

Northeastern Local Schools

Kenton Ridge HS/MS Student Handbook

2024-25

Items that have been struck out will be eliminated

This planner belongs to:

Name _____

Grade _____

Street Address _____

City, State, Zip _____

Phone _____

Email _____

Dear Students of Northeastern Local School District:

We welcome you back to for the 2024-25 school year with great anticipation and expectations for a very productive school year. This planner has been created as a guide to help you become aware of the policies and procedures that will be followed during the coming school year. It is not all encompassing, but does give a wealth of information to help in dealing with the most common situations that may arise at the high school. Please use it as instructed and take the time to review the important information included in the beginning to help you answer questions regarding NELSD policies.

As in any fine school, the students are the most important part; after all, without students, schools would not exist. It is our intent that you have a very enriching and enjoyable experience during your years in NELSD. To help you to become better organized and achieve more, this planner has been designed specifically for you by a committee comprised of parents, teachers, and administrators.

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

Wishing you a wonderful year.

The mission of NELSD is to develop active learners who are respectful, responsible, and productive.

Philosophy

Northeastern Local School District

We believe in the dignity and inherent worth of every individual. We accept every child, as he/she is when he/she enters our schools. We recognize that each child has different abilities, interests, and needs to which our curriculum must be suited. We shall do our utmost to help each child develop his/her potentialities to the fullest extent so that he/she may become a socially and economically productive member of our democratic society.

We believe in the American way of life that permits an individual to choose his/her own way of life as long as it does not interfere with the rights and property of others. To perpetuate this belief we must guide the child in the development of critical and scientific thinking so that he/she can reach valid decisions concerning

our society. We must stimulate in each child a respect and loyalty to our American heritage and a deep conviction of his/her personal responsibility for contributing to it.

We believe that we must guide all school activities toward the following goals:

- * That students will be encouraged to understand and utilize their knowledge rather than merely memorizing facts.
- * That students will develop desirable traits of mental and physical health.
- * That students will develop value systems, including ethical and spiritual values, that is compatible with the values of the culture.
- * That students will be encouraged to develop their natural desire to learn and will be encouraged, through practice, to continue the use of efficient methods of developing skills, values, thought processes, and factual information throughout their lives.

Parents Can Make a Difference

Homework is the Key to Your Child's Success in School

Your children may disagree, but educators do not: homework is the key to your child's success in school. Critics of the American education system point to other countries whose students show a high level of achievement, and attribute that success in large measure to the many hours of homework they are assigned each night.

There are not enough hours in the school day for all of the learning and reinforcement students need to master a subject. That's what homework is for. Unfortunately, many students do not see it that way. They either give their homework assignments little attention or ignore them entirely.

That's where you as parents come in. It's important to keep close tabs on your child's homework assignments. If that means contacting the school regularly, then do it. There are many ways that a parent can ensure that their children get the most out of their homework assignments. Here are some tips offered by experts to help your child to a rewarding homework experience:

- * Homework is best done in the same place each day. Try to limit distractions. Teachers discourage having a television on when a child is working on homework.
- * Keep supplies - dictionary, paper, etc.- in a box or drawer nearby.
- * Be firm about the fact that homework is an extension of the child's job of going to school.
- * Show the child that you are interested in the day's homework. Ask about long-term assignments. Too many times children forget the science project until the night before it is due.
- * Resist doing the child's homework for him/her, though younger children may need more help.
- * Praise your child for the work.

Ask to see the grades on homework assignments. Look at the teacher's comments and contact the teacher if you have any questions about the assignments or grade.

Monitoring your child's homework is one of the best ways parents can work with the school to improve their children's skills. It is our intent that this planner will make that task a bit more manageable for parent and child.

2024-25 Calendar At a Glance

August 19	Open House
August 22	First Day for Students
September 2	Labor Day (No School)
September 22	Interim Week
October 11	District PD Day (No School for Students)
October 14	No School
October 25	End of First Nine Weeks
November 25	Interim Week
November 27	No School (Conference Make-Up Day)
November 28-29	Thanksgiving Break (No School)
Dec. 23 – Jan. 3	Winter Break

January 6	School Resumes
January 10	End of Second Nine Weeks
January 17	No School (District PD Day)
January 20	No School (M. L. King Day)
February 10	Interim Week
February 17	No School (Presidents' Day)
March 21	End of Third Nine Weeks
March 24	No School (Conference Make-Up Day)
March 24-28	No School (Spring Break)
March 31	No School (District PD Day)
April 18	No School (Good Friday)
April 20	Easter Sunday
April 28	Interim Week
May 26	No School (Memorial Day)
May 27	Graduation
May 29	End of Fourth Nine Weeks/Last Day for Students
May 30	Teacher Work Day

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GENERAL INFORMATION

Administrative Office Area

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

Age of Majority

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

Announcements

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

Book Bags/Purses

They may be carried to and from school. However, due to safety concerns, book bags must remain in lockers throughout the school day. Any item that can be used to carry a textbook is considered a book bag. In certain classrooms students may not be permitted to carry large purses. In many classrooms large purses create safety hazards due to the size of the classroom, number of students in the class, or the curriculum being taught. Whether students are permitted to bring large purses to class will be up to the discretion of the teacher. Smaller purses, calculator cases, and pen/pencil bags all about the size of the student planner will be acceptable in these situations.

Cars and Parking

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

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

- Posted speed limits and traffic flow instructions are observed.
- **Student MUST park in their assigned parking space. Students at without a parking permit MUST park in the designated area assigned by administration. Failure to comply may result in disciplinary actions.**
- Parking lot is exited in an orderly fashion using only exit lanes between parking spaces.
- Careless, reckless, or hazardous driving on school property **will not be tolerated.**
- Student drivers with excessive tardies may have driving privileges suspended for weekly periods of time.

Change of Information

Any changes or corrections of address, telephone number, or guardianship should be reported as soon as possible to the Office. Due to unforeseen circumstances or emergencies, which may arise during a school day, accurate records are a top priority.

Closed Campus

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

College Visitation

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

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

Commons and Lunch Rules

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

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

Dances

NELSD requires a student not enrolled at NEHS or KRHS attending a dance will have to sign a dance policy form before tickets may be purchased to attend the event. No middle school students are permitted to attend High School dances. Middle school dances are only for Kenton Ridge middle school students.

Deliveries

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

Elevators

Students are not permitted to use the elevator without written permission from the Office. Only temporarily or permanently handicapped students and those assisting them will be granted permission to ride the elevator.

Emergency Drills

Emergency drills are required by law and regularly scheduled throughout the year. Teachers will give specific instructions to each class. Emergency drills are to be carried out as if they were real emergencies. Students and staff are to move **quickly** and **quietly** to the point of safety. For any other emergency situations, instructions will be given over the public address system. Cooperation of all is expected.

Emergency Medical and County Registration Forms

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

Field Trips

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

Good Night Rule

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

Hallways

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

Hall Passes

Hall passes are issued for the purpose of making students accountable. Students need a hall pass assigned to them when outside their scheduled classroom during the school day. This must be obtained from their instructor using the district specified system, which will be E-Hall Pass. Students must obtain prior approval/permission from any/all instructors when absent from class. Hall passes are for the purpose of travel to and from the assigned destination, Students are not permitted in the halls without a pass.

Important Telephone Numbers

Central Office.....	325-7615
Transportation.....	328-6562
Kenton Ridge Main Office	390-1274
Kenton Ridge Athletic Office.....	390-0012
Northeastern Main Office.....	328-6575
Northeastern Athletic Office.....	328-6580
Springfield-Clark CTC.....	325-7368
Clark County ESC.....	325-7671

Instructional Materials Center

The Instructional Materials Center (IMC) is the school library at each high school. It is a place for reading, studying, reference work, and other types of research. In the IMC students have access to online resources throughout the district as well as traditional printed material. Books may be signed out for a two-week period. There are no fines levied for overdue materials; however, students are charged for lost or damaged items. Students having an overdue item at the end of a grading period may have their grade cards held until the item is returned. A limited number of students are sent to the IMC from Study Hall each period.

Students who are receiving below a C- will not be permitted to go to the IMC without a teacher pass with a task to be completed. Students who misbehave in the IMC may lose their IMC privilege or face other disciplinary action.

Littering

We take a great deal of pride in the high school campuses - the building, sports facilities, and property. Be respectful of those who work to keep it clean, safe, and attractive. Lead by example. Don't litter.

Lockers & Lost Locks

Each student is assigned a personal hall locker, & may be assigned a lock. To safeguard property, a student may place a school issued combination lock on his/her locker to keep personal items secure. Lockers remain the property of the school and may be searched at any time. We strongly suggest that students place a "locked" lock on their lockers at all times. A **\$10.00** lock replacement fee will be assessed to any student that does not return the specific lock that was issued to that the beginning of the school year.

Lost and Found

Any article found should be taken to the Office. Lost articles may be claimed outside the Office. If you lose something, check with the Office as soon as you discover your loss.

Medication

Parents may sign the **Authorization for Non-Prescribed Medication** to allow their student to be given the following medications at school: generic Tylenol, ibuprofen, tums, cough drops. These medications will be supplied and dispensed by the nurse. Before any prescribed medication may be taken by a student the **Licensed Prescriber's Statement and Parent Request Form** must be signed by both parent and health care

provider and be on file in the office. Parents must send this medication to school in its original container and it must be stored and dispensed in the nurse's office. Both forms are available in the office or on the district's website under "district forms."

Parent/Teacher Conferences

Parent/Teacher conferences are held two evenings during each semester. The dates will be announced early in the school year in school publications. At any time, an appointment may be made with a teacher, counselor, or administrator by contacting the Main Office.

Restrooms

No student is to be in a restroom during class periods without an appropriate pass. Students are afforded restroom passes via their planner each grading period. Students are to use the restroom closest to the classroom from which they are excused. Restrooms are not provided as student lounges or meeting places. **Students feeling ill are to report directly to the Clinic, not to the restroom.**

School Closings

In the event of inclement weather or other unforeseen emergencies, school closings will be reported on local radio and television stations and posted on the district web site. In addition, **the district's computerized calling system will be activated to alert parents / guardians as soon as such decisions have been made.** To ensure the safety of our students, a school closing due to inclement weather automatically cancels all school activities.

Sportsmanship

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

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

Study Hall

Study hall provides students with a quiet period during the school day to do school work or read. The following guidelines allow students to make the best use of their time:

- Students must be actively engaged in schoolwork or reading; **sleeping is not permitted.**
- A quiet and orderly environment, conducive to study, will be maintained at all times.
- Students are permitted restroom passes and locker passes via the planner each grading period.
- **Passes to be released to another classroom must be obtained before coming to Study Hall.**
- Students are not to put their feet on the furniture.
- Passes to the IMC from a teacher are to include an assignment of specific work.
- As in all classrooms, no food, candy, or drink is permitted.

Teacher's Desk and Property

The teacher's desk and property are off limits to students. No item is to be taken from a teacher's desk without permission. Attendance sheets and grade books are confidential and off limits to students.

Valuable Property

Students are encouraged not to bring expensive items to school. The school will not accept responsibility for the loss of personal property. This includes electronic items, cell phones, IPODS, etc.

Visitors

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

ACADEMICS

Academic Dishonesty

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

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

Use of AI (Artificial Intelligence)

Policy on the Acceptable Use of Chat GPT by Students

Purpose:

This policy outlines the guidelines for the acceptable use of Chat GPT (or any similar AI-based language model) by students within the school premises and on school-provided devices. The objective is to ensure responsible and appropriate use of this technology while promoting a safe and productive learning environment.

1. Definition of Chat GPT:

Chat GPT refers to any AI-based language model designed to engage in conversation with users. It may be available through various platforms or applications, enabling students to interact with the AI system.

2. Appropriate Use:

- Educational Purposes: Students are encouraged to use Chat GPT for educational purposes, including seeking clarification on class topics, researching information, and enhancing their understanding of subjects.
- Homework Assistance: Chat GPT may be used to seek help with homework or assignments, provided it does not involve cheating or violating academic integrity.

3. Prohibited Uses:

- Academic Dishonesty: Students must not use Chat GPT to cheat on exams, tests, quizzes, or any other academic assessments. Cheating and plagiarism are strictly prohibited and will result in appropriate disciplinary actions.
- Inappropriate Content: Engaging in conversations or requesting responses that contain explicit, offensive, or inappropriate language, images, or topics is not allowed.

-Misrepresentation: Impersonating others or misrepresenting one's identity while using Chat GPT is not allowed.

-Privacy Violation: Students should not share personal or sensitive information while using Chat GPT, especially if the interaction is not secure or private.

4. Supervision and Responsibility:

-Classroom Use: If a teacher permits the use of Chat GPT in the classroom, it should be under supervision to ensure appropriate usage.

-Teachers and school staff should provide guidance to students on the responsible and ethical use of Chat GPT.

5. Security and Data Privacy:

-Secure Platforms: Students should use reputable and secure platforms or applications when accessing Chat GPT.

-Data Privacy: Students must be aware that interactions with Chat GPT might be recorded or stored and that they should exercise caution when discussing personal information.

6. Consequences of Violation:

-Any student found violating this policy will be subject to disciplinary action, which may include but is not limited to, verbal warning, written warning, zero on assignment, temporary suspension from using school-provided devices, and parental notification.

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

The PSAT TEST

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

Academic Eligibility for Extra Curricular Participation

Consistent with the mission and goals for the Northeastern Local School District, a comprehensive program of student activities is made available to high school students. To insure that the district not lose sight of the fact that extracurricular participation exists to complement the academic program and not to supplant academics as our primary objective, regulations and procedures were developed to implement a policy establishing a requirement of a **1.67 grade point average** to permit extracurricular activities in grades 7 - 12.

Furthermore, high school students (9-12) must pass at least **five (1 credit) courses** or their equivalent during the preceding grading period to be eligible to participate. Weekly eligibility checks will continue to monitor that students are passing the required number of classes. The Board of Education further directed the superintendent to set up intervention strategies and procedures for all 7-12 students. Students, who have attained Ohio High School Athletic Association (OHSAA) standards, but not the additional Board standards, may request a "probationary" status. The student may continue to participate in extracurricular activities during this probationary grading period if he/she has followed the guidelines established to improve his academic achievement. High school students may apply for probationary status **twice** during their high school careers. This policy applies to all 7 - 12 students who participate in OHSAA sanctioned athletics and other board approved activities, which lead to interscholastic competitions. An exception to this policy would be activities that fall into the definition of co-curricular. A co-curricular activity is defined as an activity that is directly related to enrollment in a specific class that is part of the board approved Course of Study, and the activity makes up a part of the grade for the class.

Class Materials

Students are required to report to classes daily with the necessary materials: ChromeBook, pencils, pens, paper, books, homework assignments, etc. Disciplinary action may be taken for failure to be prepared.

Early Graduation

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

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

Grading Scale

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

Honor Roll

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

Internet Access and Computer Usage

NELSD offers students access to the school district's computer networks including access to the Internet. The computer and the networks are provided for students to conduct research and school related activities. In using them students are expected to behave responsibly and maturely just as they would in any other school activity. Network administrators and other school staff may review files and communications to maintain system integrity, to review student progress, and to insure that the system is being used responsibly.

Interim/Progress Reports

At the midpoint of each grading period, all students will be issued an interim grade report. This report will be distributed to students to bring home to parents/guardians. For additional reporting information, our online progress book can also provide parents / guardians and students with a progress report upon request. Parents / Guardians may request a username and password to access their child's account and check progress online. Please contact the main office for more information.

National Honor Society REQUIREMENTS

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

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

Leadership, Character, and Service: After qualifying scholastically, the candidate is rated by the teachers, counselors, and sponsors of school activities. Students must demonstrate outstanding

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

Selection to the National Honor Society is strictly a faculty honor. Reasons for non-selection will not be given to students or parents. Selection to membership is a privilege, not a right. The decision of the faculty selection committee is final and not subject to any form of appeal. Unsuccessful candidates can apply for reconsideration the following school year. A student may be dismissed from the National Honor Society if he/she does not maintain the standards by which he/she was selected or if he/she does not fulfill all obligations to the National Honor Society. **Questions and correspondence should be directed to the sponsor of the National Honor Society.**

Physical Education Class Guidelines

To insure students' safety during participation in Physical Education classes, shorts/warm-ups/sweat-pants, T-shirts, socks, and tennis shoes are required dress. **If a student is not allowed to participate due to a medical condition, a written doctor's statement excusing participation is required.**

College Credit Plus/Post-Secondary

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

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

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

Schedule Changes

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

Textbooks

The school furnishes all necessary textbooks. Students are expected to cover all textbooks; covers are available at school. For identification, every book is numbered. Each student is responsible for all textbooks loaned to him/her, and is expected to return each book at the end of participation in the course, or pay for any book lost, destroyed, stolen, or damaged. **No records, transcripts, or diplomas will be issued until all**

books are returned and/or fees are paid. If a replacement text is issued it also becomes the responsibility of the student as stated above.

ATTENDANCE

In order for a student to be successful at school they must maintain regular attendance. According to the Ohio Revised Code, the following absences are to be considered a legal absence – personal illness, critical illness in the family, death of a relative, quarantine of the home, observance of a religious holiday, or any other reason which the principal may deem justifiable. Parents / Guardians are to notify the office by 9:00 a.m. if the child will not be attending school. The child upon their return to school must also bring in a written excuse. This note should also indicate the reason for the absence. If a student is absent from school due to illness, they are not permitted to participate in or attend after school programs.

This note is to be turned in at the main office within two (2) days of the student's return for the absence to be EXCUSED.

- A student will be marked “unexcused” in the result of not receiving a call or note the day of the absence. Students will be mark “excused” once a note or call by a parent / guardian as described above has been received by the office. Please note all “unexcused” absences may result in zeros for schoolwork given on the day of an unexcused absence.

ATTENDANCE POLICY, EXCESSIVE ABSENCE, & TARDIES

The Northeastern Board of Education has adopted an attendance policy for all students in the district. We are trying to be proactive and make sure students and parents are well aware of the policy:

When a student's accumulated absences amount to either 3 consecutive days or 12 or more days in a year, the principal may require the parent / guardian to provide a signed statement from a physician verifying that the student was unable to come to school for reason of illness. Failure to do so may result in the absence being deemed unexcused.

If there is a medical condition that may require a child to miss more than the policy allows, **then a doctor's note must be on file in the school records indicating the medical condition.** A student's make up work can be requested by a parent or guardian if a child is absent from school. The student will have the number of days absent plus one extra day before the assignments are considered late or missing.

ATTENDANCE-ABSENCE (PARTIAL)

Absence from school for more than two hours, and less than five, shall be considered a half day absence. Absence for more than five hours shall be considered a full day's absence.

ATTENDANCE-EARLY DISMISSAL

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

ATTENDANCE-TARDY POLICY

Students who are late to school must report to the Office for a pink tardy slip to class. **Car trouble, oversleeping, missing a ride, etc.** are **not** valid excuses for tardiness. A student who is tardy to a class throughout the day will answer to that classroom teacher. An accumulation of **3** unexcused tardies to school or to a given class during a grading period may begin the disciplinary process with the assignment of after school detention. **Students not signing in the office when tardy to start the day may receive immediate disciplinary consequences.** Athletes must be here by 9:30 in order to practice or participate in a game, unless a building administrator approves the absence or a medical excuse is provided.

Family Vacations

Students are permitted to go on vacation during the school year without penalty (except the week ending each semester). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. For family vacations (immediate family only), that have received approval through the "Special Absence Request Form" found in main office of building, up to five (5) days will count as one (1) day of excused absence in the aggregate count. Each day beyond five (5) days may count as one (1) day of unexcused absence. It is strongly recommended that family vacations be scheduled to coincide with school vacations. The school calendar is available to all families at the beginning of each year.

The District will only approve a student's absence for a vacation when the student will be in the company of their own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal. If a student is absent for any other type of vacation, s/he will be considered unexcused absent from school and subject to truancy regulations. The student may be given approximate assignments and materials and pages to be completed.

These vacation day absences will not allow students to exempt an exam for attendance. In conjunction, the makeup work policy applies accordingly.

Habitual Absence - Loss of Driving Privileges

When the superintendent of the school district receives information that a student of compulsory school age has been absent without legitimate excuse for more than **10 consecutive days, or a total of at least 15 days in any term or semester**, he/she may institute a process, which, could result in the temporary suspension of the student's Ohio driving privileges. The entire due process pertaining to this procedure is outlined in the Student Responsibilities Handbook, Section 6523.1.

Leaving School Due To Illness

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

Excused Absences

In accordance with the Ohio Revised Code, the following absences will be considered an excused absences:

- Personal illness
- Illness in the family
- Death in the family
- Quarantine of the home
- Observance of a bona fide religious holiday
- Any reason which the principal or superintendent deems justifiable

Make-up Work

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

Requests for Homework Assignments

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

Unexcused Absence

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

Attendance Review According to Ohio Revised Code

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

DISCIPLINE

Breathalyzer

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

Harassment/Intimidation/Bullying

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

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

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

-Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

-Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

Discrimination, Harassment, and Bullying Reporting

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

Bus Conduct

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

Dangerous Conduct

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

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

Detention

Detentions will be scheduled after school from 3:20-3:50 on Tuesday, Wednesday, and Thursday. Failure to serve an assigned detention may result in a doubling of the assignment; a second offense may result in Progressive Discipline. Arriving late to detention will result in the issuance of the assigned detention on the next available day, in addition to serving the one already assigned. It is the student's responsibility to obtain dependable transportation. Having a job after school is NOT an excuse to miss detention.

Out of School Suspension

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

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the

procedures to be followed by the school officials when implementing such discipline. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA and/or Section 504 of the Rehabilitation Act of 1973.

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

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

A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.

B. "Suspension" shall be the temporary exclusion of a student by a district administrator for a period not to exceed ten (10) school days.

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

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

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

Expulsion shall be the exclusion of a student from the schools of this District for a period of time. Only the Superintendent may expel a student.

Disruptive Conduct

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

- **Public Display of Affection**
- **Profane or Unacceptable Language**
- **Repeated Classroom Disruptions and Insubordination**
- **Gambling**
- **Theft/Lying**
- **Hazing or Bullying**

Dress and Appearance

NELSD believes that proper dress and grooming contribute to, and are a part of, the educational process. The building administrator may exclude any student when the apparel is inappropriate. What is or is not appropriate is a decision of school administrators that hopefully reflects community feelings, values and attitudes. With this in mind, the following guidelines are offered:

Students shall wear clothing that is clean, neat, and in good repair.

- a. Skirts and shorts must reach the fingertip of the extended arm.
- b. Shirts and blouses must have factory-finished sleeves, no spaghetti strap blouses are permitted.
- c. Backless, strapless, low-cut tops, shirts that expose the midriff, halter tops or any shirt without factory-finished sleeves are not allowed.
- d. Pajama pants are not to be worn.
- e. Rips, holes and/or frays in jeans/pants exposing skin are not permitted above the reach of the fingertip of the extended arm.
- f. Shoes are required at all times in the building.
- g. Proper undergarments are to be worn but not seen.
- h. Hats, hoods, bandanas, sweatbands or similar items are not to be worn inside the building during school.

- i. Book bags are may not permitted for better flow within hallways and safety precautions.
- j. Clothing will be free from inappropriate pictures or inscriptions (ex. confederate flags, alcohol and tobacco advertising, "Hooters" shirts, etc.)
- k. Sunglasses during school hours are not permitted unless the wearer has medical authorization.

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

Electronic Devices

Students are not permitted to use radios, headphones, earbuds, IPODS, electronic games, cellular telephones, laser pointers, etc. during the school day. These items may be confiscated and given to the administration. On the first offense, the item, along with a scheduled detention, will be returned to the student at the end of the day. The second offense may result in the student being placed in Saturday School, and the item to be returned ONLY to THE PARENT /GUARDIAN. A third offense may result in suspension from school and/or a total banning of that student's privilege to bring such items to school. Cell phones may only be used with permission from a school administrator. The school is not responsible for lost, stolen, or damaged electronic devices.

- The use of electronic devices for the purpose of taking photographs or videotaping at school, on the school bus, or on school grounds without administrative approval is strictly prohibited. Violation of this policy will result in consequences.

Falsified Notes and Phone Calls

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

Isolated Learning Placement

The purpose of Isolated Learning Placement (ILP) is to provide a disciplinary and educational alternative to an out-of-school suspension. School administrators will assign students to the program. **Students will not have an option of whether or not they will be assigned.** It is the responsibility of each student to complete all assignments missed during the duration of the ILP. Students will receive full credit for the work completed in ILP. **Failure to comply with the ILP standards of behavior may result in additional days of placement or a conversion to an out-of-school suspension.**

Punishments, Rights, and Due Process

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

Student Conduct Code

The purpose of the student conduct code is to protect the rights of individuals as well as to insure an educationally sound school atmosphere. The rights and responsibilities of both students and staff of our schools are identified within the code. It is impractical to provide an all-inclusive student handbook in a planner of this size. If a specific behavior or action is not listed, it should not be assumed there is no consequence. Most behaviors and expectations have been explained in the General Information section of this planner. The following are more serious disruptions, which will result in more severe consequences, including removal from school. More complete explanations of policy and due process are available in the Student Responsibilities Handbook. Disciplinary consequences may also be modified if the teacher and administrator believe an alternative consequence is needed to address a certain behavior.

Substance Abuse - Loss of Driving Privileges

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

Zero Tolerance Policy

The Northeastern Local School Board of Education **will not tolerate any form of violence, disruptive or inappropriate behavior or excessive truancy.** All students have the responsibility to pursue their education in the NELSD in a manner, which shows respect for other students, staff, parents, and citizens through abiding by the Student Conduct Code. Students have a responsibility to cooperate with and to assist the staff in the orderly and efficient operation of the school. We recognize that students may, from time to time, display conduct that is unacceptable in a school setting. Students with initial and/or minor violations of school rules may be dealt with at the building level using a variety of appropriate penalties. These may include parent conferences, detentions, work details, Saturday School and In School Suspension. In addition, the principal may formulate other consequences to deal with inappropriate behavior. Violations of a serious nature will be dealt with as described in the Student Responsibilities Handbook and penalties may include emergency removal suspensions and expulsions. Applications of the conduct provisions may be exercised against any student enrolled in the school system who violates these rules at school, at school-related functions, or under any circumstances related to the student's relationship to the school district, its teachers and administrators, and /or its students.

Zero Tolerance-Smoking/Vaping Policy

Any student, whether they are 18 or not, determined to be smoking or having smoking paraphernalia in his/her possession may be **suspended from school for 3 days.** Subsequent offenses may warrant stiffer penalties. This includes smokeless tobacco, cigarettes/E-cigarettes/Vapes

Student's Agreement

Every student, regardless of age, must read and sign below. Then return this signed form, after parents' / guardians' have signed as well, to your homeroom teacher.

I have read and understand the policies as explained in this planner. I am aware of the consequences should I choose not to follow these guidelines established by administration and staff and approved by the Northeastern Local Board of Education.

Student's Name (Print clearly)

Grade

Student's Signature_____

Date_____

Parent's Agreement

The information contained in this student handbook is intended to provide for the safety and education of all the students at Northeastern Local District. The staff and administration encourage the parents and students to read and familiarize themselves with the guidelines in this handbook. Please sign the page below indicating you have read and understand the Student Handbook and the Northeastern Local Schools Handbook which are both found online at www.nelsd.org. If you need a copy of the Northeastern Local Schools Handbook or the High School Student Handbook please contact the high school office.

Parent's Name (Print clearly)

Parent's Signature

Date