New Miami High School
Student Handbook

New Miami Local School District
2025-26 School Year

New Miami High School

2025-2026

600 Seven Mile Avenue
Hamilton, OH 45011
Telephone: (513) 863-4917
FAX: (513) 896-3956
Attendance: 863-4917 ext. 1000

Ms. Rhonda Parker	Superintendent
Mr. Justin Griffin	High School Principal
Mrs. Nicole Kidd	Curriculum and Instruction
Ms. Emily Wendt	School Counselor
Mr. Eric Hayes	Athletic Director
Mrs. Emmalee Forch	High School Secretary
Mr. Josh Senters	Director of Student Services and HR

BOARD OF EDUCATION

Mr. Roy Chapman	Board President
Mr. Randy Cook	Board Vice President
Ms. Keeley Davidson	Board Member
Mr. Daniel Marcum	Board Member
Ms. Joslyn Benson	Board Member

WEBSITE: http://www.new-miami.k12.oh.us
Like New Miami Middle/High School on Facebook

PROGRESS BOOK

To receive Progress Book login information, contact Michelle Nelson at 513-863-4917 or email at mnelson@new-miami.k12.oh.us.

Table of Contents

Topic **Page Number**

Forward……..8
Mission and Vision……8
Equal Education Opportunity……9
Frequently Asked Questions……10
Final Forms……..11
School Day……...11
Student Rights and Responsibilities……11
Student Well-Being……..11
Illness and Injury…….....12
Outdoor Activities……12

Section I - General Information
Enrolling in the School……13
Scheduling and Assignment……14
Early Dismissal from School……...14
Withdrawal/Transfer from School……14
Immunizations……..15
Emergency Medical Authorization……..15
Use of Medications……..15
Non Prescribed (Over-the-Counter) Medications……...16
Control of Casual-Contact Communicable Diseases……...17
Control of Direct Contact Communicable Diseases……17
Control of Blood-Borne Pathogens……..18
Students with Disabilities……18
Homeless Students……...19
Children and Youth in Foster Care……...19
Protection and Privacy of Student Records……..19
Student Fees and Fines……22
Student Fundraising……22
Meal Service……23
Cafeteria……..23
Food Allergies……23
Delivery of Food/Outside Items……..24
Safety and Security……..24

Fire, Tornado, and Safety Drills……...24
Emergency Closing and Delays……...25
Emergency School Closing Plans……...25
Preparedness for Toxic and Asbestos Hazards……25
Visitors……25
Volunteers……26
Use of the Media Center/Library……26
Use of School Equipment and Facilities……..26
Restrooms, Locker Rooms, Shower Rooms, and Changing Rooms……27
Lost and Found……27
Use of Office Telephones……27
Use of Personal Communication Devices/Cell Phones……..27
Advertising Outside Activities……28
Title I……28

Section II - Academics

Course Offerings……..29
Field Trips……29
Grades……..29
Grade Point Average……..29
Grading Periods……...30
Grading Procedures……30
Promotion, Acceleration, and Retention……..31
Conferences……..32
Graduation Requirements……32
Participation in Graduation……32
Regular Diploma……32
Other Requirements for Graduation……33
Diploma Seals……34
Honors Diploma……..34
Academic Honors Diploma……35
Career Tech Honors Diploma……..35
Arts Honors Diploma……..36
Social Science and Civic Engagement Honors Diploma……37
Field Experience Criteria……38
Portfolio Criteria……38
Additional Elements of the Diploma with Honors……..38

Early Graduation……..……39
Educational Options……39
Credit Flexibility……39
College Credit Plus Program……39
Post Secondary Enrollment……40
Career Advising Program……40
Recognition of Student Achievement……..40
Honor Role(s).....40
Valedictorian/Salutatorian Recognition……..40
National Honor Society……...40
Athletic Awards……...41
Homework……41
Student Technology Acceptable Use and Safety……..41
Chromebooks……..46
Transmission of Records and Other Communications……47
Student Assessment……..47
Public School Choice Options……48

Section III - Student Activities

School-Sponsored Clubs and Activities……...49
Non School-Sponsored Clubs and Activities……...49
Athletics……...49
Academic Eligibility……50
Student Employment……50
Student Attendance at School Events……..50
Student Precinct Workers……51

Section IV - Student Conduct

Attendance……52
School Attendance Policy……...52
Truancy……...…….52
Excused Absences……...53
The Seven Day Rule……...54
Religious Expression Days……54
Notification of Absence……..55
Skipping Class……55
Homebound Instruction……...55

Make-up of Tests and Other School Work……..55
Suspension from School……..55
Unexcused Absences……...56
Tardiness and Early Dismissals……..…….56
Vacations During the School Year…….…….57
Released Time for Religious Instruction……...……...57
Code of Conduct……..……57
Expected Behaviors……..…...57
Positive Incentives/PBIS…….……58
Classroom Environment…….…….58
Dress and Grooming…….……..58
Gangs…….…….58
Care of Property…….…….59
Cheating……..…….59
Bullying, Harassment, and Intimidation……..……59
Protection of Individual Beliefs……..……64
Title IX Sexual Harassment……..……...64
Zero Tolerance……..……...64
Discipline……..……...64
Informal Discipline…….……65
Formal Discipline…….……...66
Due Process Rights……..……67
Suspension from School……..……67
Emergency Removal…….……..67
Expulsion from School……..……..68
Permanent Exclusion……..……68
Discipline of Students with Disabilities…….…….69
Suspension of Bus Riding/Transportation Privileges…….……69
Search and Seizure……..…….69
Interrogation of Students……..……70
Student Rights of Expression……..…….71

Section V - Transportation

Bus Transportation to School……..……72
Conduct on School Vehicles……...……..72
Video Surveillance and Electronic Monitoring on School Buses……..…..73
Penalties for Infractions……..…….73

Transportation of Students by Private Vehicle……..…...74
Self-Transportation to School……..……74
Use of Motorized Utility Vehicles……...…….75

Student Code of Conduct…….……76
Part 1…….. 79
Part 2 (Mandatory Recommendation for expulsion)……..…….87
Part 3 (Mandatory Recommendation for expulsion one year)…….……...90
Part 4 (Dress code)…….…….92
Part 5 (Bus Rules)…….……..94
Family Educational Rights and Privacy Act (FERPA)……..……..95
Photo/Work release for confidentiality……..……..96
Student Handbook signature page (must be completed in Final Forms)……..……...97

This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. The Policies and 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. If you have questions or would like more information about a specific issue, contact your school principal.

The New Miami Local School District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

FOREWORD

The Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent/guardian to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your School Counselor or Principal who you will find listed in the staff directory section of the handbook.

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 July 2025. If any policies or administrative guidelines referenced herein are revised after July 2025, the language in the most current policy or administrative guideline prevails.

Copies of current board policies and administrative guidelines are available from the building principal and on the New Miami Local Schools website.

VISION

New Miami Local School will cultivate success by empowering students to engage, discover and learn through challenging and innovative opportunities.

MISSION

Engage in the community, discover the unique qualities of every student, and learn through quality instruction.

Be Present ● Be Prepared ● Be Resourceful ● Be Respectful

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the bases of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes) while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Josh Senters
Director of Student Services and Human Resources
(P) 513-863-0833
(F) 513-863-0497
600 Seven Mile Avenue
Hamilton, OH 45011
JSenters@new-miami.k12.oh.us

Robin Bonar
Treasurer
(P) 513-863-0833
(F) 513-863-0497
600 Seven Mile Avenue
Hamilton, OH 45011
RBonar@new-miami.k12.oh.us

Complaints will be investigated in accordance with the procedures described in Board Policy 2260. 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 opportunity.

Frequently Asked Questions

What if I am late for school? Students who arrive after 8:03 AM, must sign in with the Attendance Secretary.

What if I need to leave the building during the day? The Attendance Secretary must obtain written or verbal parent permission from the legal guardian and an authorized adult on the emergency form must sign you out.

What if I become ill during the day? Obtain permission from a staff member to report to the clinic.

What if I am injured at school? Seek a staff member immediately for assistance.

What if I need to see my counselor? Email the school counselor, Emily Wendt. The counselor will call you to the office when available.

What if I have property stolen? Obtain permission from a staff member to visit an administrator or Resource Officer and report the theft.

What if I lose my locker combination or schedule? Ask permission and obtain a pass to come to the office. The counselor, secretary, or administrator will be able to assist you.

What if I am being harassed at school or on the bus? Obtain permission from a staff member to visit an administrator and report the harassment.

What if I hear a rumor about drugs, weapons, or fighting? Report the information to a staff member immediately.

What if I need to call a parent? Obtain permission from your teacher to use the phone in his/her room to call a parent or ask for a pass to use the office phone.

FINAL FORMS

It is extremely important that emergency information is kept up-to-date at all times for the safety of your child. If, at any time during the school year, you change your address, daytime phone number, or preferences for emergency contacts please update your information in Final Forms and contact the building immediately. For a change of address, you will need to bring in your new proof of residency. Any necessary transportation changes will be made at this time.

SCHOOL DAY

The school day begins at 8:03 a.m.; Students should enter the building between 7:40 a.m. and 7:55 a.m. and must report directly to the cafeteria (9th – 12th Grade). At 7:58 a.m. students will be dismissed from their locations to go to their lockers and 1st bell class. Students will be released each day at 3:00 p.m.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process before a student is removed because of the student's behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

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 attendance secretary.

Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

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, the student 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.

OUTDOOR ACTIVITIES

Ohio doesn't have statewide recess/outdoor activity temperature mandates. The New Miami Local School District has the following procedures and follows the National Weather Association guidance:

- Cold Weather: On particularly cold days, coats, hats, gloves, and boots help students stay warm.
  - Below 32 °F: Indoor-only recess/incentive.
  - Above 32 °F: Outdoors encouraged.
- Hot Weather: On particularly hot days, light, breathable clothing and a refillable water bottle help students stay cool.
  - Heat index ≥ 104 °F: No outdoor activities.
  - Heat index 99–103 °F: Limited time outside, with hydration.
  - Heat index 91–98 °F: Caution with hydration and shade.
  - Below 90 °F: Regular recess/incentive.

These practices help us balance safety with the benefits of fresh air and physical activity. If your child has a medical condition that requires special consideration during hot or cold weather, please notify our school nurse so we can plan accordingly.

With regard to athletics with outdoor practices and events, the New Miami Local School District utilizes the Wet Bulb Globe Temperature (WBGT) measurement when planning safe athletic practices outdoors. The Wet Bulb Globe Temperature is a measure of heat stress in direct sunlight, taking into account temperature, humidity, wind speed, sun angle, and cloud cover. It's used to assess the potential for heat-related illness, particularly during strenuous outdoor activities, and is monitored by the athletic trainer on duty during outdoor practices.

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 reside, unless enrolling under the District's open enrollment policy.

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

A. a birth certificate or similar document

B. court papers allocating parental rights and responsibilities, or custody (if appropriate)

C. proof of residency

D. proof of immunizations

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 building secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Students enrolling in the District following any period of home education will be placed in the appropriate grade level, without discrimination or prejudice.

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

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.

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

New students eighteen (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 to 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-in-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 education 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.

SCHEDULING AND ASSIGNMENT

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

EARLY DISMISSAL FROM SCHOOL

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 students will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of their 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 they are under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within five (5) days of the parents' notice or request, except as permitted by law. (See Board Policy 8330 - Student Records)

IMMUNIZATIONS

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention in a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board further requires that students enrolled in grades seven (7) through twelve (12) be immunized against meningococcal disease. For the safety of all students, the school principal may remove a student from school or establish a deadline for meetingState requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chick 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 school nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form **(Final Forms)** 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. **If at any point information changes, it is the parent's responsibility to contact the school to make all necessary changes. All emergency medical forms must be on file by the Tuesday after Labor Day to avoid disciplinary action.**

USE OF MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must authorize any self-medication by the student.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
C. All medications must be registered with the Principal's Office and must be delivered to school in the 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'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 ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

   a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
   b. 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. Any unused medication unclaimed by the parent will be destroyed by school Personnel when a prescription is no longer to be administered or at the end of a school year.

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

G. The principal will maintain a log noting the Personnel designated to administer medication, as well as the date and time of day that Administration is required. this log will be maintained along with the prescribers written request and the parents' 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 Principal's Office. Physician authorization is not required in such cases.By written notice parents may also authorize that their child may self-administer non-prescribed medication and may keep non-prescribed medication in their possession.

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

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

Students may possess a drug prescribe 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.

Students shall be permitted to possess and self-administer over the counter topical sunscreen products while on school property or at a school sponsored event, provided the student has submitted prior written approval of the students parent Guardian to the school nurse.

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 in the Principal's Office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

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 who 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 DIRECT CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-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.

Noncasual-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:

- 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.
- Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
- Participating in extra-curricular 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, the student must immediately notify their teacher, who will contact the school nurse 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 students blood tested for Hepatitis B and HIV either by the student's physician or the County Health Department. The student's parents are encouraged to consult with the students physician concerning any necessary post-exposure treatment.

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 the student's physician or the County Health Department.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) 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 (1) or more major life activities;
B. has a record of such an impairment; or
C. is regarded as having such an impairment.

The District has specific responsibilities under these two (2) laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA, A.D.A. Section 504) and State law. Contact Anita Dehner at (513) 863-0833 to inquire about evaluation procedures, programs, and services.

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities.

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 (513) 863-0833.

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 Board Policy 5111.03 - Children and Youth in Foster Care.

PROTECTION AND PRIVACY OF STUDENT RECORDS

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

Directory information includes a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; and/or awards received. Directory information can be provided upon request to any individual, other than a for-profit organization, even

without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release, you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on Final Forms.

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 requests 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 records to the High School/Middle School Office. 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 their 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, the student's 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 the student's 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. Please contact the High School/Middle School Office to inspect such materials.

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

The 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
B. the administration of any survey by a third party that contains one (1) or more of the items described in A through H above.

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
Washington, D.C. 20202-4605
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; and

PPRA@ED.Gov.

STUDENT FEES AND FINES

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

- Art - $30
- ELA - $40
- Math (Alg. 1) - $30
- Math (Alg. 2) - $30
- Math (Geo) - $30
- Band - $30
- Family Consumer Sciences - $25
- Chromebook Insurance - $25

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.

If you receive ADC, Social Security, or have a medical card for your child(ren), you may be eligible for a fee waiver. The application must be completed annually.

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 fund-raisers:

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Fundraising activities are governed by Policy and Administrative Guideline 5830.
- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students may not participate in a fund-raising activity for a group in which they are not members unless it is voluntary and approved by the student's teacher or counselor.
- Students may not participate in fund-raising activities off school property without approval from the Superintendent.
- 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. Violation of this policy may lead to disciplinary action.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students free of charge. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission from the Principal.

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

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students through Final Forms. If a student does not receive an application form and believes they are eligible, contact the High School Office.

Cafeteria

The only place where food may be consumed is in the cafeteria. Students may bring their lunches to school; however, they shall not bring beverages in glass containers. Students may not have food delivered to school during the school day. Students are expected to be on time to lunch and to show proper manners at all times. Students are expected to clean their area/table when finished. Students are not allowed to leave the cafeteria without the permission of a Lunchroom Supervisor.

Lunch cost for the 2025-2026 year is free for the standard lunch, additional items will cost as labeled within the cafeteria. All students are encouraged to take part in our free breakfast and lunch program which is open to any student in grades 9-12.

Food Allergies

Food Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. It is imperative that students and their parents do the following in the case that their student has a known food allergy:

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food /Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
    - Safe and unsafe foods
    - Strategies for avoiding exposure to unsafe foods
    - Symptoms of allergic reactions
    - How and when to tell an adult they may be having an allergy-related problem
    - How to read food labels
- Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide emergency contact information.

Delivery of Food/Flowers/Gifts

Students **may not** receive "fast-food" delivered/dropped off to them. Students **may not** receive flowers or other gift items delivered during the school day. Any item that is dropped off at the school is subject to a search by the administration.

SAFETY AND SECURITY

A. All visitors must enter through the main front doors using the intercom system.
B. All visitors must report to the Welcome Center when they arrive at school.
C. All visitors are to sign in, are given and required to wear an identification badge/label/lanyard while they are in the building.
D. Staff are expected to direct people in the building whom they do not recognize and who are not wearing a visitor label to return to the Welcome Center for an identification badge/label/lanyard, and to question people who are "hanging around" the building after hours.
E. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
F. Portions of the building that will not be needed after the regular school days are closed off.
G. A person is stationed at the attendance desk at the main entrance of the building to greet visitors and guide them to the office.
H. School facilities and grounds are monitored by video surveillance to ensure the safety and well being of staff, students, and visitors.

Staff, students, and visitors who intentionally circumvent, interfere with, or disable security measures, systems, and/or devices may be subject to discipline, up to and including termination of employment for an employee, suspension or expulsion from work or school for a student, and may also face criminal charges.

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. The alarm system for tornadoes consists of public announcements. 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 during 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.

Total cooperation and absolute silence are required during safety drills. Students must proceed to their designated areas quickly, quietly, and remain with their teacher during all drills.

The New Miami Local School District has developed and trained all staff and students on how to respond and prepare for an active shooter event. The district partnered with Butler County Sheriff's School Resource Officer to bring this training to all employees in order to keep the school district a safe place to learn and grow. The training, commonly referred to as *active shooter response training* , refers to sequential steps for staff and students to remember in order to stay safe in the event of an active shooter in the building. Both local law enforcement and the New Miami Local School District are committed to keeping our children safe in schools. We must recondition students and staff to realize evacuation is an option.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notice of such closing or delay by television stations, Facebook, and Parent Square. Additional announcements on Facebook and Parent Square may be made **DURING** the school day in the event of sudden emergency closings for an individual school or schools. Parent Square contacts are made using the phone number on file, so please update accordingly on Final Forms. Parents and students are responsible for knowing about emergency closings and delays.

Emergency School Closing Plans

Two (2) Hour Delay	All classes will be in session except a.m. preschool
School Closed	No Students or Staff Report

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 Welcome Center upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in or without a visitor pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, the person should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time. Upon leaving school, all visitors must return to the Welcome Center to sign-out.

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

- A valid form of identification is required at all times for all visitors.
- All visitors must wear an identification badge while in our building.
- To ensure the appropriate release of a student, we require proper identification and the name of the released individual must be on the student's Emergency Form. Students will not be released to unauthorized individuals.

VOLUNTEERS

The Board believes one of the greatest resources available may be found in the citizens of the community who have special knowledge and talents to contribute to the District. The use of citizens as volunteers within the school program enhances the educational process not only for students, but for the community as well. Volunteers may provide additional support in the classroom, promote community school cooperation in facilitating the learning process and provide resource persons who have expertise in various areas.

Recruitment and selection of volunteers is done at the local building level. Interested individuals should contact the building principal or his/her designee. The interests and abilities of the volunteers are considered when making assignments.

All volunteers shall be registered with the District office and at the appropriate building. Standard procedures for record keeping include hours contributed by various volunteers, types of services or donations made and an application kept on file at the local school for any volunteer who works directly with students, especially in tutorial relationships.

Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal record check (BHII).

USE OF THE LIBRARY/MEDIA CENTER

The library is available to students throughout the school day. Passes may be obtained from a student's teacher. Books may be checked out for a period of one (1) week. In order to avoid late fees, all materials checked out of the library must be returned to the library or a book return bin within one (1) week.

Any student who has a book two weeks overdue will be considered "lost". A lost book will create a fine and must be paid within three weeks from the check-out date. A full or partial refund may be received if the lost book is returned after payment is received. This refund is based on the condition of the book. If the fine has not been paid or an arrangement made for payment, the student will lose their library privileges and not be able to participate in library activities. This policy will also be enforced for any student who has damaged a book.

The Media Center is used for study, reading, and research. Access to the Media Center will only be granted with a pass from your teacher. Media Center privileges may be lost due to inappropriate use or if materials are not respected.

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 in the high school. 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.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

High School telephone number: 513-863-4917

District Attendance Secretary number: 513-863-4917 ext. 1000

Voice Mail – All teachers have voice mail and telephones in their classrooms. Do not hesitate to call a teacher when questions arise.

USE OF PERSONAL COMMUNICATION DEVICES/CELL PHONES (5136)

The New Miami School District recognizes that cell phones and other electronic devices are a part of our society. In an effort to nurture a respectful environment that is safe and disciplined, **students must have their cell phones turned off and out of sight (in locker, etc.). Students are not permitted to have their cell phones out during the instructional day (including instructional time, passing periods, or lunch) from 8:03 am - 3:00 pm.** Cell phones must stay in their locker, backpack, or pockets and not be taken out. If a cell phone is taken out, students will receive one warning to put the cell phone away (in locker, etc). If the cell phone is seen a second time, it will be confiscated and given to the office to be held until the end of the day. The third time a phone is confiscated, it will need to be picked up by a parent/guardian. If parents/guardians need to contact a student they should contact the main office.

This expectation also includes any personal technology connected to or used to access cell phone features, such as bluetooth headphones/earbuds, smartwatches (which can be used to tell time), or similar devices. If a device is being used to bypass the intent of this policy, it will be addressed the same as a cell phone.

The use of electronic devices to record or share recorded acts including but not limited to fighting, theft, harassment, intimidation, or bullying beyond the intent of aiding authorities or administration in the identification of perpetrators while in school will result in disciplinary action.

Cell phones can be used to monitor or address student health concerns in accordance with the student's individualized education program or Section 504 plan.

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.

TITLE ONE PROGRAMING

What is Title I? Title I is a federally funded program that is “intended to help ensure that all children have the opportunity to obtain a high-quality education and reach proficiency on challenging state academic standards and assessments” (U.S. Department of Education, 2003). The focus of Title I is to promote significant improvements in schools and increase instruction time for students. This instructional time is in addition and is supplemental to the time the regular classroom teacher gives to each student. Pull-out as well as push-in class instruction is encouraged. Classes consist of a small group setting allowing more individual response time with immediate feedback.

Title I, Part A funds are distributed to school districts based on poverty data. Districts determine which eligible buildings are to participate based on federal requirements and local decisions. The purpose of this funding is to provide supplemental funding to economically disadvantaged districts and some of their eligible schools for improving educational outcomes for students.

Title I recognizes the importance of parental involvement to assure student success. Parents are encouraged to participate in teacher/parent workshops and open houses. Each Title I school's Parent Involvement Policy and School/Parent Compact outlines how parents, teachers, and students will work together to improve student achievement. These are voluntary agreements between the home and school to define goals, expectations and responsibilities of schools and parents as partners in education. These compacts are sent home and reviewed every year.

SECTION II - ACADEMICS

COURSE OFFERINGS

The current list of courses offered by New Miami High School can be accessed through the Guidance Office. Please reach out to Emily Wendt, Guidance Counselor, for information regarding course offerings.

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.

- 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.
- Misbehavior on a previous trip during the current school year will result in no field trips for that student for the remainder of the school year.
- Students who are suspended during the current quarter or have chronic discipline referrals may be ineligible for any field trip.
- Any student with excessive absences from school may be ineligible for any field trip.
- **Chaperones who have or will have access to children may at any time be subject to a criminal background check and/or administrative approval before going on a field trip.**
- Younger siblings will not be permitted to go on field trips when their parents/guardians chaperone due to legal and safety regulations.

GRADES

New Miami High School 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 upon 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 their grade will be determined, the student should ask the teacher.

Grade Point Average

To calculate a grade point average (GPA), 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 (.5) 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.

Grades are based on the following recommended percentages:

Letter Grade	10pt Scale	Point Scale
A+	98-**100**	
A	93-97.9	4.0
A-	**90**-92.9	
B+	88-89.9	
B	83-87.9	3.0
B-	80-82.9	
C+	78-79.9	
C	73-77.9	2.0
C-	70-72.9	
D+	68-69.9	
D	63-67.9	1.0
D-	60-62.9	
F	0-59.9	0

Grading Periods

Students will receive a report card at the end of each nine (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 the student's performance.

Grading Procedures

Quarter Grades:

- Assessments: 50% of grade
- Mastery-Based Assignments: 35% of grade
- Practice and Participation: 15% of grade

Semester Grades:

- Students Semester Grades will be based on the following calculation:
    - Each Quarter is worth 40% and the Semester Assessment is 20%.
    - Students must pass two of the three grade opportunities (Quarter 1 or Quarter 2 or Final Semester exam) to earn credit.

- Example – Quarter 1 Grade x .40 + Quarter 2 Grade x .40 + Semester Exam x .20 = Semester Grade

Final Exams:

- Final exams or projects are required of all students

PROMOTION, ACCELERATION, AND RETENTION

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

A. credits earned

B. current level of achievement based on instructional objectives and mandated requirements for the current grade/class level;

C. potential for success at the next level;

D. 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 the student's performance and measured ability significantly exceeds that of their grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student requesting acceleration. 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 in and any grade(s)/course(s) the student will skip
    a. No credit will be awarded for the course(s) that were skipped.

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 their current grade level/class placement based on the following criteria:

A. failure to earn credits by not satisfactorily completing the requirements for courses established in the graded course of study as well as those set by his/her teacher.

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

C. scoring below the proficient level on any State-mandated assessment test

CONFERENCES

Conferences are held with parents to assist them in keeping up to date with their child's academic and social progress. Teachers will conduct individual parent-teacher conferences whenever there appears to be a need, along with the four scheduled evening parent-teacher conferences held each year.

GRADUATION REQUIREMENTS

PARTICIPATION IN GRADUATION

No Student may participate in graduation until all graduation requirements are met, and **all school fees are paid**. **Graduation practice is mandatory. No one may participate in graduation that does not attend practice.**

Regular Diploma

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 must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

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

Specific course requirements are:

Subject	Credits	Required Courses
English	4	(9, 10, 11, 12)
Mathematics	4	Algebra, Geometry, Algebra II or Math Modeling and Reasoning, & Math Elective
Science	3	Physical Science, Biology & Elective Advanced Science
Social Studies/History and Government	3	American History, World History & Government
Health	.5	
Physical Education	.5	

Fine Art/Language	1	
Electives	4	
Total	20	

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 (1) or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution through College Credit Plus ("CCP").

Students who have participated in interscholastic athletics, marching band, show choir, or cheerleading for at least two (2) full seasons, as defined in the Course of Study, while enrolled in grades nine (9) through twelve (12) and as documented by the guidance counselor**,** may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

Other Requirements for Graduation

Students must pass the following state-mandated and end-of-course exams to graduate:

- **Ohio's State Tests**

  Students earn a competency score of 684 on their End of Course exams in Algebra I and ELA II, and complete all six tests required by New Miami Local Schools and the State of Ohio.
- **End-of-course exams are:**

  •Algebra I and Geometry

  •Biology

  •American History and American Government

  • English II

OR you can demonstrate competency by completing the following:

Demonstrating Two Career-Focused Activities	Foundational Proficient scores on WebXams, A 12-point industry credential, Earn the required score on WorkKeys

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.

Ohio Designed Seals (minimum of one)	Locally Designed Seals (can be one)
Ohio Means Jobs Seal	Community Service Seal
Industry-Recognized Credential Seal	Fine and Performing Arts Seal
College-Ready Seal	Student Engagement Seal
Military Enlistment Seal	
Citizenship Seal	
Science Seal	
Honors Diploma Seal	
Seal of Biliteracy	
Technology Seal	

Honors Diploma

Diploma with Honors is awarded to any student who has fulfilled the following:

- Successfully completes the Board's regular diploma requirement, completes the IEP developed for the student, or demonstrates technical expertise in a career-technical education program.
- Completes the specific requirements for an honors diploma as required by law, which include:

Academic Honors Diploma

Student completes the academic curriculum in the high school and has met at least six (6) of the following seven (7) criteria:

Subject	Credits	Required Courses
Mathematics	4	Algebra I, Geometry, Algebra II or equivalent & another higher-level course
Science	4	Two (2) units of advanced science (AP level or entry-level college course)
Social Studies	4	Financial Literacy
Language	3	Three (3) units of one (1) world language; or
	4	Two (2) units each of two (2) world languages
Fine Arts	1	
GPA	Maintain at least 3.5 through Senior year	
ACT/SAT	Score of at least 27 (ACT) or 1280 (SAT)	

Career Tech Honors Diploma

Student meets nine (9) of the following ten (10) criteria:

Subject	Credits	Required Courses
Mathematics	4	Algebra I, Geometry, Algebra II or equivalent & another higher-level course
Science	4	Two (2) units of advanced science (AP level or entry-level college course)
Social Studies	4	Financial Literacy
Language	2	One (1) World Language

Career-Technical	4	Leads to an industry-recognized credential, apprenticeship, or is part of an articulated career pathway which can lead to post-secondary credit
GPA	Maintain at least 3.5 through Senior year	
ACT/SAT	Score of at least 27 (ACT) or 1280 (SAT)	
Field Experience	Experiential learning in either an internship or apprenticeship documented in a portfolio specific to the student's area of focus	
Portfolio	Comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by a scholar or professional within the field/area who is not employed by the board.	
Industry-Recognized Credential	Earned, or achieved the proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent.	

Arts Honors Diploma

student engages in the study of dance, drama/theatre, music, or visual arts and meets nine (9) of the following ten (10) criteria:

Subject	Credits	Required Courses
Mathematics	4	Algebra I, Geometry, Algebra II or equivalent & another higher-level course
Science	3	One (1) unit of advanced science (AP level or entry-level college course)
Social Studies	3	Financial Literacy
Language	3	Three (3) units of one (1) world language; or
	4	Two (2) units each of two (2) world languages
Fine Arts	4	
Electives	2	Focus in fine arts courses

GPA	Maintain at least 3.5 through Senior year
ACT/SAT	Score of at least 27 (ACT) or 1280 (SAT)
Field Experience	Experiential learning in either an internship or apprenticeship documented in a portfolio specific to the student's area of focus
Portfolio	Comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by a scholar or professional within the field/area who is not employed by the board.

Social Science and Civic Engagement Honors Diploma

student meets nine (9) of the following ten (10) criteria:

Subject	Credits	Required Courses
Mathematics	4	Algebra I, Geometry, Algebra II or equivalent & another higher-level course
Science	3	One (1) unit of advanced science (AP level or entry-level college course)
Social Studies	5	Financial Literacy
Language	3	Three (3) units of one (1) world language; or
	4	Two (2) units each of two (2) world languages
Fine Arts	1	
Electives	3	Focus in social sciences and/or civics courses
GPA	Maintain at least 3.5 through Senior year	
ACT/SAT	Score of at least 27 (ACT) or 1280 (SAT)	
Field Experience	Experiential learning in either an internship or apprenticeship documented in a portfolio specific to the student's area of focus	
Portfolio	Comprehensive portfolio of work based on the student's field	

	experience or a topic related to the student's area of focus that is reviewed and validated by a scholar or professional within the field/area who is not employed by the board.

Field Experience Criteria

To fulfill the field experience requirement, a student must complete a learning experience that is relevant to the honors diploma area of focus. Experiential learning involves the application of academic and technical skills and includes lab-based activities, co-ops, simulated workplace, mentorships, internships, pre-apprenticeships, and apprenticeships. Students receive regular supervision during field experience activities as well as documented follow-up.

Field experiences must be documented in a portfolio, although do not need to be approved by an outside expert or professional unless the student wishes to fulfill the portfolio criteria. A student may complete work to meet the field experience criteria through credit flexibility.

Portfolio Criteria

To meet the portfolio criteria, a student must develop a portfolio in the student's honors diploma area of focus. Work completed through credit flexibility may meet the portfolio criteria.

The portfolio will contain a combination of the following:

- Introductory letter written by the student describing the work and how it relates to the focus area.
- Table of contents.
- Career development materials such as a resume, college application, letter(s) of recommendation, employment application.
- Documentation of progress.
- Work product developed during the experience.
- Presentation of the portfolio to the school or local community.
- Evaluations

The portfolio must be completed by May 1st, and evaluated by an expert with academic or professional backgrounds related to the student's focus area. Experts may not be employed by the Board and may not be a family member. Students will select from a list of experts developed by the Guidance Office, or may select another qualified individual that is approved by the Guidance Counselor. Experts will evaluate the work contained in the portfolio using criteria developed and approved by the Guidance Office.

A student does not need to complete a field experience to meet the portfolio criteria.

Additional Elements of the Diploma with Honors

Students shall not be required to make application or declare their intention to qualify for the Diploma with Honors. Before the beginning of each school year, the high school principal shall notify all high school students and their parents of the criteria required for earning the Diploma with Honors.

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.

EDUCATIONAL OPTIONS

New Miami School District provides alternative means by which a student can achieve the goals of the District, as well as the student's personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the building principal. Students under the age of eighteen (18) may only participate with the written consent of their parent or guardian. Applications are available in the guidance office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with Board policy and established administrative guidelines.

Credit Flexibility

Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of New Miami High School with a New Miami Board of Education-approved program. The purpose of the credit flexibility option is to develop learners who plan their own research, learning objectives, and a plan whereby they will attain those objectives outside of the traditional classroom. The policy will provide a personalized educational opportunity for all students in which they will identify, acquire, and demonstrate the proficiency of their knowledge through standards to earn graduation credit. Students will engage in activities beyond the boundaries of a classroom by taking part in an alternative learning experience to traditional "seat time" of classroom work, in which they will demonstrate identified learning standards. Students will be required to complete a Proposal for Credit Flexibility Form in which they will identify their educational goals, identify the standards they will demonstrate, and create a timeline for completion. Students may work independently or with a credit flexibility partner. Individuals and organizations wishing to partner with the student in an instructional plan will need to seek approval from the New Miami School District.

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 Guidance Office to obtain the necessary information.

Post Secondary Enrollment

Any High School student may enroll in a postsecondary program provided they meet the requirements established by the district. Any interested student should contact the guidance 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 High School Office.

Honor Roll(s)

To be included on the honor roll, students must be enrolled as full-time academic students and not receive an F or an I for the grading period. We have 3 levels of honor roll at New Miami High School:

Faculty List 3.00 – 3.49

Principal's List 3.50 – 3.99

Superintendent's List 4.00 (all A's)

Valedictorian/Salutatorian Recognition

The seniors with the highest and second-highest grade point averages through eight semesters will be recognized as valedictorian and salutatorian respectively.

National Honor Society

Membership in the National Honor Society is based upon excellence in four areas: Scholarship, Leadership, Service, and Character. Eligibility for membership: Students must meet the G.P.A. criteria after the third semester of high school; Students must show evidence of participation in extracurricular activities and demonstrate leadership; Service is a criterion for selection and each student must show evidence of involvement in a service project (this participation may have been of benefit to

the school or community, but should have been of an extended nature); The final qualification is a good character.

The faculty and administration consider all qualified students on the following criteria:

- **Integrity** – No recorded incidents of cheating or intentional dishonesty
- **Positive Behavior** – No record of skipping classes or of knowingly violating school regulations and no record of civil offenses within the community.
- **Cooperation** – Willingness to assist classmates, faculty members and administration.
- **Ethics** – Effort to do the "right thing" at all times.

A faculty committee will review the candidates and membership decisions are made according to the guidelines set in the National Honor Society constitution.

Once becoming a member, each student is periodically reviewed to assure that he/she maintains the NHS standards. As a member of the NHS, each student will be required to participate in service projects throughout the year.

Decisions made by the selection committee are final and candidate information is held in strict confidence.

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 is recognized by the Board of Education as valid out-of-school assignments that serve as an extension of the instructional program of the school. Homework is a planned part of the curriculum, extending and reinforcing the learning experience of the school. Homework will provide practice for mastery of skills, experience in data gathering, integration of knowledge, and an opportunity to remediate learning problems.

Homework will be assigned. The number, frequency, and degree of difficulty of home work assignments will be based on the ability and needs of students, and take into account other activities which make a legitimate claim on a student's time. 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.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

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 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 and 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.

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

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

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

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

users to utilize their account/address/password. Students may not go beyond their authorized access.

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

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

E. Transmission of any material in violation of any State or Federal law or regulation, or 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 Websites or MySpace accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit http://www.cyberbullying.ca

Cyberbullying includes, but is not limited to, the following:

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

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

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

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

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

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

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

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

3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the person 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 Measures. Students must immediately notify the teacher, dean of students, or principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding

software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.

K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the building 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 building principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."

M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the building principal. All such authorized communications must comply with these guidelines.

N. Users have limited expectation 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 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. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).

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

S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the building principal. Each student is permitted reasonable space to store e-mail, 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 purpose. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.

2. Class work, specifically assigned but independently conducted.

3. Personal correspondence (checking, composing, and sending email).

4. Training (use of such programs as keyboarding tutors, etc.)

5. Personal discovery ("surfing the Internet").

6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the building principal.

T. Game playing is not permitted at any time.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines

Chromebooks

New Miami Local School District will be assigning each student in K-12 a computer (Chromebook) for their individual use for the duration of the school year. Chromebooks will be assigned to each student. Students will have the ability to take the Chromebook home to work on school work, or they will return it to their homeroom at the end of the last bell of the day, for storage and charging. Students are responsible for the proper care and treatment of computers. All parents/guardians and students will be signing a Chromebook user agreement annually. If a chromebook is damaged, the cost to repair or replace will be the responsibility of the student and parent/guardian.

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 email 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 twice a year until the student passes 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.

The testing windows for state-mandated testing is as follows:

Assessment	Testing Window
Fall High School End-of-Course Assessments	12/1/2025 - 1/16/2026
Spring English/Language Arts	3/23/2026 - 4/24/2026
Spring Math/Science/Social Studies	3/30/2026 - 5/8/2026
Ohio English Language Proficiency Tests	2/2/2026 - 3/27/2026
Alternate Assessment for Students with the Most Significant Cognitive Disabilities (AASCD)	2/23/2026 - 4/17/2026

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 guidance staff.

College entrance testing information can be obtained from the Guidance Office.

By June 30th of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be sent via mail or email or, alternatively, will be posted to a secure portal that families can access on the District's or school’s website.

PUBLIC SCHOOL CHOICE OPTIONS

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, the student 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

The New Miami 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.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non school-sponsored student groups may meet in the school building during non instructional 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

The New Miami 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 – Prohibition from Extra-Curricular Activities.

The following is a list of activities currently being offered. For further information, contact Eric Hayes, the Athletic Director, at (513) 863-4917.

Baseball
Basketball
Cheerleading (Football & Basketball)

Football
Softball
Track & Field
Volleyball
Wrestling

ACADEMIC ELIGIBILITY

Student eligibility will be checked at the end of each quarter during each respective season. Students need to pass five academic classes (One-credit courses) at the end of each quarter. Students who are ineligible during this time period will be unable to participate in a game until they are declared eligible by the Athletic Director or Building Administrator (Athletes may practice but not play). In addition, the Athletic Director will check grades at the midterm of each quarter. Any athlete failing two or more classes may be removed from practice until their grades have improved. During this time, the athlete would be allowed to participate in games.

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, the student must first contact their 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 to 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.

Students involved in any extracurricular activity as participants or spectators are expected to abide by all regular school rules whether the activity is at New Miami or any location away from school. **Every student is expected to spend the day in school.** Any student involved in extracurricular activities as a participant or spectator must be in school the day of the event.

STUDENTS WHO ARRIVE at SCHOOL **AFTER 11:30 am** OR MISS ANY OTHER PART OF THE SCHOOL DAY MUST PRESENT A DOCTOR'S NOTE IN ORDER TO PARTICIPATE IN EXTRACURRICULAR EVENTS FOR THAT SCHOOL DAY.

Any student who has an unexcused absence on Friday will not be permitted to participate in any extracurricular activity on Saturday or Sunday unless permission is granted by the building principal.

Participation in Extracurricular activities including Homecoming/Junior/Senior Prom:
Homecoming/Prom dances are open to all New Miami High school students, unless they do not qualify due to the requirement listed below.

Non-New Miami High School students may attend Homecoming/Prom dance with a completed and Administration approved permission slip. Please note: No students who are in a grade lower than a freshman (9th grade) in highschool or older than 19 years of age will be permitted to attend.

By choosing to participate in an Extracurricular/Co-Curricular activity, a New Miami student will abide by the New Miami School District's Extracurricular/Co-Curricular Code of Conduct. As such, their behavior will reflect the values of respect for themselves, respect for others, respect for authority, and respect for property, honesty and integrity.

New Miami students will understand that it is a privilege to be a representative of the school district, and their conduct must reflect accordingly. Students will realize that their actions reflect on them, their team/activity and their school, therefore, they accept the responsibility to be held to a higher standard.

- *SCHOOL CONSEQUENCES OF UNEXCUSED ABSENCES:*
  Students accumulating three or more unexcused absences during a quarter may not be permitted to participate in extracurricular activities or school-sponsored dances including homecoming and/or junior/senior prom.
- *SCHOOL CONSEQUENCES OF BEHAVIOR REFERRALS:*
  Students accumulating 2 minor behavior referrals or a referral resulting in a suspension during a quarter may not be permitted to participate in extracurricular activities or school-sponsored dances including homecoming and/or junior/senior prom.
- *SCHOOL CONSEQUENCES OF GRADES:*
  Students not passing five core class grades during a grading period may not be permitted to participate in extracurricular activities or school-sponsored dances including homecoming and junior/senior prom.

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board 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 d 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

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student 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

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. 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.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200 - Attendance).

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is the person's dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

All students are expected to attend school regularly and to be on time for classes in order to fully benefit from the instructional program at New Miami and to develop habits of punctuality, self-discipline, and responsibility. **We will work towards perfect attendance each day**; however, your child should stay home if he/she has a fever or is ill. Parents need to call the school **at 513-863-4917 ext. 1000 by 9:00 AM** when their child is going to be absent for the day, or tardy. The office staff will call the home of any child's parent who does not contact the school. This is an Ohio State law and is designed to protect our children. **Students who are absent from school during the day are not permitted to take part in after-school programs/activities unless they have attended half of the school day, 3.5 hours, and/or special permission has been approved by the principal and a Doctor's note has been provided.**

Absence Notes: Students must present a parent and/or medical note to the Attendance Secretary the day they return to school. If a note is not received within 5 days of returning to school, the absence will be unexcused.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) month, or for seventy-two (72) or more hours in one (1) school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200. In the case of "habitual" truant, the New Miami Local District Board of Education may:

A. Require the student to participate in a truancy intervention program.
B. Require the student and parent(s)/guardian(s) to participate in an absence intervention plan.
C. Require the student to receive appropriate counseling.
D. Require the parent, guardian, or other persons having care of the student to attend a parental involvement program adopted under Section 3313.472 or 3313.663 of the Ohio Revised Code.
E. Require the parent, guardian, or other persons having care of the student to attend a truancy prevention mediation program.
F. Notify the Registrar of Motor Vehicles of a habitual truant under Section 3321.13 of the Ohio Revised Code.
G. Take legal action under Section 2919.222, 3321.20, or 3321.38 of the Ohio Revised Code.

Students who are considered "habitual" truants may receive a citation to the appropriate court if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication under division (C)(2)(b) of section 3321.191 of the Revised Code. The student's parent(s) may also receive a citation to the appropriate court.

Note: Parents who are referred to Butler County Juvenile Court may incur court costs as well as other penalties assigned by the Butler County Juvenile Court.

Ohio House Bill 410 requires that student absences from school, including tardies and early dismissals, be tracked as "absent hours" from school and accumulate throughout the school year.

Excused Absences

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

A. personal illness (a written physician's statement verifying the illness may be required)
B. appointment with a health care provider
C. illness in the family necessitating the presence of the child
D. quarantine of the home
E. death in the family
F. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
G. religious expression days, up to three (3) of which may, after approval by the principal in accordance with this policy, permit the student to be absent without any academic penalty
H. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity. Any classroom assignment missed due to the absence shall be completed by the student. If the student will be absent for twenty-four (24) or more consecutive hours that the student's

school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

I. such good cause as may be acceptable to the Superintendent
J. medically necessary leave for a pregnant student in accordance with Policy 5751
K. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725
L. college visitation
M. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status
N. absences due to a student being homeless

Students who are sent home from school by the school nurse due to illness will not require a note for the day they are dismissed. The number of hours from school a student misses for whatever reason will count against the student's "absent hours" accumulation.

The Seven Day Rule

The first seven (7) days of absence or (49) hours in a school year may be excused if the absence is for one of the above reasons and if the parent or guardian provides a written or doctor's note within FIVE (5) days from when the student returns to school explaining the reason for the absence.

If a student is absent more than seven (7) days or (49) hours in a school year, the additional days absent may still be excused; however, additional documentation is required. In addition to the note from the parent or guardian required for any absence, the following situations will require the specified additional documentation.

A. Personal illness - doctor's note verifying illness
B. Death of a relative - Signed statement from a funeral director
C. Quarantine of the home - doctor's note
D. Court appearance - documentation from court verifying appearance

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 at (513) 863-4917 x 1000 by 9:00 am 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.

Skipping Class

A student shall not be absent from class without authorization from school personnel. A student found skipping class (5 or more minutes late to class) will be referred to the administration and issued disciplinary consequences.

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 Josh Senters, Director of Student Services at (514) 863-0833.

Make-up of Tests and other School Work

Students who are absent from school for an excused/unexcused absence shall be given the opportunity to make up missed classwork, tests, and assignments. Students are expected to make up classwork, tests, and assignments missed due to absences or tardies and will receive full credit. The student should contact their classroom teachers as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of days absent.

If a student misses a teacher's test due to an excused absence, the student should make arrangements with the teacher to take the test at another time. If the student misses a State Mandated assessment test or other standardized test, the student should consult with the Guidance Office to arrange for administration of the test at another time.

Late work will be accepted for up to 5 days from the date the assignment was due. The grade for late work submitted will be reduced by 10% for each day the assignment is overdue. After 5 days, late assignments will not be accepted and will be marked as "0" in the gradebook.

Suspension from School

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

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the High School Office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

The student must complete missed assignments during the suspension and turn them in to the teacher within the equivalent number of day(s) missed during the suspension. The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. (Please refer also to "Truancy" on page 52 of this handbook.)

If a student under the age of eighteen (18) has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, the student will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of their driver's license, if appropriate, as a result of this excessive absence.

School Consequences of Unexcused Absences

Students accumulating 5 or more unexcused absences during a semester may not be permitted to participate in extracurricular activities or school-sponsored dances including junior/senior prom.
Suspension of Driving Privileges through the BMV may occur for students considered habitually or chronically absent

Tardiness and Early Dismissals

Each student is expected to be in their assigned location throughout the school day. If a student is late arriving at school, the student must report to the School Attendance Secretary before going to their first assigned location. Any student who is late to class up to five (5) minutes shall be disciplined by the teacher. During any two-week period throughout the school year, the following will apply:

- 1st Tardy - Warning/Reminder
- 2nd Tardy - Warning w/Conversation & Parent Notification
- 3rd Tardy - Lunch Detention
- 4th Tardy - After School Detention
- 5+ Tardies - Referral to administration for disciplinary consequences.

Students who are more than five (5) minutes late or who are tardy to school more than five (5) times during a semester shall be referred to administration for discipline according to the Student Code of Conduct.

Students arriving after 8:03 a.m. are considered tardy to school and should report directly to the District Attendance Secretary at the main entrance. Students with an early dismissal before 3:00 p.m. are to report to the District Attendance Secretary at the main entrance. Only medical appointments that can be confirmed, funerals, and illness are excused early dismissals. All other early dismissals will be unexcused.

Tardiness due to medical appointments must be verified by a doctor's office note. If verified, the tardy will be excused. Tardiness due to court appearances must be verified by the court. If verified, the tardy will be excused. Tardies and early dismissals are considered partial absences and will count against the student's "absent hours" accumulation.

Students who need to leave school early due to doctor appointments or other legitimate reasons must have a note from their parent or guardian. The number of hours from school that a student misses for any reason will count against the student's "absent hours" accumulation. An authorized adult on the Emergency Medical Form must show proper identification and sign the student out of school. Administration may issue consequences for students with chronic unexcused early dismissals.

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.

Please refer to the Student Code of Conduct starting on page 76 for more information.

Expected Behaviors

Students are expected to:

A. act courteously to adults and fellow students;
B. be prompt to school and attentive in class;
C. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
D. complete assigned tasks on time and as directed;
E. help maintain a school environment that is safe, friendly, and productive;
F. act at all times in a manner that reflects pride in self, family, and in the School.

Positive Incentives/PBIS

New Miami High School is committed to encouraging positive behaviors through education and various incentive programs. Positive incentive programs during the 2025-2026 school year may include:

A. Student academic recognition assembly – Quarterly
B. Incentive Field Trips, prizes, and class recognitions
C. Attendance Incentives
D. Additional Incentives created by grade levels, teams, or school building

Students who are assigned an After School Detention Assignment, Out of School Suspension WILL NOT be permitted to participate in co-curricular or extracurricular activities until the consequence has been served.

Classroom Environment

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

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (No)
Does my clothing advertise something that is prohibited to minors? (No)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
Am I dressed appropriately for the weather? (Yes)
Do I feel comfortable with my appearance? (Yes)

Please refer to the student dress code on page 92 for detailed information regarding prohibited manners of dress.

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

Gangs

Gangs that initiate, advocate, or promote activities that threaten the safety or wellbeing 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. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

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 their 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.

CHEATING

Any of the following actions will be considered cheating:

- Plagiarism or use of someone else's work as your own.
- Copying or allowing someone to copy homework, quiz or test answers from someone else's paper.
- Theft of an answer key for a test, quiz or assignment.
- Use of cheat sheets.
- Communicating to students the questions on a test, quiz or assignment that you have taken but they have not.
- Allowing someone else to use your thumb drive or password to access your work.
- The use of ChatGPT or any other AI program to complete work that is not intended to be completed using these programs.

<u>Consequences for Cheating may include any or all of the following:</u>

- Parent contact by the teacher
- Failure on the assignment, test or quiz, and either (parent may request an alternative assignment)
- After School Detention

BULLYING, HARASSMENT, AND INTIMIDATION

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

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

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

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

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

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy 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).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

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

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

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

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

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

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board’s policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated

for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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)

TITLE IX SEXUAL HARASSMENT

It is the policy of the New Miami School District that educational activities, employment, programs, and services are offered without regard to race, color, national origin, sex, religion, handicap or age.

Please refer to Board Policy 2266 for information regarding Title IX and sexual harassment.

ZERO TOLERANCE

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

DISCIPLINE

The New Miami Local School District's Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that setting limits and rules is an important part of the learning process and necessary for the function of a healthy and safe educational environment.

It must be understood by each student and his/her parents that any teacher or school official has not only the right but also the duty, to insist on behaviors appropriate to the school setting. The right of discipline extends to all areas of the school program, both curricular and extracurricular. It is the requirement of an orderly school that students and faculty/administration demonstrate mutual respect for each other, and for the school, its staff, and administration.

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 vehicle 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:

A. writing assignments;

B. change of seating or location;

C. lunch detention;

D. after-school detention;

E. in-school discipline;

F. 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 the student's parents one (1) day's notice. The student or their parents are responsible for transportation.

In-School Discipline

Saturday school will be in session from 8:00 a.m. to 12:00 p.m..

Assigned students will attend a continuous four (4) hour period during which time they will be permitted one (1) fifteen (15) minute break at 10:00 a.m.. Each student shall arrive with sufficient educational materials to be busy during this four (4) hour study period.

A student missing any portion of the assigned time in Detention, In-School Discipline, or Saturday School may be given an additional period equivalent to the time missed. Failure to timely serve Detention, In-School Discipline, or Saturday School assignment(s) may lead to suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to, Detention, In-School Discipline, and Saturday School:

A. Students are required to have class assignments with them.

B. Students are not to communicate with each other unless given permission to do so.

C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

D. Students shall not be allowed to put their heads down or sleep.

E. No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices shall be allowed in the room.

F. No food or beverages shall be consumed.

G. Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one (1) or more of the unpassed tests.

Transportation to and from Saturday school is the student's/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. 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 the Superintendent's 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. The Superintendent/Designee may

require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent/Designee to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

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, the student 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 their view of the underlying facts. After that informal hearing, the Principal (or Dean of Students or other administrator) will determine whether or not to suspend the student. If the decision is made to suspend the student, the student and their 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 (5) calendar days after receipt of the suspension notice, to the Superintendent or their designee. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the Board's designee, 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 the student's 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 Dean of Students may remove the student from any curricular or extra-curricular activity or from the school premises. A teacher may remove the student from any curricular or extra-curricular 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 extra-curricular activity for less than one (1) school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day 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, Dean of Students, Superintendent, or a designee, and may challenge the reasons for the removal or otherwise explain their actions.

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), nor 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 their parents, legal counsel, and/or by a person of the student's choice at the hearing.

In accordance with Board Policy 5610 – Removal, Suspension, Expulsion, and Permanent Exclusion of Students, 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 fourteen (14) 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 the 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 Early College Credit Program at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, sixteen (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 (1) 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 (IDEIA) and, where applicable, the Americans with Disabilities Act (ADA), 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 Dean of Students or other administrator) will decide whether or not to suspend the student's bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, the student and their parents will be notified, in writing and within one (1) day, of the reason for the suspension and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or a student's 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.

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 extra-curricular 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.

When a student is suspected of possessing illegal, stolen, or dangerous items on his/her person, the principal or his/her designee shall ask the student to reveal the item suspected to be on his/her person. If the student refuses, the principal or his/her designee may ask for permission to conduct a search. If the student refuses, the principal may declare the student to be in a state of insubordination and may, at the discretion of the principal, notify the police and the parent of the student. If the principal or his/her designee has reason to believe that a student possesses an item that poses an imminent danger to life or property, the principal may take whatever steps necessary and appropriate to remove the item from the student's person.

All students will be issued a locker with a lock. It is each student's responsibility to keep his/her locker locked, orderly, and clean. No stickers, pictures, or posters shall be placed on the outside of the locker unless sanctioned by a school organization and approved by the principal. Sharing lockers is prohibited.

Section 3313.20, Ohio Revised Code, permits the search of any pupil's locker and the contents thereof if the school personnel or administrators reasonably suspect that the locker or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule. The Board of Education has also declared that lockers are the property of the Board and these lockers and the contents thereof are subject to random search at any time by school officials or in conjunction with local law enforcement agencies, which may include K-9 searches, without regard to whether there is a reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school rule. School personnel or administrators may also search at any time the locker and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property.

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 will attempt to contact a parent prior to questioning and shall 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 the building administrator (or a designated guidance 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 guidance 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. advertises 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 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 or designee twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The School provides transportation for all New Miami students and for those students whose distance from their school makes this service necessary within the limitations established by State law. The transportation schedule and routes are available by contacting the Transportation Office at (513) 863-1390.

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, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the Principal stating the reason for the request and the duration of the requested change.

You are discouraged from riding a bus home other than the bus assigned to you. If an emergency occurs the following guidelines must be followed:

- **You must bring a note, signed by your parent, to the office before homeroom in the morning.**
- Your bus pass must be approved by the First Student/Transportation Supervisor.
- You will be called to the main office to pick up your bus pass during the course of the day.
- You must present this official bus pass to the bus driver upon boarding the bus.
- Only bus passes approved by First Student will be accepted by the bus driver.

We ask for your cooperation and discretion in making these requests and keeping them to a minimum.

CONDUCT ON SCHOOL VEHICLES

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned vehicles 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:

Prior to loading (on the road and at school)

Each student shall:

A. be on time at the designated loading zone five (5) minutes prior to scheduled stop;
B. stay off the road at all times while walking to and waiting for school transportation;
C. line up single file off the roadway to enter;
D. wait until the school transportation is completely stopped before moving forward to enter;

E. refrain from crossing a highway until the driver signals it is safe to cross;
F. properly board and depart the vehicle;
G. go immediately to a seat and be seated.

It is the parents' responsibility to inform the 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:

A. remain seated while the school transportation is in motion;
B. keep head, hands, arms, and legs inside the school transportation at all times;
C. not push, shove, or engage in scuffling;
D. not litter in the school vehicle or throw anything in, into, or from the vehicle;
E. keep books, packages, coats, and all other objects out of the aisle;
F. be courteous to the driver and to other riders;
G. not eat or play games, cards, etc.;
H. not use nuisance devices (e.g., laser pointers) on the school vehicle in a way that disrupts the safe transportation of students and/or endangers students or employees;
I. 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:

A. remain seated until the vehicle has stopped;
B. cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
C. 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 the driver has proper authorization from school officials.

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

Video cameras are installed on school buses to monitor student behavior.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on a school vehicle shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on a school vehicle. (See Suspension of Bus Riding/Transportation Privileges, above).

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:

A. Students under age eighteen (18) must have written parent permission prior to driving to school.
B. Students and their parents shall complete the Student Vehicle Form 5515 F1 – Application to Drive Vehicles on School Property and provide evidence of:
    a. driver's license;
    b. insurance certificate; and
    c. vehicle registration.
C. School fees must be paid and up-to-date.
D. Students are required to obey the parking lot speed limit of five (5) mph.
E. The student must obtain a permit from the High School Office and pay a fee of $10.00 for the entire school year
F. If a student's parking permit is suspended, no fees will be refunded.

Driving to New Miami High School is a privilege, not a right:

A. All student drivers will exhibit a valid New Miami parking permit.
B. All student drivers will park in their assigned areas.
C. All student drivers will drive in a responsible (not reckless) manner. If the student drivers are seen driving recklessly (i.e. peeling out, excessive speed, etc.) their driving privileges will be suspended.
D. All student drivers will arrive at school on time. When a student driver is tardy the third time, his/her driving privileges will be suspended for the remainder of the grading period.
E. Student drivers who leave school grounds without permission during the day will have their driving privileges suspended.
F. Student drivers will park their cars and immediately walk into the school building. Student drivers will not return to their cars until the school has been dismissed.

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

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

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.

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

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accidents, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

New Miami Local School District

DISCIPLINE
AND
CODE OF CONDUCT
MANUAL

DRESS CODE

NOTICE OF
NON-DISCRIMINATION

2025/2026

New Miami Local School District is committed to providing a safe and secure learning environment for all students. Clear expectations in the areas of discipline and dress will assist the district in achieving that goal. The purpose of this booklet is to state the district's behavioral and dress expectations for students, parents and community.

It is our expectation that all students will adhere to the rules as outlined in the Discipline and Code of Conduct book. In addition to the rules and regulations, the district has a strong focus on the teaching of character education. Our desire is that students will consistently demonstrate the ability to make the right choices and demonstrate good citizenship.

Rhonda Parker
Rhonda Parker, Superintendent
New Miami Local School District

The New Miami Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

STUDENT CODE OF CONDUCT

This code of conduct is adopted by the Board of Education of the New Miami Local School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed in this Code of Conduct is subject to detention, in-school suspension, suspension, emergency removal, expulsion, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of conduct applies while a student is in the care, custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/or school employees; is directed at a district official or employee or the property of the official or employee; or such conduct would unreasonably interrupt the educational processes of the New Miami Local Schools.

Student and staff safety is paramount in the orderly operation of the school and to help ensure safety, random use of metal detector devices may be utilized. It should be noted that lockers are school property and school personnel reserves the right to inspect them whenever the need arises. In the case of misuse of the district's network and Internet resources by a student user, disciplinary action may result in suspension and/or expulsion from school.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of Conduct which were violated; (4) and the dates of the suspension or expulsion. The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an

informal hearing prior to a decision to expel. Students will receive an unexcused absence for each school day missed as a result of a suspension. Credit can be granted for work missed due to out-of-school suspension upon permission granted by the administration, provided that the student requests the work upon returning from the suspension and the work is completed and turned in within an equal number of days that were reflective of the suspension.

A student or his parents may appeal any decision of the New Miami Local School District administration to suspend a student from school to the Superintendent or his/her designee. A student or his parent may appeal an expulsion from school to the Board of Education or its designee. A student or parent must request an appeal in writing within 14 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion or suspension to the Butler County Court of Common Pleas. It is the policy of the New Miami Local School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The School District will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the Superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his or her absence.

For the purpose of the Student Code of Conduct, the following shall apply:

a. **"Emergency Removal"** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District whose behavior presents an ongoing threat of disrupting the educational process provided by the District.

b. **"Suspension"** shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time the suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of the suspension to the following school year. The procedures for suspension are set forth in the Code of Conduct and Board Policy.

c. **"Expulsion"** shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of days remaining on the semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Board Policy.

d. **"Permanent Exclusion"** shall mean the student is banned forever from attending a public school in the State of Ohio.

The following types of conduct prohibited by this Code of Conduct are as follows:

PART I

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. Disrespect:
   A student shall not engage in any act which is rude or disrespectful, degrades, disgraces, or tends to degrade or disgrace a teacher, fellow student, or any other person by written or gesture means.

2. Vandalism/Destruction or Defacement of School and/or Private Property:
   Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees, or others and disregard for school property. A student shall not cause or attempt to cause damage or destruction to school property, property of school employees or property of other students, on or off school premises, including buildings, grounds, equipment, or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity on or off school property or in areas controlled by the school.

3. (3.1) Disruption of School/Classroom:
   A student shall not, by use of violence, force, coercion, intimidation, written or verbal threat, or in any manner cause disruption or obstruction to the carrying on of a normal school day. A non-exhaustive list of examples of disruption would include unusual dress and appearance, strikes or walk-outs, the possession of fireworks including stink bombs and smoke bombs, the impeding of free traffic to or within the school. Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

   (3.2) 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.

   (3.3) Nuisance Items/Electronic Equipment:
   The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school-sponsored activity without the permission of the advising staff member and/or the building principal. Examples of prohibited devices include, but are not limited to, radios, “boom-boxes”, headphones, CD/MP3 players, portable TV’s, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by

school personnel and disciplinary action will be taken. Use or possession of electronic communication devices (ORC 3313.753) is governed by terms and conditions set forth by the New Miami Local School District's Acceptable Use Policy (7540.03F1). Due to the potential for violation of student privacy rights and confidentiality, unauthorized use of cameras/camera phones for photos/videos without permission of the proper school authority is not permitted. The District does not take responsibility for missing or lost personal electronic communication devices.

(3.4) Recording (Unauthorized) during school

(3.5) Recording (Unauthorized) during school and posting/sharing

(3.6) Recording (Unauthorized) posting/sharing of altercation during school or school function and posting/sharing

(3.7) Unauthorized/Inappropriate Computer and/or Internet Use

(3.8) Signs and Slogans:
A student may not place signs or slogans (including alluding to gang or cult-related items) on school property without the permission of the proper school authority.

4. Theft/Stealing or knowingly receiving or possessing stolen property:
A student shall not take or attempt to take into possession or possess the public property or equipment of the school district or the personal property of another person. Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the building principal. The School is not responsible for personal property.

5. (5.1) Extortion, Bribery:
Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. A student shall not take or attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for personal gain.

(5.2) 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 IDs. A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.

(5.3) Academic Dishonesty:

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action. A student shall not possess, sell, transmit, or receive any test information or other information that provides advanced knowledge of assessment content.

In addition, a student shall not plagiarize or present another person's work as his/her own. Violation of this rule could result in a disciplinary consequence, loss of credit for the assignment or assessments, and/or failure of the course in the case of multiple violations.

6. False Alarms:
A student shall not initiate or circulate a report or warning of an impending fire, tornado, explosion, crime or other catastrophe without cause.

7. 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. A student shall not gamble or possess gambling devices on school premises. Some examples of gambling devices would include dice and cards (not an exhaustive list).

8. Hazing:
Hazing is defined as 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.

No student, including leaders of student activities, shall plan, encourage, or engage in any hazing.

9. (9.1) Loitering/Trespassing:
A student shall not be present in a school building or restricted area of same at unauthorized times and in such a manner as may reasonably cause disruption to some activity or function, pose a threat to the safety and well-being of the student, or a disruption to the educational process. 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.

(9.2) 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.

10. Lying:
A student shall not falsely report incidents, falsely accuse or give false testimony to school personnel.

11. Accumulation of Detentions and/or In-School Suspensions

12. Profanity and/or Obscene Language/Gestures:
A student shall not use profanity or obscene language, gestures or pictures, either written or verbal, in communicating with anyone. Included in this prohibition would be the possession or publication of obscene pictures or materials.

13. School Bus Behavior:
Students shall not violate any rules established by the New Miami Local School District for the purpose of safety and student control while using school buses. School bus behavior rules (see Part V) shall apply for all regular school transportation and/or transportation for activities under the supervision and control of the school.

14. (14.1) Truancy/Unexcused Absence from School:
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. It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program. Pursuant to Senate Bill 181, students absent from school without legitimate excuse will be considered truant. A student will be considered truant if he/she is absent without knowledge or consent of parent. It must also be noted that parents cannot detain their children from school attendance without legal cause. Pursuant to State Bill (SB) 191 and SB 1, students may have their driver's license revoked for truancy. [(O.R.C. 3321.18, 3321.19, 3321.191, 3321.20, & 3321.13 (B)(2)].

(14.2) Tardiness/Early Dismissal:
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. A student shall not be tardy to school. Early dismissal is to be avoided without compelling circumstances.

(14.3) Tardiness to class:
A student shall not be tardy to class without authorization from an administrator or staff member.

(14.4) Skipping Classes:
A student shall not be absent from class without authorization from an administrator or staff member.

(14.5) Leaving School Grounds:
Students may not leave school after initial arrival without permission from the proper authority. During school hours, students will not leave school premises without permission from the proper authority.

(14.6) Out of Bounds

(14.7) Skipping Detention:
A student shall not be absent from detention without authorization from a district administrator.

15. (15.1) Unauthorized Sale or Distribution:
A student shall not sell or distribute or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the district administrator.

(15.2) Possession of Pornography:
Possessing sexually explicit material.

16. Tobacco/Tobacco Paraphernalia:
A student is not permitted to possess, consume, purchase or attempt to purchase, sell/distribute tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes or other smoking devices for burning tobacco or any other substance is also prohibited. A student is not permitted to have in his/her possession any smoking paraphernalia, i.e. lighters, matches, etc. in any form in any school building or on school property or at any school-sponsored activity (O.R.C. 2151.87).

17. Uncooperative or Insubordinate:
A student shall not disregard, fail to respond to, or fail to carry out a reasonable request by authorized school personnel. Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

18. (18.1) 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.

(18.2) Unauthorized Use of Motor Vehicles:
Occupying or using vehicles during school hours without parental permission and/or school authorization. A student shall not operate a motor vehicle during normal school hours without administrative authorization and parent/guardian consent.

(18.3) Careless or Reckless Driving:

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

19. Harassment:
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.

A student shall not use words, pictures, objects, symbols, gestures or other actions relating to a person's race, national origin, handicap, appearance, religion, sex or other reason that may have the effect of causing embarrassment, discomfort or a reluctance to participate in school activities.

See "Bullying, Harassment, and Intimidation" on page 59 of the student handbook for more information.

(19.1) Sexual Harassment
Conduct constituting sexual harassment may include, but is not limited to:

A. verbal harassment or abuse;
B. pressure for sexual activity;
C. repeated remarks with sexual or demeaning implications;\
D. unwelcome touching;
E. sexual jokes, posters, cartoons, etc.;
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

(19.2) Hate-based Harassment

(19.3) Gang and/or Cult-Based Harassment

(19.4) Other Forms of Harassment

20. Bullying:

Harassment, intimidation, or bullying behavior by any student in the New Miami 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 a student or group of students toward other students, including violence within 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:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students

When a complaint of bullying is made, an investigation will be performed by the administration receiving the complaint. Notification will be made of the nature of any complaint against their student. The parties involved will have the opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator investigating shall notify the complainant and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

See "Bullying, Harassment, and Intimidation" on page 59 of the student handbook for more information.

21. (21.1) Unauthorized Touching:

A student shall not touch anyone in an unfriendly manner, nor behave in such a way that could cause physical injury (including roughhousing or horseplay).

(21.2) Fighting/Violence:

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). Intentional behavior that causes, attempts or threatens physical injury.

(21.3) Public Display of Affection:

Behavior that is not appropriate in the school setting. 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.

(21.4) Inappropriate Sexual Behavior:
Engaging in sexual acts, displaying excessive affection or other inappropriate sexual behavior. Sexual activity of any nature is prohibited and will result in disciplinary action.

22. Refusal to Report to Alternative Program:
In-School Suspension, Detention, Viking Academy, etc. Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

23. Disruptive Behavior in Alternative Program

24. (24.1) Failure to Report:
Failing to report the actions or plans of another person to a teacher, counselor or administrator where these actions or plans, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans. 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.

(24.2) Aiding and Abetting:
Willfully aiding another person to violate school regulations. 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.

25. Other Just Causes:
Student misconduct not listed that is as serious in nature as the above may serve as grounds for disciplinary action.

26. Verbal Assault
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.

27. Physical Assault (includes biting or spitting on another person)

29. Written Threat

30. Physical Threat

31. Inducing Panic

32. Behavior Dangerous to Self or Others

33. Intimidation and/or Any Other Threatening Behavior

34. Physical/Verbal Abuse Constituting Harassment of Staff

35. Misconduct:
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.

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.

36. Profanity Directed Toward a Staff Member:
Includes face-to-face, in response to, in reference to, etc.… written or verbal.

37. 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. Refer to #48 "Dress Code" for specific prohibited dress.

PART II (Mandatory Recommendation for Expulsion)

It is mandatory that the principal suspend and recommend the expulsion of students who violate the following rules:

38. Threat/Violence Against a Staff Member
Students may be expelled for up to one (1) school year for committing an act at school, on other school property, at an interscholastic competition, extra-curricular 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.

(38.1) Verbal Threat Toward a Staff Member

(38.2) Physical/Written Threat Toward a Staff Member

(38.3) Violence Toward School Staff

39. Physical Assault Against a Staff Member

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.

40. Serious Bodily Injury:
An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; disfigurement or impairment (18 U.S.C. Section 1365(3)(h))". O.R.C. 2901.01 (A)(6)

41. Unauthorized Fire/Arson:
A student shall not ignite an unauthorized flame including fireworks, stink bombs and incendiary devices in any part of any building or any property of the Board of Education of the New Miami Local School District. Arson will be considered the 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.

42. Weapons:
A student shall not possess, handle, transmit or use any object or look-alike object offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event. 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.

(42.1) Use/Possession of Weapon **other than** Gun or Knife

(42.2) Sale/Distribution of Weapon **other than** Gun or Knife

(42.3) Use/Possession/Sale/Distribution of any Explosive, Incendiary or Poisonous Gas or Ammunition
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.

(42.4) Lighting Incendiary Devices:
Unauthorized igniting of matches, lighters and other devices that produce flames.

43. Narcotics, Alcoholic Beverages and Drugs:
Possessing, using, transmitting, concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood-altering drugs,

counterfeit controlled substances, lookalikes, 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, the building principal 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 (1) other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, the student 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.

A student shall not buy, sell, use, possess, conceal, show signs of, or distribute any of the following:

(43.1) Use/Possession of Alcohol:
Any liquid beverage that contains alcohol

(43.2) Use/Possession of Other Drug:
Any controlled substances (drugs, narcotics, marijuana, etc.) or inhalants including any over-the-counter medication;

(43.3) Sale/Distribution of Alcohol/Drugs

(43.4) Counterfeit Controlled Substances:
Any counterfeit controlled substance, defined as any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance;

(43.5) Drug Paraphernalia:
Any drug or alcoholic paraphernalia including instruments, objects, papers, pipes, containers, etc.

First Offense for any Chemical Related Violation:

1. The administrator will suspend the student for ten (10) days with a recommendation for an eighty (80) day expulsion to the Superintendent.

2. The administrator will notify the parent or guardian in writing, using the suspension form.

3. The administrator may notify the local law enforcement agency.

4. The student must be evaluated by a NMLSD BOE approved chemical dependency counselor within 48 hours for a professional opinion concerning where he/she falls on the continuum between experimentation and addiction. Education or treatment may be recommended by the referral agency. Student

will be required to participate in any recommended treatment. The evaluation must be conducted by a C.A.P.P. approved program or professional. The student is not eligible to return to his/her school until the urinalysis and/or drug test and assessment are completed and the results received by the District. The student is not able to return to school until the entire assessment is completed and the student has started the treatment plan.

5. If the appropriate referral agency notifies the District that the student is not participating in the treatment program, any recommendation for out of school expulsion that was placed into abeyance will be reinstated.

6. Students who forego the evaluation process are subject to normal disciplinary procedures, i.e. out of school expulsion for up to eighty (80) days.

Second Offense for any Chemical Related Violation and/or First Offense for Distributing/Selling:

Students distributing and/or selling chemicals and/or students having a second chemical-related violation will be suspended for ten (10) days and recommended out of school for expulsion for up to eighty (80) days. The administrator will notify the local law enforcement agency.
When a student is expelled for possession, use, distribution of drugs and/or alcohol, the Superintendent or designee may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court to revoke the student's driver's license or instructional permit. Such notification is to be given within two (2) weeks after expulsion in a manner that complies with the provision of O.R.C. 3321.13 (B)(3).

44. Violation of Ohio Criminal, Traffic, or Juvenile Code:
Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on or off the school grounds, regardless if school related or not, that would, in the judgment of school officials, be a detriment to the ongoing educational processes and/or orderly administration of the school if the student were permitted to continue regular school attendance

PART III (Mandatory Recommendation for Expulsion for One (1) Calendar Year)

45. Weapons:
A student shall not possess, handle, transmit, or use any object, including look-alike objects, offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event (O.R.C. 3313.66). The term "weapon" includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects

defined as dangerous ordinances under State law. 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.

(45.1) Use/Possession of Gun

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

(45.2) Use/Possession of Knife

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.

(45.3) Sale/Distribution of Gun or Knife

46. Bomb Threat: O.R.C. 3313.661

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.

47. Terroristic Threats:

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.

PART IV: Dress Code and Disciplinary Procedures

48. Dress Code: The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Specifically:

1. Short shorts and mini-skirts are not permitted. The appropriate length for skirts, dresses and shorts should be no less than fingertip length.

2. Shirts and blouses that are "see-through", cut low, show cleavage, or expose one's midriff or undergarments when the student sits, stands, raises his/her hand or bends over are not permitted.

3. All shirts must extend from the base of the neck to the top of the arm, fit closely under the arms and may not have open sides. No tank tops, spaghetti straps, halter tops, tube tops etc.

4. Hats, hoods, coats, bandanas, stocking caps, other head coverings, sunglasses, hairnets, and gloves are not to be carried or worn during school hours.

5. No clothing, jewelry, tattoos or other personal items may be worn bearing a picture or lettering which is sexually explicit, obscene, vulgar, offensive or libelous; suggests violence, death, suicide, or hate; shows disrespect to any person or group of people; bears advertising related to alcohol, tobacco and/or drugs; or that is otherwise contrary to the school's educational mission. Tattoos that do not conform to the requirements of this paragraph must be covered.

6. Footwear must be worn that is appropriate for the school environment, which includes stairs and emergency drills, provide for safe and sanitary conditions and not present a safety hazard. No house slippers.

7. Extreme or distracting hair colors, haircuts, hairstyles, makeup, or markings on body or clothes are not permitted if they cause a disruption or distraction to the school environment.

8. Body piercing adornments not to be extreme, distracting, or dangerous.

9. Lower garments are to be worn at waist level and must be properly fastened. Undergarments are not to be exposed when the student sits, stands, raises his/her hand, or bends over. Sleepwear attire is not permitted.

10. Extreme or distracting jewelry, including but not limited to "dog collars", spiked bracelets and chains, including wallet chains, as well as other articles judged to be potentially hazardous, extreme or distracting are not permitted. No jewelry that could be dangerous to persons or destructive to school property is permitted.

11. Gang or cult-related items of any kind are not permitted. Principals may prohibit the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group

.

12. Clothing with large and/or inappropriately-placed holes-are not permitted when those holes are above fingertip length.

****These guidelines are not to be considered all-inclusive. The Administration reserves the right to deal with any apparel deemed inappropriate for school in order to promote professional attire.****

PART V: Bus Rules

In order to ensure the safety and welfare of all school bus passengers, students must adhere to the following rules. Failure to do so may result in suspension or expulsion from the bus and/or school.

1. Observe same conduct as expected in the classroom and obey the Driver promptly and respectfully.
2. Be courteous and use no profane language.
3. Do not eat or drink on the bus. NO GUM.
4. Cooperate with the driver. Follow directions from the driver while on the bus.
5. Windows may only be opened with driver permission.
6. Keep the bus clean.
7. No smoking or tobacco use.
8. Do not be destructive.
9. Stay in your seat. Do not change seats. Keep aisles and exits clear.
10. Keep head, hands, and feet inside the bus.
11. Bus drivers are authorized to assign seats.
12. Students may ride only their assigned school bus, and must board and depart from the bus only at their assigned bus stop unless they have emergency permission to ride another bus or to use another bus stop from the Transportation Department.
13. Students that intentionally ride the wrong bus in order to fight, observe a fight or assault may receive discipline.
14. Use/possession of cell phones is at the discretion of the driver.
15. Do not throw or pass any objects on, from, or into the bus.
16. The supervision of students at a New Miami Local School District bus stop is ultimately the responsibility of the parent or guardian. If a situation arises at the bus stop that impedes or impacts the regular course of a school day, students may be subject to disciplinary action.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.663, 3313.664, 3321.13(B)(3) and (C), 3327.014
18 U.S.C. #921, 20 U.S.C. #3351, 20 U.S.C. #7151, 20 U.S.C. #8921

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education400 Maryland Avenue, SW Washington, D.C. 20202-8520 Revised: 04\08\2011

NEW MIAMI LOCAL SCHOOL DISTRICT

Photo/Work Release for Print & Visual Media and Website

To protect confidentiality of students, New Miami Local School District's policy is to identify students' work and photograph by first and last name. The New Miami Local School District has authorization to publish student's work and/or photograph on the New Miami Local School District website and/or school and/or local papers and/or district print publications. New Miami Local School District also has authorization to publish student's work and/or image on videotape for school productions and/or local news media.

As a parent/guardian or eligible student you have the right to request, in writing, that the school NOT disclose the above mentioned information about them. This request must be received in a reasonable amount of time, not to exceed two weeks from notification of rights.

Please send such above mentioned notification to the following address:

New Miami Local School
Attn: Office Personnel
600 Seven Mile Avenue
Hamilton, Ohio 45011

Student/Parent Handbook Signature Form (Grades 9 – 12)

My signature below indicates that I have received, read, and agree to abide by the policies contained in my school's student handbook, including the Network/Internet Access Agreement for Students.

My student (_____) will use the computer/internet while at school pursuant to the board policy and he/she agrees to abide by the rules of the policy. I understand that violations or misuse of the district's computer network and internet may result in student access privileges being revoked and school disciplinary action under the Student Code of Conduct may be taken against my student (me), and this may affect his/her (my) class grade.

I understand that this access is being provided for educational purposes only. I agree that I will hold harmless and indemnify the school district for any fees, expenses or damages incurred as a result of the student's purposeful use or misuse of the Network, access to the internet or computer equipment.

In addition, if I choose to participate in an Extracurricular/Co-Curricular activity, as a New Miami student, I will live by the New Miami School District's Extracurricular/Co-Curricular Code of Conduct. As such, my behavior will reflect the values of respect for myself, respect for others, respect for authority, respect for property, honesty and integrity.

As a New Miami student, I understand that I am privileged to be a representative of the school district, and my conduct must reflect accordingly. I realize that my actions reflect on me, my team/activity and my school, therefore, I accept the responsibility to be held to a higher standard.

I accept that as a New Miami student, I have a responsibility to my peers to support and assist them when they are in need, in both academic and social situations.

Student's Name (please print) _____ ID# _____

Parent/Guardian's Name (please print) _____

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

School _____Grade _____

Please return this signed form to school in the first week of school.