

**'2024-2025**

**BOARD OF EDUCATION**

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**Mr. Jeff Williams, Assistant Superintendent**  
**Mr. Ricky Neff, Principal**  
**Mrs. Leslie Seats, Assistant Principal**

**OFFICE STAFF**

**Mr. Chris Tracy, School Counselor**  
**Mrs. Melissa Cantu, Administrative Assistant**

**TELEPHONE DIRECTORY**

Assistant Superintendent's Office 330-364-0600  
Athletic Office 330-364-0658  
Bus Coordinator 330-364-0622  
EMIS Coordinator, Progress Book 330-364-0640  
Middle School Assistant Principal 330-364-0645  
Middle School Fax 330-364-0677  
Middle School Guidance Office 330-364-0645  
Middle School Principal 330-364-0645  
Nurse's Clinic 330-364-0660  
Superintendent's Office 330-364-0600  
QDA 330-364-0618  
ECOESC 330-309-9939

New Philadelphia City Schools Webpage [www.npschools.org](http://www.npschools.org)



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## **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 2017, 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 2017.

## **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.

Mr. Jeff Williams  
Assistant Superintendent  
330-364-0600

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.

## **NON DISCRIMINATION 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.

**SCHOOL CALENDAR  
2024-2025**

**First Semester**

August 21	First Day for Students
September 2	Labor Day - NO SCHOOL
September 27	Teacher Work Day-NO SCHOOL
October 25	End of Quarter 1
November 27-29	Thanksgiving Break - NO SCHOOL
December 2	Conference Exchange Day - NO SCHOOL
December 23-January 3	Christmas Break – NO SCHOOL
January 6	Classes Resume
January 17	End of Quarter 2

**Second Semester**

January 20	MLK Day - NO SCHOOL
January 31	Teacher Work Day -NO SCHOOL
February 17	President’s Day - NO SCHOOL
March 21	End of Quarter 3
April 14-18	Spring Break - NO SCHOOL
April 21	Conference Exchange Day - NO SCHOOL
May 29	Last Day for Students/End of Quarter 4

## Bell Schedules

### 6th Grade Schedule

Teachers on Duty at 7:10 a.m.				
Student Day Begins: Students Allowed to Enter Building at 7:20 a.m. Tardy Bell Rings at 7:30 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 Class	7:30 - 8:17	7:48 - 8:35	7:30 - 8:08	9:30 - 10:03
2 Class	8:21 - 9:04	8:39 - 9:19	8:12 - 8:45	10:07 - 10:36
3 6th Grade Explo 1	9:08 - 9:51	9:23 - 10:03	8:49 - 9:24	10:40-11:09
4 6th Grade Explo 2	9:55 - 10:38	10:07 - 10:46	9:28 - 10:01	11:13-11:43(5 A/B)
5 A/B Class	10:42 - 11:24	10:50 - 11:32	10:05-10:38 (8)	11:47-12:17 (6 A/B)
6 A/B Class	11:28 - 12:10	11:36 - 12:18	10:42-11:26 (5 A/B)	11:21-12:51 (7 A/B)
7 A/B Lunch 6	12:14 - 11:56	12:22 - 1:04	11:30-12:14 (6 A/B)	12:55-1:24 (4)
8 Class	1:00 - 1:43	1:08 - 1:47	12:18-1:02(7 A/B)	1:28-1:57
9 Class	1:47 - 2:30	1:51 - 2:30	1:06 - 1:39	2:01 - 2:30
Assembly	N/A	N/A	1:45 - 2:30	N/A

## 7th Grade Schedule

Teachers on Duty at 7:10 a.m.				
Student Day Begins: Students Allowed to Enter Building at 7:20 a.m. Tardy Bell Rings at 7:30 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 7th Grade Explo 1	7:30 - 8:17	7:48 - 8:35	7:30 - 8:08	9:30 - 10:03
2 7th Grade Explo 2	8:21 - 9:04	8:39 - 9:19	8:12 - 8:45	10:07 - 10:36
3 Class	9:08 - 9:51	9:23 - 10:03	8:49 - 9:24	10:40-11:09
4 Class	9:55 - 10:38	10:07 - 10:46	9:28 - 10:01	11:13-11:43(5 A/B)
5 A/B Class	10:42 - 11:24	10:50 - 11:32	10:05-10:38 (8)	11:47-12:17 (6 A/B)
6 A/B Lunch 7	11:28 - 12:10	11:36 - 12:18	10:42-11:26 (5 A/B)	11:21-12:51 (7 A/B)
7 A/B Class	12:14 - 11:56	12:22 - 1:04	11:30-12:14 (6 A/B)	12:55-1:24 (4)
8 Class	1:00 - 1:43	1:08 - 1:47	12:18-1:02(7 A/B)	1:28-1:57
9 Class	1:47 - 2:30	1:51 - 2:30	1:06 - 1:39	2:01 - 2:30
Assembly	N/A	N/A	1:45 - 2:30	N/A



## 8th Grade Schedule

Teachers on Duty at 7:10 a.m.				
Student Day Begins: Students Allowed to Enter Building at 7:20 a.m. Tardy Bell Rings at 7:30				
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 Class	7:30 - 8:17	7:48 - 8:35	7:30 - 8:08	9:30 - 10:03
2 Class	8:21 - 9:04	8:39 - 9:19	8:12 - 8:45	10:07 - 10:36
3 Class	9:08 - 9:51	9:23 - 10:03	8:49 - 9:24	10:40-11:09
4 Class	9:55 - 10:38	10:07 - 10:46	9:28 - 10:01	11:13-11:43(5 A/B)
5 A/B Lunch 8	10:42 - 11:24	10:50 - 11:32	10:05-10:38 (8)	11:47-12:17 (6 A/B)
6 A/B Class	11:28 - 12:10	11:36 - 12:18	10:42-11:26 (5 A/B)	11:21-12:51 (7 A/B)
7 A/B Class	12:14 - 11:56	12:22 - 1:04	11:30-12:14 (6 A/B)	12:55-1:24 (4)
8 8th Grade Explo 1	1:00 - 1:43	1:08 - 1:47	12:18-1:02(7 A/B)	1:28-1:57
9 8th Grade Explo 2	1:47 - 2:30	1:51 - 2:30	1:06 - 1:39	2:01 - 2:30
Assembly	N/A	N/A	1:45 - 2:30	N/A

## Explo Schedule

Teachers on Duty at 7:10 a.m.				
Student Day Begins: Students Allowed to Enter Building at 7:20 a.m. Tardy Bell Rings at 7:30  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 7th Grade Explo 1	7:30 - 8:17	7:48 - 8:35	7:30 - 8:08	9:30 - 10:03
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6 A/B Lunch 7	11:28 - 12:10	11:36 - 12:18	10:42-11:26 (5 A/B)	11:21-12:51 (7 A/B)
7 A/B Lunch 6	12:14 - 11:56	12:22 - 1:04	11:30-12:14 (6 A/B)	12:55-1:24 (4)
8 8th Grade Explo 1	1:00 - 1:43	1:08 - 1:47	12:18-1:02(7 A/B)	1:28-1:57
9 8th Grade Explo 2	1:47 - 2:30	1:51 - 2:30	1:06 - 1:39	2:01 - 2:30
Assembly	N/A	N/A	1:45 - 2:30	N/A

**Academics**  
**Required and Elective Courses**

**6<sup>TH</sup> GRADE**

**Academic**

English Language Arts  
Math  
Science  
World Geography

**Exploratory**

Band (brass/percussion)  
Band (woodwinds)  
Choir  
Art  
Physical Education  
Health  
Technology  
Financial Literacy  
Gateway to Technology

**7<sup>TH</sup> GRADE**

**Academic**

English Language Arts  
Pre Algebra  
Science  
World History

**Exploratory**

Band  
Choir  
Art  
Gateway to Technology  
Guitar I  
Health  
Physical Education  
Technology  
Steel Drums  
Introduction to Spanish

**8<sup>TH</sup> GRADE**

**Academic**

English Language Arts  
\*English Language Arts 9 CP  
Algebra  
\*Algebra 9 CP  
Science  
\*Physical Science 9CP  
American History  
\*Study Hall

**Exploratory**

Band  
Choir  
Show Choir  
Art  
Technology Discoveries  
Gateway to Technology  
Guitar II  
Health  
Physical Education  
Technology  
Spanish  
French  
Woods  
Principles of Nutrition

\*Classes that are marked with an \* need office approval to enroll. **These High School Courses will receive High School credit and will begin your high school transcript.**

## Schedule Change Policy

Students at Welty Middle School have 5 days after the start of school or semester to make class changes.. Students taking classes at NPHS have 5 days to change their high school classes.

## Grades

Students will receive a mid-term grade progress report each grading period after the fifth week. Grade reports will be made at the end of each nine week period of the school year. Grade cards will be passed out at the end of the first three grading periods. Fourth nine weeks grade cards will be mailed home.

I = Incomplete - An incomplete grade not made up during the first two weeks of the following nine weeks will result in an F. Exceptions may be granted by the principal when warranted.

Parents may convert their student's letter grade to a percentage grade using this key:

A = 90-100	B = 80-89	C = 70-79	D = 60-69	F= 0-59
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Semester grades shall consist of an average of the two nine weeks' grades. Final grades for a yearly course shall be an average of the four nine weeks' final grades.

## National Junior Honor Society

Membership in the NJHS is granted only to those students selected by the Faculty Council. The Council consists of five members appointed by the principal. (The members may not include the principal or assistant principal. The NJHS advisor is a sixth, non-voting member of the Council.) The Council is responsible, with input from the general faculty, for selection of new NJHS members. The Council is also responsible for issuing warnings and/or dismissing members who do not maintain the standards of the NJHS.

The selection process begins in the spring and proceeds as follows:

1. Students are nominated for membership if they have a cumulative GPA of 3.5 or better on a 4.0 scale with **no C grades** in subjects averaged into the cumulative grade point average. Sixth grade candidates must have maintained a 3.5 average during the first three nine weeks of sixth grade. Seventh grade candidates must have maintained a 3.5 average during sixth grade and three nine weeks of seventh grade. Eighth grade candidates must have maintained a 3.5 average during sixth and seventh grades and three nine weeks of eighth grade.
2. The candidates are informed that they have been nominated and are asked to complete a Student Activity Information Form listing their additional qualifications for membership, namely, service, leadership, and character.
3. The middle school faculty examines the Student Activity Information Forms and evaluates each candidate with whom they have had contact. The teachers use a scale of 1 to 4 to evaluate each student for each of the following: service, leadership,

and character (1= not qualified; 2 = questionable, 3 = qualified, and 4 = highly qualified). The teachers submit their evaluations to the NJHS advisor.

4. The NJHS advisor compiles the results and arrives at a composite score for each candidate. For example, a candidate could have the following average scores: character-3.2, leadership-3.0, and service-2.5. This would result in a composite score of 2.9 (the average of the three scores).
5. The composite scores for all candidates are presented to the faculty council by the advisor. Candidates who are granted membership find out that they have been selected by way of a Tapping ceremony in May.

Students interested in membership in the National Junior Honor Society should keep the following in mind:

- Having a GPA of 3.5 or better ensures nomination **only**. Generally, only about **two-thirds** of those nominated are selected for membership.
- To be selected for membership, candidates must exhibit a high degree of service and leadership in various areas such as school, church, and/or community. In addition, their character should be one of high standards.
- It is required candidates fill out the Student Activity Information Form completely with all the activities they have been involved in.
- 6<sup>th</sup> and 7<sup>th</sup> graders who are not selected for membership are eligible to be nominated again next year.
- Members who fall below the standards of the NJHS may be put on probation or removed from membership by the Faculty Council.

## Honor Roll

To achieve the Welty Middle School Honor Roll, a student must achieve a 3.5 or higher during each grading period. Any student achieving a 4.0 average will receive special recognition in addition to being listed on the honor roll.

## Homework

If a child is absent due to illness, he/she will have the same number of days to make up work as he/she was absent (absent 3 days, 3 days to turn in makeup work).

Because homework is important, a plan has been developed by each teacher to deal with missing or late assignments and to reward those dedicated students who complete their work. A copy will be sent home with each student.

We encourage parents and students to use Progress Book to check grades and missing assignments.

Practice is assigned in each of the major subjects nearly every day. The teachers plan practice assignments to total from one-half to one hour per day for average pupils. When longer assignments are given, it is usually wise to do a part of that assignment every day until it is finished.

## **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.

## **Attendance Procedures**

### **BY STATE LAW (HB410) FOR ALL ABSENCES, BOTH EXCUSED AND UNEXCUSED**

#### **Excessive Truancy**

**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 6 days for a middle school or high school student.
- 65 hours or more in one school year- this is approximately 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.

#### **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 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 7 days for a middle school or high school student.
- 72 hours of unexcused absence in one year- this is approximately 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. Welty Middle School uses computer generated telephone calls to notify parents of student absences.

### **Daily Attendance Procedures/Requirements**

Daily attendance will be taken in your child's first period class. Students will give excuses for absences to the designated staff member on attendance duty outside the office from 7:20AM to 7:30AM, who will write the appropriate type of excuse. Please refer to the explanation of written excuses.

Students who do not provide the staff member on attendance duty with 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 the staff member on attendance duty 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.

### **Early Dismissal**

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

### **Attendance Requirement for Co-Curricular Activities**

Students must be in attendance by 11:20 A.M. on the day of an athletic event, practice, concert, dance, club meeting, or any student activity after school to be eligible to participate. Students must stay in school the remainder of that day in order to remain eligible for that day's activity/event.

### **Absence for School Related Activities**

Field Trips - Approved field trips, school sponsored trips (athletic, co-curricular etc.) 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.

### **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:

- Personal illness
- Illness in the immediate family requiring the student to be at home (Medical documentation will be required.)
- Death of a relative
- Emergency at home (validity determined by the principal, assistant principal)
- Observance of religious holidays

- Doctor/dentist appointment (Documentation must be provided after the appointment.)
- Quarantine
- Court appearance verified by subpoenas or official notification.

The State of Ohio accepts no other reasons; consequently, New Philadelphia City Schools may accept no other reasons.

### **Written Excuses for 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. This note will be given to the designated staff member on attendance duty who will write a pass for the pupil. The principal or assistant principal will determine whether the absence is excused or unexcused when a student is referred to the office with an excuse.

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 above. 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 4<sup>th</sup> occurrence per 9-week grading period. Absence will be considered unexcused without a Medical Excuse.

### **Unexcused Absences**

Unexcused absences may have both academic and disciplinary consequences.

#### **Examples of Unexcused Absence:**

- Any absence without a properly written excuse from the parent/guardian.
- Absences, which are not considered to be legitimate under Ohio attendance laws and/or district policy.
- Leaving school without signing out in the office.
- 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 or assistant principal.)
- Absence for oversleeping and/or missing the bus.
- Car trouble.
- Personal reasons (unless approved by the principal or assistant principal).
- Hunting
- Shopping



- Inclement weather
- Baby-sitting

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

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

### **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 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 and academic record 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 or when documented extenuating circumstances, which require the student to be absent from school.

### **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 or any other properly assigned activity. Students will be considered truant if they do not have a note for an absence; skip a class 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; fail to sign in at the library; or if they do not present a building pass to the appropriate teacher before leaving a class.

### **Tardiness to School and Individual Classes**

Any student arriving after 7:30 A.M. will be classified as tardy. Students must be in their assigned room when the bell sounds to begin class. Students who arrive after 7:30 A.M. must sign in at the office.

Students who are tardy must report to their teacher when they arrive. Reporting to class without a legitimate excuse more than 10 minutes after the tardy bell shall constitute a truancy violation and will be treated as spelled out in this document. Coming to class without legitimate excuse, but within the first ten minutes of class shall constitute a tardy.

Students who are tardy more than once in a grading period may be disciplined.

### **Disciplinary Procedures for Tardiness**

<u>Number of Tardies per grading period</u>	<u>Consequences</u>
1-4	warning
5-15	Lunch Detention
16+	Alternate Intervention

### **Requesting Assignments**

When a student will be or has been absent from school for more than two days, the parent/guardian may call the office and request assignments. When requesting homework, please allow at least one full working day for the collection of 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. A maximum number of ten school days will be applied to this make-up policy.

### **Athletics**

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

Welty Middle Schools follows the Athletic Code of Conduct adopted by the High School. A copy will be provided at request of a parent or guardian.

For further information, contact the Athletic Director, at 330-364-0655

### **Academic Eligibility**

Please note: Due to Ohio High School Athletic Association regulations, 6th grade students are not permitted to participate in middle school sports activities.

The Ohio High School Athletic Association also has a policy that any student participating in athletics must pass 5 classes of all courses graded the prior nine weeks.

A student's eligibility or ineligibility for a grading period will begin on the fifth day after the end of the previous grading period. All new seventh grade students will be eligible for the first grading period. Subjects failed at the end of the year cannot be removed by summer school, night school, tutoring or examination, other than that accorded to every other student.

## **School-Sponsored Clubs and 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.

## **Student Attendance at High School Events**

The School encourages students to attend as many High School events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as non-participants be accompanied by a parent or adult chaperone. The School District is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. However, the Athletic Department has created middle school seating for all home football and boys' basketball games. Middle school students not sitting with their parents/guardians will be required to sit in this section.

## **Student Dress Code**

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, especially in our changing world. A code which places emphasis on individual responsibility for general good grooming and dress should remain in effect.

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 enhances the educational process and fosters a positive attitude toward learning and behavior. It must also provide for a healthy and safe atmosphere devoid of distractions.

Note: The interpretation and judgment relative to the student dress and grooming code rest solely on 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 teachers and representatives, parent representatives and representatives from the student body through either a 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 violation may result in a grade of a zero 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 into 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 extra-curricular or co-curricular activity may involve adhering to more stringent dress and grooming codes.

### **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.

**The interpretation and judgment relative to the student dress and grooming code rest solely with school officials and is final.**

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 not permitted in the hallways, cafeteria, lobby areas or classrooms.

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 New Philadelphia City Schools 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.

## Code of Conduct

### Student Responsibility and Discipline Code

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.

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; restricted lunch assignment; 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. The list below 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 extracurricular 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 of 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:** use, possession, concealment, transmitting, evidence of consumption 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 use of violence, force, coercion, strong arm, threat, harassment, noise, or disorderly conduct. This shall include 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. 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. Narcotic drugs, other controlled substances, 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, 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. 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 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 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, 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. Unsportsmanship 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 the 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 the rise to the expulsion takes place.

### **Scope and 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 and property under the control of school authorities, and while at interscholastic competitions, extra-curricular events, or other school activities or programs.

In addition, the Code of Conduct includes:

1. 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
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

### **Good Neighbor Policy**

During the hours of 7:00 a.m. to 4:00 p.m.; and, one-half hour prior to and one-half hour after any school activity, students in grades 6 - 8 are not permitted to loiter, linger vor 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, 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 reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School Officials may conduct random searches of the lockers and their contents at any time without announcement. 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 and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search 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. The School reserves the right not to return items which have been confiscated.

### **Disciplinary Procedures**

These Disciplinary Procedures are revised annually and are to be used by the *entire* Welty Middle School staff.

### **Lunch Detention**

- Lunch detentions will be assigned by administrative staff only.
- Lunch detentions will be served in a designated room in the building during the student's lunch period with a teacher who has been assigned lunch detention duty.
- Students will get their lunch and eat it in the detention room, then should have work to work on for the remainder of the period.

### **After School Detention**

- Some disciplinary circumstances will result in after school detention.
- After school detentions are assigned by the administrative staff.

### **In School Suspension (ISS)**

- On the date(s) assigned to ISS, students are to report to the first period for attendance. After attendance has been taken, they are to go immediately to the middle school office.
- Students are to bring all educational materials to ISS. The student must complete any all assignments assigned by their instructors.
- If students have a test or quiz on the above date(s), it is their responsibility to inform their teacher so arrangements can be made or set a date and time to make-up the missed test/quiz.

- Only school work, reading, or assignments given by the students' teachers is permitted.

Failure to abide by the rules will result in reassignment or out of school suspension. Follow-up on these steps will assist in directing each child toward self-discipline. Our goal is for each child to accept responsibility for his/her own behavior - both appropriate and inappropriate.

### **Procedures for Removal**

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 the time, due process requirements, outlined in this policy, do not apply.

### **Staff Referrals**

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 teacher may remove a student from curricular or co-curricular activities under his/her 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.
2. Removal of students shall be limited to no more than one school day for any single incident.
3. The specific reasons for the removal by the teacher must be submitted to the administrator as soon after the removal as practical using a discipline referral document.
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.

### **Administrative Removal**

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 students 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, the reason for the removal, and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
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. An attempt shall be made to notify his/her parent or guardian by telephone at the time of the impending action stating the reasons for said action unless the student is eighteen years of age (a verbal message will be sent with the student from households with no phone requesting parental contact with our office).
4. A letter shall be sent to the parent, guardian, or custodian 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 hearings, to be granted a hearing before the Superintendent or his designee and to request such hearing 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.
5. Simultaneous written notice of the suspension shall be sent to:
  - a. Superintendent of Schools
  - b. Treasurer of the Board of Education
  - c. Pupil's record

Suspensions may not be longer than ten (10) school days beginning with the first day of the removal. Only the 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 of Pupils**

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

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

Due process shall be afforded the student by the building administrator 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 and 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 for the expulsion. That notification must carry the place 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. The superintendent may grant an extension of time upon request provided all parties are notified.

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 the parent, guardian, custodian, and clerk of the Board of the action to expel the pupil. The notice must include the reasons for the expulsion; and the right of the parent or custodian to appeal the expulsion to the Board of Education or its designee; and the right to request the hearing be held in executive session.

### **Hazing and Bullying**

Hazing, bullying behavior and/or dating violence by any student/school personnel in the district is inconsistent with the educational process and shall be prohibited. Such conduct may result in disciplinary action, including suspension and/or expulsion from school. Hazing bullying and/or dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any district publication; through the use of any district-owned or operated communication tools, including but not limited to district e-mail accounts and/or computers; on school-provided transportation or at any official school bus stop.

Students who engage in **sexual harassment** on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. If you feel you are a victim of sexual harassment, report the offense to a staff member.

**Racial slurs** will not be tolerated at Welty Middle School. An automatic three- (3) day suspension may be applied to any incident of the use of racial slurs directed toward any student or staff member. Statements, written or verbal, containing excessive violence, that are sexually inappropriate, that are threatening in nature, or are offensive in general will be considered inappropriate and will be dealt with as a conduct violation.

Hazing, bullying and/or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behavior 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 such as the following:
  - o Posting slurs on websites, social networking sites, blogs or personal online journals
  - o Sending abusive or threatening emails, website postings or comments and instant messages
  - o Using cameras phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and
  - o Using websites, social networking sites, blogs or personal online journals, e-mails 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.

## **Reporting Procedures**

### **Formal Complaints**

Students and/or parents or guardians may file reports regarding suspected hazing, harassment, intimidation, bullying and/or dating violence. The reports should be written. Such written reports must be reasonably specific including the person(s) involved; number of times and places of the alleged conduct; the target of suspected harassment, intimidation and/or bullying and the names of potential students or staff witnesses. Such reports may be filed with any school staff member or administrator. They are promptly forwarded to the building principal/designee for review and action.

### **Informal Complaints**

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator or other school personnel. Such informal complaints must be reasonably specific as to the actions giving rise to the suspicion of hazing, harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s) and the names of any potential student or staff witness. The school staff member or administrator who receives the informal complaint promptly documents the complaint in writing, including the above information. This written report by the school staff member and/or administrator is promptly forwarded to the building principal/designee for review and action.

### **Anonymous Complaints**



Students who make informal complaints as set forth may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaint is reviewed and reasonable action is taken to address the situation, to the extent such action (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of hazing, bullying and/or dating violence.

### **False Complaints**

Students are prohibited from deliberately making false complaints of harassments, intimidation or bullying. Students found responsible for deliberately making false reports of harassment, intimidation or bullying may be subject to a full range of disciplinary consequences.

### **Staff Responsibilities**

Teachers and other school staff who witness acts of hazing, bullying and/or dating violence as defined above, promptly notify the building principal/designee of the event observed, and promptly file written incident reporting concerning the events witnessed.

Teachers and other staff who receive student or parent reports of suspected hazing, bullying and/or dating violence promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, the complaint is forwarded to the building principal/designee no later than the next school day. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he/she prepares a written report of the informal complaint that is forwarded to the building principal/designee no later than the next school day.

### **Administrator Responsibilities**

#### **Investigation**

The Principal/designee is notified of any formal or informal complaint of suspected harassment, hazing, intimidation or bullying. Under the direction of the building principal/designee, all such complaints are investigated promptly. A written report of the investigation is prepared when the investigation is complete. The report includes findings of fact, a determination of whether acts of hazing, bullying and/or dating violence were verified, and when prohibited acts are verified, a recommendation for intervention, including disciplinary action, is included in the report. Where appropriate, written witness statements are attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint is limited as is appropriate in view of the anonymity of the complaint. Such limitations of the investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **Intervention Strategies**

In addition to addressing both formal and informal complaints, school personnel are encouraged to address the issue of hazing, bullying and/or dating violence in other interactions with students.

School personnel may find opportunities to educate students about harassment, hazing, intimidation and bullying and help eliminate such prohibited behaviors through class discussion, counseling and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose of ridiculing, humiliating or intimidating another student/school personnel, even if such conduct does not meet the formal definition of harassment, hazing, intimidation or bullying.

### **Nondisciplinary Intervention**

When verified acts of hazing, bullying, and/or dating violence are identified early and/or when such verified acts do not reasonably require a disciplinary response students may be counseled as to the definition of the behavior, its prohibition and their duty to avoid any conduct that could be considered harassing, hazing, intimidating and/or bullying.

If a complaint arises out of conflict between students or a group of students, peer mediation may be considered. Special care, however, is warranted in referring some cases to peer mediation. A power imbalance may be intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concerns.

### **Disciplinary Interventions**

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified however cannot provide the basis for disciplinary action.

In and out-of-school suspensions may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board Policy. This consequence is reserved for serious incidents of harassment, intimidation or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Allegations of criminal misconduct are reported to law enforcement, and suspected child abuse is reported to Child Protective Services, per required timelines.

### **Report to the Custodial Parent or Guardian of the Perpetrator**

If, after the investigation, acts of harassment, intimidation and bullying by specific students are verified, the building principal/designee notifies the custodial parent or guardian of the perpetrator, in writing, of that finding. If disciplinary consequences are imposed against such students, a description of such discipline is included in such notification.

Strategies are developed and implemented to protect students from new or additional harassment, intimidation or bullying, and from retaliation following reporting of incidents.

### **Reports to the Victim and His/Her Custodial Parent or Guardian**

If, after investigation, acts of bullying or hazing against a specific student are verified, the building principal/designee notifies the custodial parent/guardian of the victim of the finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator.

Bullying matters, including the identity of both the charging party and the accused, are kept confidential to the extent possible. Although discipline may be imposed against the accused upon a finding of guilt, retaliation is prohibited.

School Administrators shall notify both the custodial parents or guardians of a student who commits acts of harassment, intimidation, bullying and/or dating violence and the custodial parents or guardians of pertaining to the incident, to the extent permitted by law.

### **Police and Child Protective Services**

In addition to, or instead of, filing a complaint through this policy, a complainant may choose to exercise other options including, but not limited to, filing a complaint with outside agencies or filing a private lawsuit. Nothing prohibits a complainant from seeking redress under any other provision of the Ohio Revised Code or common law that may apply.

The District must also investigate incidents of hazing, bullying and/or dating violence for the purpose of determining whether there has been a violation of District policy or regulations, even if law enforcement and/or public children's services are also investigating. All District personnel must cooperate with investigations by outside agencies.

## **Dangerous Weapons in the School**

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.C.A. Sections 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.

## **Computer Technology and Networks**

### **Student Network and Internet Acceptable Use and Safety Policy**

For the Computers, Computer Network, and Internet Provided by New Philadelphia City Schools for Students

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.

## **Medical**

### **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.

### **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. 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.

7<sup>th</sup> Grade Students will be required to have a Tdap booster. As with other school immunization requirements, students who do not provide documentation of this immunization are subject to exclusion from school. Ohio Law allows a 14 day school period for compliance with the immunization requirement.

### **Injury and Illness**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

### **Assistive Devices**

If your child is in need of 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 she is able to help to organize safe access to the school facilities.

## **Use of Medications**

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

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. 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.
3. 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.
4. Medication that is brought to the office will be properly secured. 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. Students may carry emergency medications, for allergies and/or reactions, 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.
5. 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.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
7. 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.

If a student is found using or possessing a non-prescribed medication, the student will be brought to the School office. The medication will be confiscated.

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 and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use 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 a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **Student Accident Insurance**

Accident insurance is available to all students through the New Philadelphia City Board of Education. Some insurance coverage is required for participation in certain sports activities. Information for securing this will be available to students at the beginning of the school year.

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

The school counselor serves as an advocate for all students providing academic, career, and personal/social services that will allow them to achieve their individual potential. The school counselor abides by the professional ethics of guidance and counseling as advocated by the American School Counseling Association. These ethics include keeping information shared by the student confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.

#### **Academic/Career Services**

- Helping students to improve their academic self-concept, acquire skills for improving learning, and achieving school success.
- Setting short-term and long-term goals related to academic success.
- Consulting with parents, staff, and students regarding academic achievement, course selection and scheduling changes.

#### **Personal/Social Services**

- Providing information and making resources available to students and parents on topics related to early adolescence.
- Coordinate services and make referrals to community agencies/services where appropriate to provide continuity of care.
- Empowering students to make their own decisions and solve problems independently and assist them in achieving their optimum growth.
- Consulting with students, parents, and staff regarding personal/social issues.

### **Library**

The Middle School Library is open during school days from 7:35 a.m. to 3:00 p.m. Students are encouraged to use its resources, but in order to assure the maximum benefit to the greatest number of students, certain policies must be observed:

1. An atmosphere of quiet must prevail.



2. If you have work requiring use of the library, you must obtain permission and a library pass from their classroom teacher.
3. Books and back issues only of magazines may be checked out for 3 weeks, with renewal permitted when the book is not reserved for another student. Books placed on reserve by teachers may not be checked out.
4. You must obtain a pass from the librarian before using the computers. A computer-use policy is posted in the library
5. No materials are to be taken from the library without first being checked out at the circulation desk.
6. No fines are assessed for overdue materials: however, library privileges may be revoked when materials are overdue. Students will be charged the current replacement cost or the approximate value of the book if it is lost. If the material is found, the money will be returned.
7. Students will be notified of overdue materials.
8. Students may lose library privileges for infraction of policy, including misbehavior.

### **Photography Notification**

Periodically, candid group photographs of student activities are taken at Welty Middle School for the yearbook, newsletters, or a variety of reasons. If you do not wish to have your child included in such photos, please notify the office.

### **Meal Service**

The school participates in the National School Lunch Program and makes lunches and breakfast available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Students are prohibited to bring in pop or energy drinks to consume during lunchtime.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes she/he is eligible, contact the Building Administrators.

New Philadelphia City Schools Food Service Department uses an Electronic Point of Sale (POS) system. When students pay for lunch they would receive no change. It will be put on their account.

### **Lost And Found**

Students who have lost items should check in the office and may retrieve their items if they give a proper description. Unclaimed items will be given to charity.

### **Use of Telephones**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. **Use of cell phones by students during school hours is not permitted unless permitted by an instructor.** Use of cell phones during class time without permission will be sent to the office. Only parents or guardians may pick up these confiscated phones. 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 may be allowed to possess pagers, cellular telephones, portable TVs, radios, games/toys, cameras, 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.

### **Advertising Outside Activities**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the District Office.

### **School Lockers**

Student lockers, desks, cabinets, and similar property are the property of the New Philadelphia Board of Education. They are provided to the student as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

**Please do not show or tell anyone your locker combination. Please do not present your locker combination.** Students are not permitted to keep books, supplies, etc., in any locker other than the one in which is assigned to them. No one is permitted to tamper with a classmate's locker.

Students are responsible for the proper upkeep of their lockers. Any writing on lockers or damage to the locker will result in disciplinary action to the offender. Students should report immediately any episodes of vandalism to the lockers. Students may be required to pay for the repair of their locker. Please do not kick or slam the locker door to force it shut. This will only cause damage to the locker. If a locker is not working properly, report it to the office

Lockers should be kept clean and free of mounted pictures or disfigurements of any kind. Magnets are permitted. No tape or adhesives are to be used. Pictures exhibiting alcoholic beverages, tobacco products, death or violence and any phrase referring to these topics are prohibited.

### **Locker Decorating Guidelines**

#### Pre-Decorating Guidelines

1. At least two days prior to decorating, the Decoration Chairperson should supply the middle school principal's secretary 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 combinations can be provided by the office.

### Entering and Exiting the Building

1. 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 can enter either building at 6:45 a.m. and then must exit the building by 7:10 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 ECOL 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.

### **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 School District to disclose any or all of such "directory information" upon written notification to the School District. 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 School District's annual *Family*

*Education Rights and Privacy Act (FERPA) notice, which can be found at [www.npschools.org](http://www.npschools.org).*

### **Inclement/Cold Weather Policy**

It is the policy of our school that students will remain in the multi-purpose room during student recreation time when it is raining, snowing heavily, or below 20 degrees Fahrenheit. We advise that students wear coats, jackets, and clothes appropriate for the weather.

### **Fees**

All Welty students will be charged a \$50 student fee to cover consumable workbooks; materials for science, art, exploratory technology, combination locks, and assignment notebooks. These fees will be collected during the first two weeks of the school year. Circumstances which prevent the payment of these fees should be discussed with the building principals.

### **Visitors**

All visitors, including parents must report to the office upon entering the School to sign in and obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school.

### **Student Withdrawal**

Withdrawals will be made through the school office. Any student planning to transfer from Welty should notify the secretary at least three days before he/she plans to withdraw.

### **Student Valuables**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School will not be liable for any loss or damage to personal valuables.

### **Safety Procedures**

The School complies with all fire safety laws and will conduct fire drills in accordance with State Law. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a warning signal from the office.

The School conducts safety (lock-down) drills in accordance with State Law.

### **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 am (depending on conditions) on the following radio and TV stations:

- WJER – 1450
- WTUZ – 99.9
- 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 phone lines are free to receive the calls returning the information on any weather changes and road conditions.

- 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.

### **NEW PHILADELPHIA CITY SCHOOLS** **TRANSPORTATION POLICIES AND PROCEDURES**

- All students are under the adopted student handbook and conduct code of the district. Students shall abide by the procedures and rules in order to provide a safe environment.

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 unless it is an established stop already on their bus route.

**NEW PHILADELPHIA CITY SCHOOLS**  
**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 school office to request a bus pass.
5. Parents/ legal guardian 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. The bus will stop if on schedule or arrives early for your child.
7. Students shall be waiting at their designated place of safety at least 5 minutes before the bus arrives.
8. Student shall go directly to their assigned seat when boarding the bus.
9. Students must sit properly in their seats. No arms/legs, books, bookbags or instruments are allowed to block the aisles and exits.
  - SEAT ON SEAT
  - BACK ON BACK
  - FEET TOWARDS FLOOR
  - FACING FORWARD
  - HANDS TO YOURSELF
  - QUIET VOICES
10. Absolute quiet must be maintained at railroad crossings or any time the dome lights are lit.
11. Students must observe classroom conduct and obey the driver promptly with respect. Quiet voices shall be used when speaking to the person seated with you.

12. Nothing shall be thrown out of the bus or held so it extends out of the window. All parts of pupils' bodies shall be kept inside the bus at all times.
- Electronic devices may be used only if the passenger is using an earbud or headset. Only one earbud/headset can be used as one ear must be free from the device to allow the passenger to hear the driver's instruction in the event of an emergency.
  - Passengers are not permitted to talk, share, take pictures or record with their electronics while on the school bus.
  - Only with permission from the driver or designee are the students allowed to use their cell phones to make an emergency call
13. Students may only bring items that are school related and fit in their book bags or a plastic bag. All items are to be securely put away while on the bus.
14. The following items are not permitted to be transported on the school bus: animals, firearms, ammunition, explosives, glass jars, spray cans, skateboards or book bags with wheels.
15. Profanity, eating, drinking, gum chewing, tobacco products, drugs, alcohol or littering, are not permitted on the bus.
16. Parents will be responsible for any damage to a bus by their child.
17. Unauthorized passengers shall not be transported on a school bus.
18. 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.

### **Student Responsibilities**

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

Students must arrive at school on time, be prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Building Administrators.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

### **Board Policies**

All New Philadelphia City Schools Board Policies can be found on the district's website: [www.npschools.org](http://www.npschools.org)