NORTHEASTERN LOCAL SCHOOL DISTRICT

STUDENT/PARENT HANDBOOK



4435 BOSART ROAD

SPRINGFIELD, OHIO 45503

937-325-7615

School Year 2025-26

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TABLE OF CONTENTS

Topic Board Policy

Foreword
Mission of the School
Nondiscrimination and Access Equal Education Opportunity 2260, School Day 8220, Attendance 5200, Student Conduct 5500, Student Supervision and Welfare 3213 & 4213, Use of Medication 5330, Class Rank 5430

Section I - General Information

Eligibility of Resident/Nonresident Students 5111, Assignment within District 5120, Late Arrival and Early Dismissal 5230, Withdrawal from School 5130, Immunization 5320, Emergency Medical Authorization 5341, Use of Medications 5330, Control of Casual-Contact Communicable Disease 8450, Direct Contact Communicable Diseases 8453, Control of Blood-Borne Pathogens 8453.01, Special Education 2460, Homeless Students 5111.01, Children and Youth in Foster Care 5111.03, Student Records 8330, Student Fees, Fines and Charges 6152 & 6152.01, Student Fundraising 5830, Food Service 8500 (Food and Beverage Sales AG 8500), Free and Reduced-Price Meals 8531, Emergency Situations at Schools 8420, School Calendar 8210, Preparedness for Toxic and Asbestos Hazards 8431, School Visitors 9150, Use of District Premises 7510, Use of Employee's Personal Property at School 1481, 3281 & 4281, Personal Communication Devices 5136, School-Sponsored Publications and Productions 5722, Relations with Special Interest Groups 9700

TABLE OF CONTENTS

Topic Board Policy Section II - Academics

Course Offerings
Field and Other District-Sponsored Trips 2340, Grading 5421, Promotion, Academic Acceleration, Placement and Retention 5410, Graduation Requirements 5460, Diploma Deferral 5460.01, Early High School Graduation 5464, Educational Options 2370, College Credit Plus Program 2271, Student Recognition 5451, Homework 2330, Technology 7540, Student Assessment and Academic Intervention Services 2623

Section III - Student Activities

District-Sponsored Clubs and Activities 2430, Interscholastic Athletics 2431, Student Employment 5895, Student Attendance at School Events 5855, Student Precinct Election Officials 5725

Section IV - Student Conduct

Attendance 5200, Student Conduct 5500, Bullying and Other Forms of Aggressive Behavior, 5517.01, Student Discipline 5600, Weapons 3217, Student Conduct 5500, Student Hazing 5516, Anti-Harassment 5517, Removal, Suspension, Expulsion, and Permanent Exclusion of Students 5610, Permanent Exclusion of Nondisabled Students 5610.01, In-School Discipline 5610.02, Emergency Removal of Students 5610.03, Suspension of Bus Riding/Tranportation 5610.04, Prohibition from Extracurricular Activites 5610.05, Due Process Rights 5611 Search and Seizure 5771 Interrogation of Students 5540 Student Rights of Expression 5722

TABLE OF CONTENTS

<u>Topic Board Policy</u> Section V - Transportation

Bus Transportation to School 8600 Bus Conduct
Videotapes on School Buses 8600 Penalties for Infractions 5610, 5610.04 Transportation of Students by Private Vehicle 8660 Self-Transportation to School 5515 Use of Motorized Utility Vehicles 5515.01

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2018. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: www.nelsd.org by clicking on "District Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.

Student/Parent Handbook for the Northeastern Local School District

Welcome to another exciting school year in the Northeastern Local School District! The staff and I are pleased to have your child as a student and will do our best to help make the experience here enjoyable and successful.

As you might know, our district has made community engagement a district priority. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior. Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

I would like to personally wish you and your child a successful school year. If I, or any of our staff members, can be of any assistance to you or your child, please do not hesitate to contact us.

Sincerely,

Mr. Jack Fisher

Kenton Ridge Middle/ High School (High) Principal……	**Ms. Lori Swafford**
Kenton Ridge Middle/High School Asst. Principal……	**Mr. Aaron Shaffer**
Kenton Ridge Middle/High School (Middle) Principal……	**Mr. Rob Linkhart**
Kenton Ridge Middle/High School (Middle) Asst. Principal……	**Mrs. Alyssa Woolever**
Kenton Ridge Elementary Principal (PreK-5).....	**Mr. Rob Shaffer**
Kenton Ridge Elementary Asst. Principal (PreK-5)……	**Mrs. Alicia Anstine**
Northeastern Elementary Principal……	**Mrs. Aubree Kushmaul**
Northeastern Middle/High School Principal……	**Mr. Zack Dobbelaere**
Northeastern Middle/High School Assistant Principal……	**Mrs. Bethany Bigham**
Kenton Ridge Special Education Supervisor……	**Mrs. Stacy Slusher**
Northeastern Special Education Supervisor……	**Mrs. Betsy Vanhoose**
Lead Mental Health Therapist……	**Mrs. Carrie McGuire**
Mental Health Therapist……	**Ms. Samantha Ark**
Director of Operations……	**Mr. John Parrish**
Communications Director……	**Mrs. Steffanie Stratton**
Director of Transportation……	**Mr. Jim Calhoun**
Curriculum Director……	**Ms. Beverly Walkden**
Director of Student Services ……	**Mr. Steve Linson**
Director of Special Education……	**Mrs. Melissa Jewell**
Food Service Director……	**Mrs. Cassie Gausel**
Assistant Superintendent……	**Mr. Shawn Blazer**
Treasurer……	**Mr. Dale Miller**
Superintendent……	**Mr. Jack Fisher**

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. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2021. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2022, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's website.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

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

District Anti - (HIB) Harassment, Intimidation, and Bullying Coordinator:
Director of Student Services: (937) 325-7615.

Northeastern Middle/High School (6-12) HIB Coordinator: NE MS/HS Principals – (937) 328-6575.

Kenton Ridge High School (6-12) HIB Coordinator: KR MS/HS Principals –(937) 390-1274.

Kenton Ridge Elementary School (K-5) HIB Coordinator: Principal – (937) 342-4627.

Northeastern Elementary School (PreK-5) HIB Coordinator: Principal – (937) 346-0840.

Transportation HIB Coordinator: John Parrish/Jim Calhoun – (937) 328-6562.

Complaints will be investigated in accordance with the procedures contained in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunities.

SCHOOL DAY

Elementary (PreK-5) 7:45-2:10

Middle/High School (6-12) 8:25-3:15

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, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Principal.

o Adult students (age 18 or older) must follow all school rules.

o If residing at home, adult students are encouraged to include their parents in their educational program.

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 when appropriate. Parents may have the option of receiving communication from the School via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

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

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

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

INJURY AND ILLNESS

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

Children who will be entering Kindergarten in the Northeastern Local School District MUST be five (5) years of age by **AUGUST 1st.**

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. Official birth certificate or similar document

B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. Proof of residency
D. Proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office/school counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

A. an updated copy of the student's transcript;

B. a report of the student's behavior while in DYS custody;

C. the student's current IEP, if one has been developed for the child; and D. a summary of the instructional

record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other students.

SCHEDULING AND ASSIGNMENT

Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns

about the assignment should be discussed with the Principal.

Secondary Level

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

EARLY DISMISSAL

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

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records will be transferred to the new school within 14 days of the parents' notice or request.

IMMUNIZATIONS

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

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 and at the beginning of each school year.

USE OF MEDICATIONS

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

A. Parents should, with the counsel of their child's prescriber, decide whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be filed with the respective school nurse/personnel before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with

the date, the student's name, and the exact dosage to be administered.

D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal or Nurse's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, 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 student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("EpiPens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, EpiPens, or inhalers to any other student for their use or possession.

o Medication may be conveyed to school directly by the parent or guardian.

o If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

E. A parent may be contacted by the office to pick up any unused medication at the end of the school year. If there is any unused medication unclaimed by the parent, it will be destroyed at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The nurse 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 prescriber'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 without prior parent authorization. Parents may authorize administration of a non prescribed medication on forms that are available from the Nurse's Office. Physician authorization is not required in such cases.

o By written notice parents may also authorize that their child can take Non-prescribed (Over-the-Counter) Medications

The Northeastern School District has a policy to allow the administration of some non-prescribed medications (generic Tylenol, Ibuprofen, Tums, Cough Drops) to students with written parental/guardian permission. Only the listed medications will be given, and dosages will follow package directions. Permission for your child to receive these medications is strictly voluntary.

It is the hope of both the District Administration and your School Nurse Staff that this policy will give students the opportunity to receive treatment as needed for minor aches and pains, allowing them to return to the classroom to comfortably continue with their education. Your School Nurse will contact you if she has any concern about your child's symptoms or if requests for medication become excessive. The Northeastern District will purchase the medications listed above (including liquid Tylenol and Ibuprofen) for your convenience. There is no need to send any over-the-counter medications to school.

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

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

Students may possess a drug prescribed to the student to prevent the onset of a seizure or to alleviate the symptoms of a seizure, provided that the student has prior written approval from the student's physician,

and if the student is a minor, the written approval of the student's parent or guardian (Form 5330 F5 - Authorization for the Possession and Use of Seizure Medications). Copies of the written approvals must be provided to the Principal and any school nurse assigned to the building.

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 completed and on file with the nurse.

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.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

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

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

o Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur
o Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
o Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately

notify his/her teacher, who will contact the office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

o The student's parent will also be asked to provide a copy of the test results and any post exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician.

STUDENTS WITH DISABILITIES

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

A. Has a mental or physical impairment that substantially limits one or more major life activities;

B. Has a record of such an impairment; or

C. Is regarded as having such an impairment.

PROCEDURES FOR IDENTIFICATION PROCESS

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. If a parent would suspect their child would have a disability and inform a district staff member, the staff member will contact the relevant staff (Special Education Supervisor, Director of Special Educatio, building principal, and the building school counselor) when an evaluation request is received. The district will, within 30 days or receipt of a request for an evaluation from either a parent of a child or a public agency, either obtain parental consent for an initial evaluation or provide to the parent prior written notice stating that the school district does not suspect a disability and will not be conducting an evaluation. Also, a parent may contact the Director of Special Education or the Special Education Supervisor at (937) 325-7615 to inquire about making a request for special education evaluation procedures concerning the identification process (IAT/MTSS) programs, and services provided for identified children.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will

not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at the Northeastern Board Office, 937-325-7615.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a

written notice identifying requested student. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

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

A. political affiliations or beliefs of the student or the student's parents;

B. mental or psychological problems of the student or the student's family; C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any

such survey, analysis, or evaluation.

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

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

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

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov;
&
PPRA@ED.Gov.

(or otherwise providing that information to others for that purpose

STUDENT FEES AND FINES

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

Elementary K-5 School Fees $55.00
Middle School (6-8) Fees and Technology Fee $105.00
High School Fees and Technology Fee $125.00

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

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

Students can avoid late fines by promptly returning borrowed materials.

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

STUDENT FUNDRAISING

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

apply to all fundraisers:

o Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' advisor.

o Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

o Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. All food items sold must meet time constraints and the nutritional guidelines of USDA Smart Snacks, when applicable. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students should not 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 is not liable for any loss or damage to personal valuables.

MEAL SERVICE

Northeastern Local School District participates in the National School Lunch Program and Breakfast Programs making meals available in accordance with federal nutrition regulations. A la carte items that meet the standards of USDA Smart Snacks regulations are also available. Students may also bring their own lunch to school to be eaten in the school cafeteria. No students may leave school premises without specific written permission from the Principal. Food brought in from outside sources other than home is discouraged.

Applications for the National School Lunch Program Forms are available in FinalForms, or hard copies are available upon request in each school office at the beginning of the year. The Free and Reduced Lunch application must be completely filled out in order for consideration. If your financial status changes during the year, you may complete a new form. This is a family application, so only one form needs to be returned to the district for all children residing in the household. Rules of conduct for the building are to be observed while in the cafeteria.

No Cost Meals for Reduced Eligible Students: As part of the biennial state budget for school year 2025-2026, all School Food Authorities (SFAs) must not collect any breakfast or lunch meal money from children who qualify for reduced price meals. The State of Ohio is reimbursing schools 30 cents for each reduced breakfast meal and 40 cents for each reduced lunch meal served.

For information regarding meal charging procedures, see Policy 8500 and AG 8500D.

School Lunch Account Refunds: Parents seeking a reimbursement of $5 or less from their lunch accounts will not be accommodated. Balances of $5 or less will be allocated as a contribution to the food service fund, aimed at supporting students experiencing financial difficulty in covering the cost of meals.

SAFETY AND SECURITY

A. All visitors must report to the office when they arrive at school.

B. All visitors are given and required to wear a building pass while they are in the building.

C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.

D. Students and staff are expected to immediately report to a teacher or administrator any suspicious

behavior or situation that makes them uncomfortable.

E. As many unneeded outside doors as possible are locked during the school day.

F. Portions of the building that will not be needed after the regular school days are closed off.

G. All District employees, substitutes, and visitors are to wear photo-identification badges while in District schools and offices or on District property.

FIRE, TORNADO, AND SAFETY DRILLS

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

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

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify students and parents by:

o Posting information concerning school closings on the School's web page at www.nelsd.org.

o Parents will be notified of school closings or delays by text, email and/or pre-recorded telephone message delivered via ParentSquare to the phone number on file.

o Notifying local television stations and websites.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

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

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's

teacher or from the librarian. Books may be checked out. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the school library within 2 weeks.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

RESTROOMS, LOCKER ROOMS, SHOWER ROOMS, AND CHANGING ROOMS

Restrooms, locker rooms, shower rooms, and changing rooms are for the exclusive use of the male or female biological sex of each student in a school building or facility used by the school for a school-sponsored activity.

LOST AND FOUND

The lost and found area is near the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF PERSONAL COMMUNICATION DEVICES

To support school environments in which students can fully engage with their classmates, their teachers, and instruction, the Board of Education of The Northeastern Local School District has determined the use of PCDs by students during school hours should be limited. The objective of this policy is to strengthen the district's focus on learning, in alignment with our mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools.

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g.,

Kindle-like devices), PCDs, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), listening devices such as Air Pods or other devices, and/or other web-enabled devices of any type. This does not include Chromebooks provided to students by the school district. These devices contain district curriculum and have safety features such as firewalls. Some students may have permission to use personal computers instead of school-issued Chromebooks. These students are expected to follow school rules for using personal devices, which includes prior permission from school administration.

Research shows that student use of PCDs in schools has negative effects on student performance and mental health. PCDs distract students from classroom instruction, resulting in smaller learning gains and lower test scores. Increased cell phone use has led to higher levels of depression, anxiety, and other mental health disorders in children.

Applicability - This policy applies to the use of PCDs by students while on school property during school hours.

Use of PCDs - Students are prohibited from using PCDs during school instructional hours. This also includes non-instructional times such as lunchtime, study hall, etc., unless an exception is granted by building administration and clearly defined in administration guidelines and student handbooks.

Exceptions outside of the school day include:

A. Students may use PCDs before and after school (e.g., extra-curricular activities) as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment.
B. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.
C. Under certain circumstances, a student may keep his/her PCD on with prior approval from the Principal/Staff Member. Students/parents should check with building administration when inquiring about the proper procedure for registering devices.
D. A student may use a cell phone to monitor or address a health concern. The parent must provide documentation to validate this request.
E. It may be necessary for CCP students to access their PCD as it relates to their college coursework. These students must seek clearance from a building administrator. The list of students using PDCs for CCP work should be communicated to the appropriate staff.

Exception - Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C.794.

Cell phone storage - Students shall keep their PCDs powered off and in a secure place. Students may retain possession of their devices, but it must be "put away" and turned off. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Discipline - If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

A. Give the student a documented verbal warning and require the student to store the student's cell phone in accordance with this policy.
B. Securely store the student's cell phone in a teacher or administrator-controlled locker, bin, or drawer for the duration of the class or period or school day.
C. Continued violations will result in progressive disciplinary action which may include detention, in-school suspension, out of school suspension as appropriate and administered by the school administration.

Recording and Privacy Issues

Students and parents are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as

harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

SECTION II - ACADEMICS

COURSE OFFERINGS

Refer to Counselor Offices/Principal

FIELD TRIPS

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

o While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

o Students who violate school rules may lose the privilege to go on field trips.

GRADES

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

The School applies the following grading system:

90 to 100 = A = Excellent achievement

80 to 89 = B = Good achievement

70 to 79 = C = Satisfactory achievement

60 to 69 = D = Minimum-Acceptable achievement

0 to 59 F = Failure

I = Incomplete
P = Acceptable achievement

Grade Point Average

The GPA is intended to reflect, as accurately as possible, a summary of a student's entire academic record while in our secondary schools.

Grades assigned to students on report cards and on the permanent record can use a "+" or "-"; however, "+" or "-" should not be a factor in computing the GPA. The standard four-point scale will be used.

Identical Grade Point Averages may result in multiple ranks in class positions, including multiple class valedictorians.

Ties will be decided by a committee called by the Superintendent only if required for purposes of external awards.

GPA will be calculated using semester grades.

All letter grades reported for student achievement will be considered when computing GPA.

Grades will be differentiated for Advanced Placement courses. The faculty is, as always, expected to appropriately challenge all students and assign grades that accurately reflect student achievement.

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

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

Students who are in College Credit Plus (CCP) courses at Northeastern Local Schools will be subject to the grading scale of the college or university awarding credit. All students in those classes taking the course for college credit or not taking the course for college credit will be under the same grading scale provided by the institution awarding college credit.

Grade values of transfer students will be accepted as reported by their previous school, providing the school is appropriately accredited. Conversion of transfer credits will be at the discretion of the Principal at the time of the transfer.

All Post-Secondary Enrollment Option Courses taken for high school credit will be included in grade point average and class rank. Pass/Fail courses will not be included.

6389. Academic Eligibility for Extra Curricular Participation - Policy Statement -

Consistent with the mission and goals of the Northeastern Local School District, a comprehensive program of student activities is made available to middle school and high school students. To ensure that the district does not lose sight of the fact that extracurricular participation exists to complement the academic program and not, in any way, to supplant academics as our primary objective, the Board of Education directs the Superintendent to develop regulations and procedures to implement a policy establishing a 1.67 grade-point average for grades 7 - 12 participation in extracurricular activities. Furthermore, to be eligible to participate, high school students (9 - 12) must pass at least five (one credit) courses or their equivalent during the preceding grading period; middle school students (7 - 8) must pass at least 75% of the five major subjects carried the preceding grading period. Weekly eligibility checks will continue to monitor that students are passing the required number of classes.

The Board of Education further directs the Superintendent to set up intervention strategies and procedures

for all 7 - 12 students. Students who have attained OHSAA standards, but not the additional Board of Education standards, may request a "probationary" status. The student may continue to participate in extracurricular activities during this probationary grading period, if the student participated in these procedures. High School students may apply for probationary status twice during high school; middle school students once during 7th and 8 grades.

This policy shall apply to all 7th - 12th grade students who participate in OHSAA-sanctioned athletics and other Board-approved activities that participate in interscholastic competitions. An exception to this policy would be activities that fall into the definition of co-curricular. A co-curricular activity is defined as an activity that is related directly to enrollment in a specific class, the activity is a part of a Board-approved "Course of Study," and the activity makes up a part of the grade for the class.

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses, use the fractional value of the grade. For example, a half-credit course with an earned grade of a C would be .5 x 2 = 1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

Grading Periods

Students will receive a report card at the end of each 9-week period, indicating their grades for each course of study for that portion of the academic term.

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

PROMOTION, ACCELERATION, RETENTION, and PLACEMENT

Promotion to the next grade (or level) is based on the following criteria:

A. current level of achievement based on instructional objectives and mandated requirements for the current grade

B. potential for success at the next level

C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip

B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)

C. potential for success in the accelerated placement based on sufficient proficiency at current level

D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

A. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level.

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required

curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be placed if the Principal agrees that the student is academically prepared for the next grade level.

No student will be promoted to the fourth grade if s/he attained a score in the range designated by O.R.C. 3310.0710 (A) (3) on the State-mandated assessment except in accordance with the provisions of Policy 2623.02-Third Grade Reading Guarantee or in accordance with State Law.

GRADUATION REQUIREMENTS
(NELSD will follow State Requirements, but may exceed the State Requirements for some additional local requirements)

Regular Diploma

~~Class of 2023 and Beyond~~
Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and*meet the school requirements for basic coursework and earn the total number of twenty-one (21) minimum credits. For identified students, the criteria for graduation and the extent of participation in State-mandated assessments will be determined by the IEP team.*

~~As an alternative to the requirement that students attain passing scores on all graduation tests required by ODE to be eligible to graduate, students can meet the State requirements if the following conditions are met:~~

In addition to earning course credits, each student must show competency and readiness.

Specific course requirements are:

English 4 credits

Health .5 credit

Physical Education .5 credit

Mathematics 4 credits
(Must include one unit of Algebra II or the equivalent of Algebra II or Advanced Computer Science)

Science 3 credits
(Must include 1 unit of physical science, 1 unit of life science, and 1 unit of advanced study as defined in the course description)

Social Studies 3 credits
(World History, American History, and American Government)

Fine Arts 1 credit

Career-Based Financial Mgmt .5 credit

Electives 4 1/2 credits

Total 21 credits

All students must receive instruction in economics and financial literacy during Grades nine (9) through twelve (12). Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades nine (9) through twelve (12) unless the student is exempted from such training due to disability or by written request of the parent.

Credit will be earned by:

A. completing coursework;

B. testing out of or demonstrating mastery of course content; or

C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Northeastern Local School District Credit Flexibility

On the district web page (www.nelsd.org) under "Departments," select "Academics" and scroll down to the "Staff/Parent Resources" tab for more information.

Competency Requirements

Attain a competency score on each of the Algebra I and English Language Arts II end-of-course examinations. Students who receive a proficient score on Algebra I or English Language Arts prior to entering high school will fulfill this requirement and will not be required to retake the exams. Students who fail to attain the competency score in either subject will be offered remedial support and will be required to retake the exam(s) at least once. A student who fails to achieve the competency score a second time may demonstrate competency in the failed subject area by completing one (1) of the following:

1. earn course credit through College Credit plus in that subject;
2. provide evidence of enlistment in a branch of the armed services of the United States; or
3. complete two (2) of the following options, with at least one (1) of the options being a foundational option

a. Foundational Options: earning a score of proficient or higher on three (3) or more State technical assessments; obtaining an industry-recognized credential; completing a pre-apprenticeship or apprenticeship in a chosen career field; providing evidence of acceptance into an apprenticeship program after high school that is restricted to participants eighteen (18) years of age or older.

Supporting Options: completing 250 hours of a work-based learning experience with evidence of positive evaluations; obtaining an OhioMeansJobs-readiness seal; attaining a workforce readiness score selected by the State.

Diploma Seals

Students must demonstrate readiness for graduation by earning at least two (2) diploma seals, one (1) of which must include a State-approved seal. For the list of seals and requirements, see Policy 5460 and AG 5460 D.

Earn at least two (2) State diploma seals, one (1) of which must include:

a. Seal of Biliteracy;
b. OhioMeansJobs-readiness Seal;
c. Industry-recognized Credential Seal;
d. College-ready seal;
e. Military Enlistment Seal;
f. Citizenship seal;
g. Science Seal;
h. Honors Diploma Seal;
i. Technology Seal.

The Board offers the following additional seal(s) in accordance with adopted administrative guidelines: Community Service Seal; Fine/Performing Arts Seal; Student Engagement Seal.

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. To meet honors diploma requirements, students challenge themselves by taking and

succeeding at high-level coursework and in real-world experiences.

Ohio students have the opportunity to choose to pursue one of six honors diplomas:

1. Academic Honors Diploma
2. *International Baccalaureate Honors Diploma
3. Career Tech Honors Diploma
4. *STEM Honors Diploma
5. Arts Honors Diploma (includes dance, drama/theatre, music and visual art)
6. Social Science and Civic Engagement Honors Diploma

*At this time, Northeastern Local School District does not offer the coursework or criteria required to pursue the International Baccalaureate or STEM Honors Diplomas.

What is new for students in the class of 2026 and beyond?

For each honors diploma, the goal of the stakeholders was to better align the new honors diplomas to the new high school graduation requirements. As such, changes will be found to better align to key concepts of customization and ability for students to reflect their strengths.

- Equal number of requirements for each honors diploma
- Addition of state and local seals that align to specific honors diplomas
- Additional requirements listed for courses beyond standard graduation requirements
- Addition of "Student Strength Replacement" option for all honors diplomas
- Addition of "Experiential Learning" option for all honors diplomas
- Overview of the honors diploma requirements for the class of 2026 and beyond.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class. A pupil may be considered for early graduation provided the following requirements are achieved and with the approval of the Building Principal:

o The Pupil is eighteen (18) years old and has completed the twenty-one (21) units of credit and passed all required sections of the Ohio Graduation Test.

o The Pupil has completed seven (7) semesters of attendance and has completed twenty-one (21) units of credit.

o The Pupil has completed twenty-one (21) units of credit and special circumstances have been appealed in writing to the Superintendent.

EDUCATIONAL OPTIONS

The Northeastern Local School District provides several alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

In order to participate in an Educational Option, the student must first submit an application for approval by the Principal/Designee. Students under the age of 18 may only participate with the written consent of their parent or guardian. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

POSTSECONDARY ENROLLMENT

Any student in grades 9 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the District. A student may be denied high school credit for any

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

COLLEGE CREDIT PLUS PROGRAM

Any student in grades seven (7) through twelve (12) may enroll in a College Credit Plus Program provided the student meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under eighteen (18), written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the School Counselor's Department to obtain the necessary information.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths, and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Board Policy 2413 – Career Advising)

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

Honor Roll(s)

All buildings will have an Honor Roll/Academic Recognition Roll. Behavior and attendance initiatives will be in every building.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student-athletes interested in such awards should consult with the appropriate coach.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

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

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction,

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

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

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

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

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

A. Students are responsible for their behavior and communication on the Network.

B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.

C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.

D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).

E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.

F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.

G. Use of the Network to engage in cyberbullying is prohibited. ""Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or MySpace accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cycberbullying, visit https://www.schoolsafety.gov/bullying-and-cyberbullying or https://www.stopbullying.gov/.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a website or on a weblog;

2. sending an email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;

3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;

4. posting misleading or fake photographs of students or school staff members on web sites.

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

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.

3. Do not bully another person. Bullying is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.

4. Do not post information that, if acted upon, could cause damage or a danger of disruption.

5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.

6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

7. Never agree to get together with someone you "meet" online without parent approval and participation.

8. Check e-mail frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.

9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography.

Students should not delete such messages until instructed to do so by a staff member.

I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or adult staff member if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgment of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from principal. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

L. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or principal.

N. Users have limited expectations of privacy in the contents of their personal files, communication files, and record of web research activities on the Network. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to the discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law. Students' parents have the right to request to see the contents of their children's files and records.

O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.

P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.

Q. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action may be taken as appropriate.

R. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the

principal/technology director. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction-related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction-related purposes.

TRANSMISSION OF RECORDS AND OTHER COMMUNICATIONS

Parents/Guardians have to complete and return to the District Form 8330 F4a in order to authorize the staff to communicate with the parent/guardian via facsimile and/or electronic mail ("e-mail"). Parents who elect to communicate with a staff member via e-mail are required to keep the District informed of any changes to their e-mail address.

STUDENT ASSESSMENT

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered multiple times a year until the student passes/excused from the consequences of all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the school counselor's staff.

College entrance testing information can be obtained from the Counselor's Office.

PUBLIC SCHOOL CHOICE OPTIONS

The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement," regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Northeastern Local School District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

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

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

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups may meet in the school building during noninstructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

Northeastern Local School District provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board 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. See the Board adopted Athletic Handbook for more information.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after-school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or

general election.

To be eligible, a student shall be:

A. a United States citizen;

B. a resident of the county;

C. at least seventeen (17) years of age

D. enrolled in the senior year of high school

E. approved by the principal

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The Northeastern Local School District believes daily attendance is a foundational piece of a student's academic success. In creating an environment for that academic success, the district works hand-in-hand with staff, parents/guardians, and internal and external transportation providers, to facilitate daily student attendance to maximize student achievement in a safe environment. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

House Bill 410 (HB410) was passed into law by the Ohio General Assembly in December 2016- changing the way school districts monitor student attendance across the state. According to the bill, schools will now keep track of absences by hours (to include tardiness) as opposed to missed days. The term "chronic truant" has been removed from absence legislation and replaced with:

Habitual Truant-Defined as any student of compulsory school age who has been absent without a legitimate school excuse for absences of (Ohio Revised Code 2151.011 (B) (18) o ***30 or more consecutive hours***

o ***42 or more consecutive hours in one school month***
o ***72 or more consecutive hours in one school year***

Excessive Absent-Defined as a child of compulsory school age who is absent with or without a legitimate excuse from the public school the child is supposed to attend for (Ohio Revised Code 3321.191 (C) (1):

o ***38 or more hours in one month***
o ***65 or more hours in one school year***

Absence Intervention Plans (AIP)

An AIP will be assembled for every student who has been identified as Habitually Truant as a means to bridge logistical gaps in arranging and maintaining that student's daily attendance. AIPs are to be created within 14 days of an absence that pushes a student's total hours. Each Absence Intervention Plan will be individualized to meet the needs of each student. In the event that a student has failed to make progress on their attendance office will be required to file a complaint in juvenile court within 61 days of the plan's implementation date.

Excused Absences

The Board considers the following factors to be reasonable excuses for time missed at school:

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

A. personal illness (a written physician's statement verifying the illness may be required)

B. illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)

C. quarantine of the home

D. death in the family

E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)

F. observation or celebration of a bona fide religious holiday

G. such good cause as may be acceptable to the Principal or Superintendent

Religious Expression Days

To receive accommodations for religious expression days, parents or guardians must submit written requests to the Principal within fourteen (14) days after the start of the school year or fourteen (14) days after a student is enrolled in the District. The requests must specify the religious expression day(s) to be approved. The Principal will approve the days without inquiring into the sincerity of a student's religious or spiritual belief system.

Students who are absent on approved religious expression days will not face any academic penalties and will be provided with academic accommodations with regard to examinations and other academic requirements that are missed.

Notification of Absence

If a student will be absent, the parents must notify the School and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the board office.

Make up of Tests and Other School Work

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

Requests for Homework Assignments

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

Suspension from School

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

o A suspended student may be allowed to make-up schoolwork missed due to suspension and may receive no credit for work assigned on days missed.

o The student should complete missed assignments during the suspension and turn them in to the teacher.

o The student may be given credit or partial credit for properly-completed assignments and may receive credit or partial credit for any made-up tests.

Unexcused Absences

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

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

Tardiness

Elementary Level

A student who is not in his/her assigned location by the official start time shall be considered tardy. Any student arriving late to school is to report to the School office before going to class. A tardy will be counted in 15 increments limited to 30 minutes. A tardy exceeding 30 minutes will be counted hourly.

Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Students who are tardy to school more than three (3) times during a grading period may be disciplined according to the Student Code of Conduct. A tardy will be counted in 15 increments limited to 30 minutes. A tardy exceeding 30 minutes will be counted hourly.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make

necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip.

Released Time for Religious Instruction

Students shall be provided "released time" during the school day to attend a course in religious instruction conducted by a private entity off District property, in accordance with the requirements of Policy 5223.

CODE OF CONDUCT

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

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

Expected Behaviors

Students are expected to:

- act courteously to adults and fellow students;

- be prompt to school and attentive in class;

- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background.

- complete assigned tasks on time and as directed;

- help maintain a school environment that is safe, friendly, and productive;

- act at all times in a manner that reflects pride in self, family, and in the School.

Classroom Environment

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

A. a teacher to communicate effectively with all student in the class; and

B. all students in the class the opportunity to learn.

Dress and Grooming

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Gangs

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

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

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

Care of Property

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

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

BULLYING, HARASSMENT, AND INTIMIDATION

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

Intimidation- To make timid or fearful: frighten; especially to compel or deter by or as if by threats; causing injury or harm.

"Harassment, Intimidating, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student.

"Harassment, Intimidating, or Bullying" also includes violence within a dating relationship.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be 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.

Bullying - Bullying is sufficiently severe, persistent, or pervasive that it creates an intimidation, threatening, or abusive educational environment. Bullying is causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property. Bullying behavior by any student in the Northeastern Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by students, including violence within a dating relationship, with intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop.

A school-sponsored activity shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

Types of Conduct

Harassment, intimidation, or bullying can include many different behaviors, including overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include:

A. physical violence and/or attacks;

B. threats, taunts, and intimidation through words and/or gestures; C. extortion, damage, or stealing of money and/or possessions;

D. exclusion from the peer group or spreading rumors;

E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber-bullying"), such as the following:

1. posting slurs on web sites where students congregate or on weblogs (personal on-line journals or diaries);

2. sending abusive or threatening instant messages;

3. using camera phones to take embarrassing photographs of students and posting them on-line/or otherwise distributing them;

4. using web sites to circulate gossip and rumors to other students; and,

5. excluding others from an online group by falsely reporting them for inappropriate language to Internet Service Providers.

F. violence within a dating relationship.

The following procedures shall be used for reporting, investigating, and resolving complaints of aggressive behavior and/or bullying.

Complaint Procedures

Building principals, assistant principals, and the District Anti-HIB Coordinators are responsible for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having had no involvement in the complaint presented.

Any student, employee or third party who has knowledge of conduct in violation of Policy 5517.01 or feels s/he has been a victim of aggressive behavior and/or harassment, intimidation, and bullying in violation of Policy 5517.01 is encouraged to immediately report his/her concerns.

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building Anti-HIB Coordinator and/or his/her designee of the event observed, and shall promptly file a verbal or written report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building Anti-HIB Coordinator and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, s/he shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building Anti-HIB Coordinator or his/her designee.

In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interactions with students. School personnel may

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

All complaints will be promptly investigated in accordance with the following procedures:

Step I
Any complaints, allegations, or rumors of harassment, intimidation, bullying, or retaliation shall be presented to the Building HIB Coordinator/District HIB Coordinator (s). Students may also report their concerns to staff members, who will be responsible for notifying the appropriate administrator (HIB Coordinator) or Board of Education official. If the complaint has been filed online or via Safety Phone Line, the District HIB Coordinators will promptly contact the Building Coordinator to inform them of the complaint/allegation to initiate investigative procedures. Information may be initially presented anonymously. All such information should include the specific nature of the offense (e.g., the person(s) involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses). Complaints or allegations against a building principal shall be filed with the Superintendent/District HIB Coordinator(s).Complaints against the Superintendent shall be filed with the Board President.

Step II
The Building HIB Coordinator/District HIB Coordinator/Board official receiving the complaint shall promptly investigate. Parents will be notified, prior to the investigation, of the nature of any complaint involving their student (Offender and Victim) and given the process and possible timeline of the investigation. The administrator/Board official will arrange such meetings as may be necessary with all concerned parties within five (5) work days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint/allegation will be reduced to writing embedded in the investigation tool/form. When the investigation is concluded and a determination has been made regarding if the allegation has been verified/nen-verified, the HIB Coordinator conducting the investigation shall notify the offender/victim and parents as appropriate, in writing and via phone call regarding the results of the investigation and if deemed necessary a consequence, if warranted, is determined.

A copy of the notification letter or the date and details of notification to the victim/offender, together with any other documentation related to the incident (underlying documentation), including interventions or disciplinary action recommended, shall be forwarded to the District HIB Coordinator.

Step III
If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or District HIB Coordinator (s). Such appeal must be filed within ten (10) work days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within ten (10) work days of the appeal being filed.

If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within ten (10) work days after receipt of the Step III decision. The Board shall, within twenty (20) work days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) work days following completion of the hearing.

Documentation related to the incident, other than any discipline imposed or remedial action taken, will be maintained in a file separate from the student's education records or the

employee's personnel file.

Publication of the Prohibition Against Harassment, Intimidation, and Bullying

The prohibition against harassment, intimidation, or bullying shall be publicized in student handbooks and in District publications that set forth comprehensive rules, procedures and standards of conduct for students. Information regarding the policy shall be incorporated into employee training materials. The following statement shall be included:

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

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

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

Retaliation/False Charges

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or harassment, intimidation, and bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or harassment, intimidation, or bullying.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building Anti-HIB Coordinator or his/her designee that is intended to provide that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

Restorative Practices/Non-Disciplinary Interventions

When verified acts of harassment, intimidation or bullying 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 harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process 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 concern.

Restorative Justice/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, shall not be the basis for disciplinary action.

In and out-of-school suspension 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 in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

Intervention Strategies

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when such prohibited acts are verified, other District actions may ameliorate any potential problem with harassment, intimidation or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time-to-time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

A. Respectful responses to harassment, intimidation or bullying concerns raised by students, parents, or school personnel.

B. Planned professional development programs addressing targeted individuals' problem, including what is safe and acceptable Internet use.

C. Data collection to document victim problems to determine the nature and scope of the problem.

D. Use of peers to help ameliorate the plight of victims and include them in group activities.

E. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough).

F. Awareness and involvement on the part of all school personnel and parents with regard to victim problems.

G. An attitude that promotes communication, friendship, assertiveness skills and character education.

H. Modeling by school personnel of positive, respectful, and supportive behavior toward students.

I. Creating a school atmosphere of team spirit and collaboration that promotes appropriate

social behavior by students in support of others
(Ohio School Climate Guidelines).

J. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

K. Form harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and
community members.

Intervention Strategies for Protecting Victims

A. Supervise and discipline offending students fairly and consistently.

B. Provide adult supervision during recess, lunch, bathroom breaks, and in the hallways during times of transition.

C. Maintain contact with parents and guardians of all involved parties.

D. Assist the victims to obtain counseling if assessment indicates that it is needed.

E. Inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed.

F. Check with the victim daily to verify that there have been no incidents of harassment, intimidation, bullying, or retaliation from the offender or other
Parties.

Training

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying, and their rights and responsibilities under this and other District policies, procedures, and rules, at student orientation sessions and on other appropriate occasions. Parents will be provided with information about this policy and procedure, as well as information about other District and school rules and disciplinary policies. This policy and procedure shall be reproduced in student, staff, volunteer, and parent handbooks.

Information regarding the policy on harassment, intimidation, and bullying behaviors shall be incorporated into training materials used with employees and volunteers with direct contact with students. The in-service education provided to middle and high school employees shall include training in the prevention of dating violence. Time spent by school employees in the training, workshops, or courses shall apply toward any State or District-mandated continuing education requirements.

School personnel members are encouraged to address the issue of harassment, intimidation, and bullying in other interaction with students. School personnel may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "harassment, intimidation, or bullying."

Police and Child Protective Services

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate aw enforcement agency and/or to Child Protective Services (CPS), according to

the prescribed timelines. The School District shall also investigate for the purpose of determining whether there
has been a violation of District Policy, even if law enforcement or CPS officials are also investigating. All School District personnel shall cooperate with investigations by outside agencies.

In addition to, or instead of, filing a bullying, harassment, or intimidation 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 other provisions of the Revised Code or law that may apply.

State Board of Education Model Policy (2007)

PROTECTION OF INDIVIDUAL BELIEFS

The Board shall not solicit or require current or prospective students who seek enrollment in the District to affirmatively ascribe to specific beliefs, affiliations, ideals, or principles concerning political movement or ideology, nor will the District use any statements of commitment to specific beliefs, affiliations, ideals, or principles concerning political movements or ideology to evaluate the student's academic performance. (See Policy 2265)

ZERO TOLERANCE

No form of violent, disruptive, or inappropriate behavior, including excessive truancy, will be tolerated.

STUDENT DISCIPLINE CODE

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

1. Possession/use of drugs and/or alcohol
Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance, including but not limited to narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted, thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/use of tobacco
Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars,

pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

3. Use and/or possession of a firearm
Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. An expulsion may be reduced on a case-by-case basis by the Superintendent.

o Firearm is defined as any weapon (including a starter gun) that will or is designed to or mayreadily be converted to expel a projectile by the action of an explosive; the frame orreceiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

o Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

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

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

5. Use of an object as a weapon
Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

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

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

8. Physically assaulting a staff member/student/person associated with the District. Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.
Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds
Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

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

13. Gambling
Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

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

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

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

16. Terroristic Threat
Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or use of explosives and/or fireworks
Possessing or using any compound or mixture, the primary or common purpose of which is to

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

18. Trespassing
Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

19. Theft, or knowingly receiving or possessing stolen property
Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. The School is not responsible for personal property.

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

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

22. Persistent absence or tardiness
Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property
Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

24. Refusing to accept discipline
Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or abetting violation of school rules
Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Displays of affection/sexual activities
Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession of electronic equipment
The School may supply electronic equipment or devices necessary for participation in the educational program. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action may be taken.

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

29. Violation of bus rules (See Section V - Transportation)

30. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable.

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

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

A. **Verbal**:

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

B. **Nonverbal**:

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

C. **Physical**:

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

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

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti Harassment Complaint Coordinator(s):

[list from page 3 of Administrative Guideline 5517]

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

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

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

33. Hazing
Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

34. Violent Conduct
Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

35. Improper Dress
Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

36. Careless or Reckless Driving
Driving on school property in such a manner as to endanger persons or property.

37. Burglary
Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

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

39. Lighting Incendiary Devices
Unauthorized igniting of matches, lighters and other devices that produce flames.

40. Possession of Pornography

Possessing sexually explicit material.

41. Unauthorized use of vehicles
Occupying or using vehicles during school hours without parental permission and/or school authorization.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can

be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

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

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the School. It includes:

o writing assignments;
o change of seating or location;
o before-school, lunch-time, after-school detention;
o in-school discipline (ISS/ILP);
o Friday/Saturday school.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

In-School Discipline

Saturday school will be in session TBA.

A student missing any portion of his/her assigned time in Detention, In-School Discipline, Friday/Saturday School may be given an additional consequences. Failure to timely serve Detention, In-School Discipline, Friday/Saturday School assignment(s) may lead to additional consequences including suspension from school. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

Transportation to and from Saturday school is the student/parent's responsibility.

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

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

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

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

DUE PROCESS RIGHTS

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

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

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five days after receipt of the suspension notice, to file an appeal. The request for an appeal must be directed to the Superintendent.

During the appeal process, the student shall not be allowed to remain in school.

If the Board's designee hears the appeal, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion,

the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held the next school after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out-of-school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within/or at the end of
the suspension period and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), or no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 3 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or to a school function; B. possessing deadly weapons onto school property or at a school function; C. carrying a concealed weapon onto school property or at a school function; D. trafficking in drugs onto school property or at a school function;

E. murder, aggravated murder on school property or at a school function; F. voluntary or involuntary manslaughter on school grounds or at a school function; G. assault or aggravated assault on school property or at a school function;

H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;

I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

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

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

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the
search will be governed by the seriousness of the alleged infraction and the student's age.

General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Signs that reflect this policy are placed by the lockers.

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

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

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator may attempt to contact a parent prior to questioning and may remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated school counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated school counselor) will remain in the room during questioning.

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertise any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an

unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission by the principal/asst. principal may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal/designee twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

The transportation schedule and routes are available by contacting the Director of Operations and Director of Transportation at 937-328-6592.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency.

The Transportation Director/Asst. Director may approve a change in a student's regular assigned bus stop to address a special need. Parents should call transportation stating the reason for the request and the duration of the requested change.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

<u>Prior to loading (on the road and at school)</u>

Each student shall:

o be on time at the designated Point of Safety;

o stay off the road at all times while waiting for school transportation;

o line up single file off the roadway to enter;

o wait until the school transportation is completely stopped before moving forward to enter;

o refrain from crossing a highway until the driver signals it is safe to cross; o properly board

and depart the vehicle;

o go immediately to assigned seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

o remain seated while the school transportation is in motion;

o keep head, hands, arms, and legs inside the school transportation at all times; o not push,

shove or engage in scuffling;

o not litter in the school vehicle or throw anything in, into, or from the vehicle; o keep books,

packages, coats, and all other objects out of the aisle;

o be courteous to the driver and to other riders;

o not eat or play games, cards, etc.;

o not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;

o not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

o remain seated until the vehicle has stopped;

o cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;

o be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization.

Video on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a video, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

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

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's

parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School

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

The following rules shall apply:

o Students under the age of 18 must have written parent permission prior to driving to school.

o Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles On School Property and provide evidence of:

o Driver's license;

o Insurance certificate

o Vehicle registration.

o Students are required to obey the parking lot speed limit of 10 mph.

o Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

o When the School provides transportation, students shall not drive to school-sponsored activities.

o Unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form – which is approved by the principal.

o An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.

o All vehicles entering school property are subject to search and inspection.

o Use of Motor Vehicles 5515

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

▪ Title VI, IX, 504 Grievance Form 2260 F2

▪ Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8

▪ Authorization for Prescribed Medication or Treatment Form 5330 F1

▪ Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a

▪ Authorization for the Possession and Use of Asthma Inhalers Form 5330 F3

▪ Authorization for Nonprescription Medication or Treatment, Elementary Version Form 5330 F1b

▪ Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2

▪ Parent/Student Acknowledgement of Student Handbook Form 5500 F1

▪ Notification to Parents Regarding Student Records Form 8330 F9

▪ Notification to Parents on Blood-borne Pathogens Form 8453.01 F5

▪ Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03 F1

▪ Application To Drive Vehicles On School Property Form 5515F1

▪ Parental Authorization and Release From Liability Form 5515 F2

▪ Request that Directory Information Not Be Released to Recruiters Without Prior Written Consent Form 8330 F13

▪ Parent Permission for the District to Communicate About a Student with the Parent Via Facsimile and/or E-mail Form 8330F4a

▪ National School Lunch Program (NSLP) form with fee waiver