should there be any subsequent ejections at any interscholastic contest, the fan would be denied to all contests for the remainder of the season, pending the decision following an informal hearing with the athletic director and another school administrator.