Secondary Student Handbook
Grade 7 to Grade 12
2026-2027

New Albany Middle School
6600 E. Dublin-Granville Rd.
New Albany, Ohio 43054
614-413-8500



New Albany High School
7600 Fodor Rd.
New Albany, Ohio 43054
614-413-8300



Table of Contents

Welcome Letter 7

Directory 8

High School Leadership Team Members 8

Teacher Email Contact 9

Foreword 10

Purpose 10

Values Statement 10

Student Belonging Framework 10

Equal Education Opportunity 11

Nondiscrimination on the Basis of Sex in Education Programs and Activities 11

School Day - High School (Including Daily Schedule) 12

School Day - Middle School (Including Daily Schedule) 13

Students Rights and Responsibilities 13

Section I – General Information 14

Advertising Outside Activities 14

Beverage Expectations (Middle School ONLY) 14

Directory Information 15

Family Educational Rights and Privacy Act of 1974 15

Student Privacy and Parental Access to Information 15

Ohio Direct Admission Program 16

English Language Learners 17

Enrollment & Registration 17

Gaggle 17

Homeless Students & Students in Foster Care 17

Identification Badges 17

Individuals with Disabilities 18

Section 504 and Title IX - Overview 18

Nondiscrimination Notice Statement 18

Library Use 18

Lost & Found - Middle School 18

Lost & Found - High School 18

Lunch Regulations 19

Parent's Bill of Rights 19

Scheduling & Schedule Changes (High School) 19

Scheduling & Schedule Changes (Middle School) 20

School Equipment and Facilities Use (Student Storage, Physical Education Lockers, Elevator) 21

Elevators 21

Locks and Lockers 21

Physical Education/Athletic Lockers 21
Student Employment 22
Student Fees, Fines & Charges 22
Student Fundraising 22
Student Records 22
Student Sales 23
Student Valuables and Personal Belongings 23
Use of Office Phones 23
Use of Personal Technology on Campus 23
Technology Guidelines 24
Video Recordings/Surveillance 24
Visitors (Board Policy 9150) 25
Withdrawal/Transfer from School 25
Section II – Student Health and Well-Being 25
Blood-Borne Pathogens 25
Casual Contact Communicable Disease 25
Emergency Medical Authorization 26
Injury and Illness 26
Immunizations 26
Immunization Summary for School Attendance 26
Insurance 26
Non-Casual Contact Communicable Disease 26
Use of Medication - Regulation Regarding the Use of Medicine 27
Section III – Academics 28
Academic Integrity 28
Academic Misconduct 28
Acceptance of Credit Earned Outside of the School District 29
Artificial Intelligence 29
College Credit Plus 29
Counseling Service 30
College/Postsecondary Visitation 30
Credit Classifications for Grade Level Advancement 30
Credit Recovery and Grade Replacement 30
Special Education Graduation Requirements & Diploma Deferral 31
Educational Options 31
Early High School Graduation and Graduation Requirements 31
Field Trips 32
Grade Cards 32
Minimum Course Load Recommendation 32
Grades (PowerSchool & Grading System) 32
Grading System 33

Graduation Honors 33
Homework (Board Policy 2330) 34
Responsibilities When the Student is Absent 34
Honors Diploma 34
National Honor Society - New Albany High School 35
National Jr. Honor Society - New Albany Middle School 35
Promotion, Acceleration & Retention 35
Recognition of Student Achievement (Honor & Merit Roll) 35
Testing/Assessment & Exams 36
Exams (HS) 36
Exams (MS) 36
Section IV - Emergency Procedures 36
Emergency Closing & Delays (Board Policy 8210) 36
Fire, Tornado & Safety Drills 36
ALICE (Alert, Lockdown, Inform, Counter, Evacuate) 36
Fire Drills 36
Safety Drills 37
Tornado Drills 37
Preparedness for Toxic and Asbestos Hazards 37
Safe School Hotline (1-800-418-6423) 37
988 Lifeline 37
Section V – Student Activities 37
District Sponsored Clubs & Activities (Board Policy 2430) 37
School Recognized Clubs & Activities 38
School Sponsored Publications 38
Extracurricular Activities and Athletics 38
Attendance at Extracurricular Activities - Guidelines 38
Student Attendance at School Events (Board Policy 5855) 39
School Event/Dance Guidelines 39
Section VI – Student Conduct 39
Attendance 39
Excusable - Approved Absences 40
Unexcused Absences 41
Notification of Absence 41
Truancy and Chronic Absenteeism 41
Needs Medical Excuse Absence (NME) 42
Planned Absences/Family Vacations 42
Tardiness 42
Early Dismissal 43
Dress & Grooming 43
Student Discipline 44

Informal Discipline 44
Lunch or After School Detentions 45
Focus Card (MS only) 45
Saturday School 45
Alternative Learning Center (ALC) 45
Removal, Suspension, Expulsion and Permanent Exclusion of Students 46
Student Discipline Code (Board Policy 5500) 47
Firearm or Knife 47
Violent Conduct 47
Bomb Threats 47
Academic Misconduct 48
Acceptable Use of Technology 48
Drugs and/or Alcohol 48
Damage or Theft to Private Property 48
Damage or Theft to School Property 48
Disrespect 48
Disruption to School 48
Dress and Appearance 49
Personal Communication Devices 49
Extortion 49
Falsification of Facts or Other Information 49
Felony, Misdemeanor, and Violation of Ordinances 50
Fighting/Assault/Physical Contact 50
Fire/Arson 50
Gambling 50
General Misconduct 50
Harassment 50
Hazing 50
Insubordination 50
Offensive Language or Gestures 50
Public Display of Affection or Sexual Misconduct 51
Repeated Violations of the Discipline Code 51
Tobacco 51
Transportation Violation 51
Truancy, Skipping, Tardiness 51
Weapon (Board Policy 5772) 51
Harassment, Bullying, and Intimidation 51
Bullying and Other Forms of Aggressive Behavior (Board Policy 5517.01) 51
Substance Abuse 52
Student Alcohol & Other Drug Policy 52
Drug Prevention 53

Education/Prevention 54
Intervention/Referral 54
Support/Guidance 54
Parent/Community 54
Student and Parent Notification 54
Drug Violations 54
Possession, purchase, use, application, or being under the influence 55
Selling, supplying or transmitting 56
Counterfeit controlled substances 56
Prohibitions 57
Disciplinary Actions for Students Participating in Extracurriculars & Athletics 57
Due Process Rights 57
Suspension from School 57
Appeal of Suspension from School 58
Expulsion from School 58
Expulsion Appeal 58
Permanent Exclusion 59
Search and Seizure 59
Interrogation of Students 59
Section VII-Transportation and Parking 60
Bus Conduct 60
Students 61
Parents 61
Video Recordings on School Buses 61
Traffic and Parking 62
Incidental Transportation By Private Vehicle 63
Section VIII - Forms 63

Welcome Letter

Dear Students,

Welcome to the 2026-2027 School year! New Albany-Plain Local School District is one of the premier school districts in Ohio. You, along with our staff, parents, and community are an important part of our proud academic tradition. Your success in the classroom, your participation in the visual and performing arts and athletics, and your commitment to acts of service are points of pride for our district. The staff, parents, and community are committed to working together to provide the best opportunities for you to achieve, serve, grow, and lead.

As a New Albany-Plain Local student you have certain rights and responsibilities as a member of our school community. This student handbook provides you with information pertaining to your rights and responsibilities during the school day and at all school-related events. Additionally, it includes links to resources and explanations through the corresponding Board Policy. Please review this handbook with your parents. You are responsible for the information contained in this document.

We challenge you to treat all members of the school community with kindness, dignity, and respect, to work hard, and to take advantage of the educational opportunities offered to you. We challenge you to be accountable at school, at home and in the community. We challenge you to be safe, supportive and connected. We challenge you to rise up and own it, stay stronger together, and be better every day!

Thank you for being a part of our school community.

Own your 'R',

Dr. Rob Russell, Principal
New Albany High School

Kevin Freeman Sr., Principal
New Albany Middle School

Directory

New Albany-Plain Local District Administration

Dr. Jason Fine, Superintendent	855-2040
Ms. Becky Jenkins, Chief Financial Officer	855-2040
Dr. Katie Nowak, Assistant Superintendent Teaching & Learning	855-2040
Mr. Ken Kraemer, Assistant Superintendent Business & Operations	855-2040
Mr. Scott Emery, Director of Elementary Education	855-2040
Mr. Bryan O'Shea, Director of Secondary Education	855-2040
Mr. Daniel Clemens, Director of Technology	855-2040
Mr. Gregory Taylor, Director of Assessment & Accountability	855-2040
Mrs. Tara Bogo, Coordinator of Structured Literacy	855-2040
Mrs. Sheila Saunders, Director of Special Education	855-2040
Mrs. Meghann Moore, Coordinator of MTSS/504 Systems	413-8500
Mrs. Chelsie DeFluiter, Assistant Director of Special Education Grades 1-4	413-8600
Mr. Jacob LeGros, Assistant Director of Special Education Grades 5-8	413-8500
Ms. Jackie Zieber, Coordinator of Early Childhood and Non-Public Schools Special Education Services	413-8711
Mr. Patrick Gallaway, Director of Communications	855-2040

New Albany-Plain Local Board of Education

Mr. John McClelland, President	(mcclelland.3@napls.us)
Mrs. Jennifer Fuller, Vice President	(fuller.9@napls.us)
Mrs. Coleen Barber	(barber.10@napls.us)
Mr. Paul Naumoff	(naumoff.5@napls.us)
Mr. Mark Wilson	(wilson.76@napls.us)

Contact Information	**New Albany High School**
Address	7600 Fodor Road, New Albany, Ohio 43054
High School Website	www.napls.us/hs
Athletics Website	www.naeagles.com
District Website	www.napls.us
High School Main Office	614-413-8300

High School Leadership Team Members

Dr. Rob Russell, Principal	614-413-8300
Michael Carr, Asst. Principal	614-413-8300
Jennifer Rehm, Asst. Principal	614-413-8300
Chris Stiel, Asst. Principal	614-413-8300
Geron Tate, Asst. Principal	614-413-8300
Zach Wiard, Asst. Principal	614-413-8300
Pat Samanich, Dean of Students	614-413-8300
Richie Wildenhaus, Athletic Director	614-413-8325
Molly Salt, Asst. Director of Special Education	614-413-8304
Jill Cuthbert, Counselor	614-413-8310
Julie Horning, Counselor	614-413-8310
John Longo, Counselor	614-413-8310

Colleen Reinoehl, Counselor	614-413-8310
Anna Shaffer, Counselor	614-413-8310
Vicki Hilbrands, Attendance Office	614-413-8100
Leland Kelly, School Resource Officer	614-413-8313
Nathaniel McCarville, Security & Parking	614-413-8332
Safe Schools Hotline	1-800-4-1-VOICE ext. 359
	1-800-418-6423 ext. 359
	https://www.safeschoolhelpline.com/

Contact Information	**New Albany Middle School**
Address	6600 East Dublin Granville Road, New Albany, Ohio 43054
Middle School Website	www.napls.us/ms
District Website	www.napls.us
Middle School Main Office	(614) 413-8500

Middle School Leadership Team Members

Kevin Freeman Sr., Principal	614-413-8516
Laura Mejia, Assistant Principal	614-413-8508
Kyleigh Finn, Dean of Students	614-413-8500
Mr. Jacob LeGros, Assistant Director of Special Education Grades 5-8	614-413-8500
Margie Thompson, Counselor (8th)	614-413-8510
Kristen Nistel, Counselor (7th)	614-413-8510
Crickett Anderson, MS Athletic Director	614-413-8493
Vicki Hilbrands, Attendance Office	614-413-8100
Leland Kelly, School Resource Officer	614-413-8313
Nathaniel McCarville, Security & Parking	614-413-8332
Safe Schools Hotline	1-800-4-1-VOICE ext. 359
	1-800-418-6423 ext. 359
	https://www.safeschoolhelpline.com/

Transportation / Food Services

Ms. Julie Adkins, Coordinator of Transportation Services	(adkins.6@napls.us) 855-2033
Mrs. Laura Henslee, Coordinator of Food Services	(henslee.1@napls.us) 413-8589

Teacher Email Contact

For the email and phone number of a staff member, please refer to the district website (www.napls.us) to search by name, building or department.

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' 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 the building principal. This handbook supersedes all prior handbooks and other written material on the same subjects. This handbook remains subject to change based upon action by the Board of Education or administration. Board Policies and Administrative Guidelines governing this handbook may be found on the District website.

Purpose

To create a culture of accountability that achieves the best academic and developmental outcomes for each student.

Values Statement

Our Culture of Accountability has been built on the foundation that we are each responsible for our behavior, that we "own" our responses to challenges and circumstances, that we are stronger when we work together, and that we will strive to be better every day.

"NAPLS is Committed to Fostering an Environment of Kindness, Dignity & Respect."

Student Belonging Framework

COMMITMENT

The New Albany-Plain Local School District (NAPLS) is committed to creating a positive and welcoming culture to create a deep sense of belonging for each student. We will work intentionally to build strong relationships with students so they feel welcomed, listened to, and respected at school. We are committed to inspiring our school community to be accepting and willing to learn from and to build connections with individuals with various backgrounds and viewpoints. We recognize this work is not a sprint, rather; it is a marathon. We embrace the ongoing commitment required to reach our vision. Our district motto "Students First" and our statement of purpose adopted in 2016 codify that each and every student matters: To create a culture of accountability that achieves the best academic and developmental outcomes for each student.

VISION

We will develop a culture of belonging that builds trusting relationships with all students and their families; encourages and supports awareness, knowledge, and skills; and creates opportunities for connectedness that lead to inspirational learning experiences that encourage and motivate all students and staff to achieve their best academic and developmental outcomes.

Equal Education Opportunity

It is the policy (Board Policy 2260) of the New Albany-Plain Local Schools to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, sexual orientation, ancestry, national origin, place of residence within the district, or social or economic background has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officers by completing the prescribed forms found in Board Policies on the district website.

Compliance Officers

Assistant Superintendent Teaching & Learning	55 N. High St., New Albany, OH 43054
Assistant Superintendent Business & Operations	55 N. High St., New Albany, OH 43054
Director of Secondary Education	55 N. High St., New Albany, OH 43054
Director of Elementary Education	55 N. High St., New Albany, OH 43054

The complaint will be investigated and a written response will be given to the concerned person in accordance with Board Policy. The Compliance Officers can provide additional information concerning access to equal educational opportunity. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

Nondiscrimination on the Basis of Sex in Education Programs and Activities

The United States Department of Education, Office of Civil Rights mandated new regulations public school districts must follow when addressing, investigating and adjudicating allegations of sexual harassment which occur in the district's education program and activities. The Board of Education has adopted Board Policy 2266 which uses specific terms, definitions and procedures.

This policy applies to Sexual Harassment that occurs within the District's Education programs and activities and is committed by a member of the School District Community or Third Party.

This Policy does not apply to Sexual Harassment that occurs off school grounds, in a private setting, and outside the scope of the district's education programs and activities.

School Day - High School (Including Daily Schedule)

The school day for New Albany High School students begins at 7:40 a.m. and ends at 2:15 p.m. Students who arrive before 7:30 a.m. should report to the cafeteria unless prior permission from staff is granted. During office hours, students may report to any teacher as needed.

Students are required to attend school all day unless enrolled in an alternative program. Students must be enrolled in a minimum of six instructional periods.

High School Bell Schedule		
Period	**Start**	**End**
Office Hours	7:30 AM	7:40 AM
1	7:40 AM	8:25 AM
2	8:30 AM	9:15 AM
3	9:20 AM	10:05 AM
4a (Lunch)	10:10 AM	10:40 AM
4a/4b	10:10 AM	10:55 AM
4b/4c	10:45 AM	11:30 AM
4c (Lunch)	11:00 AM	11:30 AM
5	11:35 AM	12:20 PM
Nest	12:25 PM	12:35 PM
6	12:40 PM	1:25 PM
7	1:30 PM	2:15 PM

Students should vacate the building by 2:30 p.m. each day unless under the direct supervision of a staff member. Admittance to school buildings and grounds is prohibited after hours unless a scheduled event is taking place or permission is granted in writing from the principal.

School Day - Middle School (Including Daily Schedule)

The school day for New Albany Middle School students in Grade 8 begins at 7:40 a.m. and ends at 2:15 p.m. Doors open for our 8th grade students at 7:30 a.m. The school day for New Albany Middle School students in Grade 7 begins with period 2 at 8:25 a.m. and ends at 3:00 p.m. Doors open for our 7th grade students at 8:15 a.m. Students are to report immediately to their first/second period class respectively upon arrival.

Middle School Bell Schedule

	8th Grade Bell Schedule		7th Grade Bell Schedule	
Period	Start	End	Start	End
1	7:40 AM	8:28 AM	xx	xx
2	8:31 AM	9:18 AM	8:25 AM	9:18 AM
3	9:21 AM	10:08 AM	9:21 AM	10:08 AM
4	10:11 AM	10:58 AM	10:11 AM	10:58 AM
5	11:01 AM	11:48 AM	11:01 AM	11:48 AM
6	11:52 AM	12:32 PM	11:52 AM	12:32 PM
7	12:36 PM	1:24 PM	12:36 PM	1:24 PM
8	1:27 PM	2:15 PM	1:27 PM	2:15 PM
9	xx	xx	2:18 PM	3:00 PM

Students are required to attend school all day unless enrolled in an alternative program. Students must be enrolled in a minimum of six instructional periods.

Students in 8th grade must vacate the building by 2:20 p.m. and students in 7th grade must vacate the building and playground area by 3:10 p.m. each day unless under the direct supervision of a staff member. Admittance to school buildings and grounds is prohibited after hours unless a scheduled event is taking place or permission is granted in writing from the principal.

Students Rights and Responsibilities

All students have rights as bestowed to them by Ohio law, the Constitution of the United States, the Board of Education and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit their assigned right to educational opportunities when their assigned conduct disrupts the educational process, deprives others of their basic rights and violates the school rules and local ordinances established herein (Board Policy 5780).

The possession of these rules constitutes a first warning. No further warnings will be given to students. It is the student's responsibility to familiarize him/herself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school sponsored activities and when aboard a school bus or other board owned vehicle.

In granting students the education to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational program, due process, a presumption of innocence, free expression and association, and the privacy of their assigned own thoughts.

Attendant upon the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the administrative guidelines of this District.

The Board realizes that as students differ in age and maturity, they differ in ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for their assigned education.

A student who has reached the age of majority possesses the full rights of an adult and may authorize those school matters previously handled by their assigned parents.

Each student who has reached the age of majority shall assume the full responsibility for their assigned performance in school, attendance and compliance with school administrative guidelines.

Section I – General Information

Advertising Outside Activities

Posters and other display materials advertising future school events, such as dances, may be displayed on communication bulletin boards in the hallways. All posters and signs must be removed immediately after the event. Signs should not be placed on painted walls or glass surfaces.

No announcements or posting of non-school activities will be permitted without the approval of the principal. A minimum of 24 hour notice is required to ensure that the principal has the opportunity to review the announcement or posting (Board Policy 5722 and 9700).

Beverage Expectations (Middle School ONLY)

As a middle school campus, we strive to maintain a safe and clean learning environment for all students. To prevent accidents and keep our hallways and classrooms tidy, students may ONLY bring water bottles or beverages with closable tops.

Examples of prohibited bottles or beverage containers include:

- Open cups or mugs without lids
- Disposable cups with flimsy plastic lids that can easily pop off (ex: starbucks containers, fast food cups, etc.)
- Pouches that can be easily squeezed and cause spills
- Glass bottles
- Cans without resealable tops (ex: pop cans, energy drink cans, etc.)
- Students may not bring caffeinated drinks to school (for example: energy drinks, coffee, soda, energy shots, etc.)

Directory Information

Each year, the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name, address, and telephone number. School-sponsored publications may include 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 awards received.

The District will make directory information available upon a legitimate request unless a parent, guardian, or adult student notifies the District (Form 7540 F1 or online via eCollect) that the parent, guardian or adult student will not permit distribution of this information. Selections made on form 7540 F1 or online will remain on file and in effect during the student's enrollment at New Albany-Plain Local Schools. Changes may be made by any one of two methods: (1) Logging on to the Parent Portal and electronically changing your preference (2) obtaining a new form 7540F1 from your building secretary.

Family Educational Rights and Privacy Act of 1974

Generally, the school must have written permission from the parent or eligible student (age 18) before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need-to-know;
- Other schools to which a student is transferring;
- Parents when a student over 18 is still dependent;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Organizations doing **certain studies** for the school; (Administrative approval)
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies;
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents and their children (Board Policy 2416). 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 physical problems of the student or the student's family;
C. Sex behavior or attitudes;
D. Illegal, antisocial, 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.

The Superintendent shall require that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

Personally identifiable information will not be released on any student to a third party conducting a survey/evaluation that contains any item included in A through H above.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student (Board Policy 2416). The parent will have access to the instructional materials within a reasonable period of time after the request is received by the building principals. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

The Board will not allow 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).

The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to 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 administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

Ohio Direct Admission Program

Starting with the 2026-27 school year, the Department of Education and Workforce (ODEW) and Department of Higher Education (ODHE) are collaborating to offer senior students the opportunity to automatically receive an offer of admission from participating colleges and universities in Ohio based on data provided by NAPLS. ODHE will provide a secure portal where students can download and respond to these offers of admission by November. Through the Ohio Direct Admission program, NAPLS will provide the following data to ODHE for purposes related to students' enrollment or transfer to participating postsecondary institutions pursuant to the Direct Admission program unless a student or parent opts out of the Ohio Direct Admission program through the eCollect forms in PowerSchool:

- Student name;
- Cumulative high school unweighted GPA;
- High school class rank (if available);
- ACT and/or SAT scores (if available);
- Date of birth;
- Student contact information (email, mailing address);
- State student identifier (SSID); and
- Name of high school

English Language Learners

The Ohio English Language Proficiency Screener (OELPS) is designed to identify Ohio students in grades K-12 as English Learners (ELs). The language usage survey is completed upon enrollment and provides information about students who will need initial screening to determine English proficiency levels and appropriate programming in the English learner program. The EL staff provides academic English courses, academic support, and educational resources as EL students are immersed in our schools in the general classrooms and supported according to their level of proficiency and academic need. All educators working with ELs will take affirmative steps to address their diverse cultural and linguistic needs so that an environment of academic achievement will be attained. Students who are identified as EL will remain in the program until they are fully English proficient on the annual Ohio English Language Proficiency Assessment (OELPA) and meet the exit guidelines from the Ohio Department of Education and Workforce (ODEW).

Enrollment & Registration

Students who are new to the District are required to enroll with their parent(s) or legal guardian(s). Enrollment and eligibility information (Board Policy 5111) may be obtained via the District's website or by contacting the Registrar's Office.

Gaggle

New Albany-Plain Local Schools and Gaggle have a partnership to keep New Albany School students safe when they use G Suite for Education from Google. New Albany Schools will use Gaggle Safety Management for G Suite to further promote student and educator productivity in a safe and controlled environment.

Gaggle Safety Management combines technology with expert Safety Representatives, who review content 24/7 to assure students are safe. Gaggle identifies inappropriate words and images in Gmail, Google Drive, Google Docs and more and trained professionals refer them to school officials for positive intervention. Trained professionals will also alert school officials if there is an imminent threat to a student.

Homeless Students & Students in Foster Care

Homeless students (Board Policy 5111.01) 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 English Language Learners, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information, contact the liaison for Homeless Students at the District's Administrative Offices at 614-855-2040.

We recognize the importance of educational stability for children and youth in foster care. Further, the Board recognizes these children and youth as a vulnerable subgroup of students in need of safeguards and supports in order to facilitate a successful transition through elementary and secondary education and into college and/or careers. To that end, the District will collaborate with the Ohio Department of Education and Workforce (ODEW), other schools and school districts, and the appropriate custodial agencies (child welfare agencies and/or local Title IV-E courts) to provide educational stability for children and youth in foster care (Board Policy 5111.03).

Identification Badges

Students are required to wear their ID badges daily on the district-approved lanyard. Replacement badges are $5.00 and lanyards are $1.00. In addition to identifying who our students are, the ID badges are used by students at the High School and Middle School to scan for lunch payment and to access the school buildings from outside.

Individuals with Disabilities

Section 504 and Title IX - Overview

A free and appropriate public education (FAPE) shall be provided for each child determined to be in need of special education and/or related services (Board Policy 2460). Students may be identified disabled and eligible for special education services under the Individual with Disabilities Education Improvement Act (IDEA, 2004). Others may be identified as disabled under Section 504 of the Rehabilitation Act. A student identified as disabled under Section 504 may be eligible for services if he or she has a physical or mental impairment that substantially limits learning or another major life activity.

Nondiscrimination Notice Statement

It is the policy of the New Albany-Plain Local School District not to discriminate, in violation of Federal or State law, on the basis of race, color, national origin, ancestry, religion, age, sex, sexual orientation, or disability in admission to, access to, treatment in, or employment in, any service, program, or activity sponsored by the New Albany-Plain Local Schools.

Inquiries or complaints regarding compliance with this policy or the nondiscrimination requirements of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or Title IX of the Education Amendments of 1972 should be directed to Sheila Saunders, (614) 855-2040. Title IX or Section 504/ADA inquiries may also be referred to the Assistant Secretary for Civil Rights for the U.S. Department of Education.

For further information about Multi-Tiered Systems of Support (MTSS) or Section 504, contact the building principal.

Library Use

The aim of the library is to serve our learning community in the best way possible. The library information center is available to suit a variety of needs, including to complete schoolwork, engage in research, or technology access.

Permission to go to the library is contingent on the purpose. Students coming to the library must sign the attendance list immediately upon entering the library. Those entering the library from classes must have written passes. The passes are signed by the library staff with the time of arrival. Students will need to enter the time of departure and indicate destination if leaving the library. All students must follow the procedures set by the library staff for using library materials. Students disregarding library rules will be asked to return to their class.

A book may be checked out for three (3) weeks and renewed if necessary. All books that are lost must be paid for before any others can be checked out. Reference books and current magazines are not to be taken from the library unless by special consent of the library staff. All books and materials are to be returned promptly by the specified time.

Lost & Found - Middle School

The lost and found areas are located in the main hallway by the lobby. Electronic lost and found items are turned into the main office. Students who have lost items may retrieve their items. Unclaimed items will be given to charity at the end of each semester.

Lost & Found - High School

The lost and found areas are located in the High School office, Athletic office and High School dining hall. Students who have lost items may retrieve their items if found. Electronic lost and found items are turned into the E-Office. Unclaimed items will be given to charity at the end of each semester.

Lunch Regulations

A full lunch costs $2.75 and a deluxe lunch costs $3.50. A full lunch consists of a main entree, a vegetable, fruit, milk, and water. Breakfast costs $1.50 and milk is $0.75. Many a la carte items are also available daily for a fee. Students may bring their own lunch to school to be eaten in the dining hall. No student shall be allowed to leave school premises during the lunch period without the specific written permission of the principal. Students who qualify for free and/or reduced lunch must complete the family application available here.

1. Students **must** report to a dining area promptly with their own badge and lanyard for lunch line purposes.
2. During the lunch period, students are to remain in the dining hall or go outside, unless otherwise directed by the supervising teachers.
3. If a student needs to see a staff member during their lunch period, they should **secure a pass in advance**.
4. Students must clean up trash in their area prior to being dismissed from lunch.
5. Students may not use a food delivery service to have food delivered to the school.

Parent's Bill of Rights

The Board of Education recognizes that parents have a fundamental right to make decisions concerning the upbringing, education, and care of their children and promotes parental involvement in the District's public school system. In addition, parents have certain rights in the school system to know about their student's educational experience (Board Policy 5780.01).

1. Prior to providing instruction that includes sexuality content or permitting a third party to provide such instruction on behalf of the District, the Board will provide parents the opportunity to review any instructional material that includes sexuality content. Upon request of the student's parent, a student shall be excused from instruction that includes sexuality content and shall be permitted to participate in an alternative assignment.
2. The Board will promptly notify a student's parent of any substantial change in the student's services, including counseling services or monitoring related to the student's mental, emotional, or physical health or well-being or the school's ability to provide a safe and supportive learning environment for the student. Such notification will be provided by the student's building administration through email and/or telephone conference. The Board will not inhibit parental access to the student's education and health records maintained by the school.

Scheduling & Schedule Changes (High School)

Students will receive a list of courses scheduled for the following year in May. We encourage students to check this list for any mistakes. Counselors are available a few days before school to make academic adjustments if there is an error on a schedule (see the reasons below). The time set aside on these days is for enrolling new families and brief problem solving of any schedules missing key components. There should be very few schedule changes necessary as students request the courses they wish to take as electives and towards graduation.

Any course changes must be requested within the first 5 days of each semester. Students may not add a course after it has been in session for 10 school days. Students can drop a 7th class during the first quarter for a study center. If any other course is dropped after 10 days, an "F" will be placed on the student's transcript. Any exceptions will need to be requested through the department chair and have administrative approval.

Schedule changes at the beginning of the year will be made ONLY for the following reasons:

1. Academic Misplacement: Student is placed in the wrong level of class (Honors/Accelerated/AP vs. regular pace), or is placed in a class without meeting the prerequisite (placed in chemistry without passing biology first).

2. Program Change: Student has been accepted into an academic program or the student is no longer enrolled in a specific program of study (examples: Eastland-Fairfield, Zoo School, College Credit Plus)
3. Missing an academic class: A student is missing a core class such as English, History, Math or Science.
4. Missing a Graduation requirement: A student is missing a course necessary to graduate in the upcoming school year.
5. A student has 2 study centers in one semester and none in the other.

Schedules will not be changed for the following reasons:

1. To have classes with friends.
2. To have a course or study center for a certain period.
3. A student or parent prefers a certain teacher.
4. A student or parent does not want the assigned teacher.

The student's (or parent's) preference for a different teacher will not be a justification for changing a class. All concerns or conflicts with a teacher's style, methods or personality need to be addressed in a professional manner. Students and parents must first meet with the teacher and work through any concerns or problems. If a resolution cannot be reached, then the parent, student or teacher should contact an administrator to meet about the issue.

Scheduling & Schedule Changes (Middle School)

We recognize the personal, social, physical and educational growth of our students vary and are committed to providing the most appropriate placement to their needs. Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based on the student's needs and grade level curriculum. Any changes in a student's schedule should be handled through the guidance office. Any course changes must be requested within the first 5 days of each semester. Students may not add a course after it has been in session for 10 school days. It is important to note that some courses or changes may be denied because of prerequisites, staffing capacity or lack of space. Students are expected to follow their schedules.

Schedule changes at the beginning of the year will be made ONLY for the following reasons:

1. Academic Misplacement: Student is placed in the wrong level of class (Honors vs. regular pace), or is placed in a class without meeting the prerequisite (placed in Robotics without taking Technology first).
2. Missing an academic class: A student is missing English, History, Math or Science.
3. A student has two (2) art or wellness classes in one semester and none in the other.
4. Need for Academic Intervention via meeting with administration and/or counselor.

Schedules will not be changed for the following reasons:

1. To have classes with friends.
2. To have a course or study center for a certain period.
3. Changing the schedule results in one or more courses being overloaded.
4. A student or parent prefers a certain teacher.
5. A student or parent does not want the assigned teacher.

The student's (or parent's) preference for a different teacher will not be a justification for changing a class. All concerns or conflicts with a teacher's style, methods or personality need to be addressed in a professional manner. Students and parents must first meet with the teacher and work through any concerns or problems. If a resolution cannot be reached, then the parent, student or teacher should contact an administrator to meet about the issue.

The guidance and/or administrative office must approve any variations/changes (Board Policy 5410).

School Equipment and Facilities Use (Student Storage, Physical Education Lockers, Elevator)

Students must receive their teacher's permission before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility (Board Policy 7510). Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Students are reminded that the elementary school day lasts until 4:00 p.m. Students should stay off the playgrounds and basketball courts until 4:00 p.m.

Elevators

Elevator use is restricted to those students whose physical injury or disability limits their ability to use the stairs. Students must obtain permission from the clinic before using the elevator.

Locks and Lockers

Student storage is the property of the Board of Education and is provided solely as a convenience for student use. Student lockers are to remain locked during the school day. They are to be used only for the purpose of storing textbooks, school supplies, clothing and lunches and should not be considered as a private place. Lockers and the contents of the locker are subject to random searches at any time by school personnel and/or law enforcement officers. Students should NOT ask to go to their lockers once a class has started and should come to each class prepared with the necessary books, materials and supplies. It is the student's responsibility to come to each class prepared with the necessary books, materials and supplies.

Once assigned, lockers are not to be traded. Any damage incurred to the space will be the responsibility of the student to which the space was assigned.

The school is not responsible for lost items. Valuable items should not be brought to school. Students should keep their lockers locked and their combinations privileged information. Students are not to place any other locks on their lockers.

Students are to clean out their lockers every grading period and also by the last day of school. THE SCHOOL WILL NOT BE RESPONSIBLE FOR ITEMS REMAINING AFTER THE LAST DAY OF THE SCHOOL YEAR. Writing on the outside and/or inside of the storage space is prohibited and will result in disciplinary action. Also, any damages incurred through carelessness, kicking, slamming doors or altering the interior will be considered vandalism and the student assigned to the space will be charged for any repairs. Inappropriate stickers, pictures, posters or other items should not be displayed. Book bags and backpacks must fit into a locker which is 15"x15"x30" or other assigned storage space. **MS Only:** Book bags and backpacks will be kept in the lockers during classes and other activities (Middle School Only). Middle School students are only allowed to enter their lockers before and after school and before and after lunch. MS students must have a pass to access lockers at any other time of the day. If a student has a problem with a locker that does not open, the student should contact the office or teacher immediately. Middle School students are expected to keep their locker doors fully closed & the lock engaged.

Physical Education/Athletic Lockers

Those students who are scheduled for physical education or involved in athletics MUST provide their own lock for securing personal items in the physical education lockers provided in the locker rooms. Cameras have been placed in the halls to monitor persons entering the locker areas, however, students must secure their belongings in a locker during wellness activities and athletic events.

Student Employment

A student who chooses to seek employment in addition to attending school must first make contact with the school office to discuss any legal requirements and obtain any needed documents.

Student Fees, Fines & Charges

New Albany Middle/High School charges specific fees for activities and courses (Board Policy 6152). Such fees or charges are determined by the cost of materials, shipping/handling fees and add-on fees for loss or damage to school property. The school and staff do not make a profit. **Due to schedule changes at the beginning of school, fee notices are posted electronically to a student's PowerSchool account and can be paid via PaySchoolsCentral.com**. Parents will be notified when fees have been posted via email or newsletter.

Upon entering 9th grade, any negative lunch account balances will be converted to school fees. Parents/Guardians will be responsible for paying all fees in accordance with Policy 6152 - Student Fees, Fines, and Charges. Fee waivers are applied in accordance with Policy 6152.01 - Waivers of School Fees for Instructional Materials.

Fees may be put on a payment plan in situations where there is financial hardship. Please contact the building secretary.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

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

Student Fundraising

Students may conduct fundraisers in school or on school property or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools (Board Policy 5830). Fundraising by approved school organizations, those whose funds are managed by the Treasurer, may be permitted in school by the principal. Collections of money by approved school organizations off school grounds may be permitted with approval by the building principal.

Student Records

The District Custodian of Records is the Treasurer and is located at the District Administrative Offices, 55 North High Street or the Treasurer can be reached by calling (614) 855-2040. The Treasurer's Office is responsible for record keeping according to the obligations required under FERPA recordkeeping requirements (Board Policy 8330).

Each student's records will be kept in a confidential electronic file. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (eighteen [18] years of age or older), and those authorized by Federal law and District regulations.

A parent or adult student has the right to:

- Inspect and review the student's education records within forty-five (45) days after receipt of the request. Parents may request access to a student's educational records from the building principal. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.

- Request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form (8330 F6a) that may be used to

identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.

- Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law. The school's Administrative Guideline 8330 describes those exceptions and is available upon request.

- Challenge District noncompliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.

- File a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington DC 20202.

- Obtain a copy of the District's policy and administrative guidelines on student records.

Student Sales

No student is permitted to sell any item or service in school without the principal's approval. Violation of this may lead to disciplinary actions.

Student Valuables and Personal Belongings

The school cannot be responsible for the care and safekeeping of personal property and will not be liable for loss or damage to personal items. The sending of expensive electronics such as wireless headphones (i.e. Apple AirPods), smart watches (i.e. Apple Watches or watches with cell phone capabilities), and other technologies are strongly discouraged due to the chance of being misplaced or stolen. If the devices become a distraction to the educational process, the student will be told to no longer bring the technology to school. Less expensive wired headphones and standard watches are better alternatives for school use.

Use of Office Phones

Students are permitted to use the phones in the office to call a parent or guardian during school hours with the permission of their teacher and the secretary in the main office.

Use of Personal Technology on Campus

The Board recognizes that efficient operation of electronic communications tools and networks may from time to time include personal use; however, at no time should personal use interfere with the educational process or operation of the District (Board Policy 7540). Therefore, the use of personal communication devices (PCDs) shall be prohibited during school hours and limited during school-related events and functions.

- Middle School - all students are to store all PCDs, including cell phones, tablets, and smart watches, in their locker for the entire school day.
- High School - students are to ensure all PCDs, including cell phones, tablets, and smart watches, are turned off and stored away. Options include in a locker, in a classroom cell phone caddy, or in the student's vehicle (if applicable) for the entire school day.

Students should be particularly sensitive to taking photographs and audio or video recording. Students must obtain permission from all parties prior to capturing images and/or audio/video recordings.

Technology Guidelines

To keep our families informed of our proper use of district technology as well as the Internet, the District has an Acceptable Use Policy (AUP) for all students. This policy should be reviewed by all parents and students as it outlines what behavior is expected as well as the consequences if the policy is violated. Parent and student signatures on the Handbook acknowledge the policy and will grant your child[ren] access to computer and the Internet.

Due to the changing nature of technology and its uses, the latest Board of Education policies can be located on the school district website:

Personal Communication Devices (Policy 5136)
Student Technology Acceptable Use & Safety (Policy 7540.03)
District-Issued Student Email Account (Policy 7540.06)

With access to devices and the Internet, it is possible that your child may find material that you would consider objectionable. We have installed filtering software to limit access to inappropriate material. However, inappropriate content can be inconsistently filtered. We cannot guarantee that your child will not accidentally gain access to inappropriate material.

The use of the network is a privilege, not a right. If a student willfully tries to access inappropriate sites, or does not follow the rules, that privilege may be taken away. The Principals, in consultation with the technology staff and teachers, will determine if someone is abusing his or her privilege to use the computer network.

Students will have access to iPads issued by the school district. The iPad is school property of the district. This handbook and the policies referenced above govern use. Student responsibilities include:

- General care of the iPad. Any iPad that is broken or fails to work properly must be taken to a teacher or administrator as soon as possible so the issue can be reported.

- Keeping the iPad in its protective case at all times. While the case will provide some protection against drops, it will not protect the device in all situations. District-issued devices should be handled with care. When carrying the iPad, please avoid placing too much pressure and weight on the iPad screen, especially when placed in backpacks.

- Bringing iPads to school every day in those grades where home access is permitted. Teachers, at their discretion, may give alternate versions of assignments that do not require the use of an iPad, or students may be issued a temporary device. For more information, access the Technology One to One Handbook.

Video Recordings/Surveillance

All students, parents and staff are advised that as a public school facility, students, parents, staff, and building visitors do not have the expectation of privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the school campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law.

In accordance with Board Policy 7440.01, recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests.

Visitors (Board Policy 9150)

Visitors to the school must be approved by the principal. Visitors will be kept to a minimum and will only be allowed on campus for educational purposes. In order to properly monitor the safety of students and staff, each visitor must report to the Main Office (Middle School) or Welcome Center (High School) upon entering the school to sign in using the district's visitor management system. Parents/visitors should present a valid driver's license or picture ID each time they enter the buildings, including when picking students up early. No **student visitors** will be allowed to gain access without express permission of the building principal.

Withdrawal/Transfer from School

If a student plans to transfer from the school district, the parent must notify the **guidance and registrar's offices** by completing this **form.** School records shall be transferred within fourteen days to the new school district (Board Policy 5130). Parents are encouraged to contact the guidance office for specific details.

Section II – Student Health and Well-Being

Blood-Borne Pathogens

The district is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect staff from its spread in the school environment.

Part of the mandated procedures following exposure to a blood-borne pathogen (Board Policy 8453.02) include a requirement that the district request the person who was bleeding to consent to be tested for HBV or HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although incidents of exposure are expected to be rare, this notification serves to notify parents of these requirements ahead of time. Should such a situation develop, parents will understand the district's reason for the request and will have had an opportunity to consider it in advance. HBV and HIV are serious diseases, and proper precautions and cooperation are essential to preventing their spread.

Casual Contact Communicable Disease

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 (Board Policy 8450). The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease Specific diseases include: pink eye, scarlet fever, strep throat, impetigo, whooping cough, chickenpox, ringworm, and other conditions indicated by the Local and State Health Departments. (FYI: The diseases listed in Board Policy 8450 (referenced above) are: "diphtheria, scarlet fever and other strep infections, whooping cough, mumps, measles, rubella, others designated by the Ohio Department of Public Health.") Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Emergency Medical Authorization

The Board of Education has established a policy (Board Policy 5341) that every student must have an Emergency Medical Authorization completed and signed **annually** via Forms in eCollect by her/his parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The school has made the Emergency Medical Authorization Form available to every parent at the time of enrollment (Form 5341 F1). This form is essential for school personnel to provide timely first aid/medical services for ill or injured students.

All prescribed medications are to be delivered to the school clinic and taken only with adult supervision. The school nurse/ clinic aide is available to discuss the procedure for medications and treatments (Board Policy 5330).

Injury and Illness

Student safety is our number one priority. According to Board Policy 5340, all injuries must be reported to the nurse/ clinic aide. If the injury is minor, a student will be treated and may return to class. If medical attention is required, the nurse will follow the school's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the clinic. For the safety and well-being of our students, all students who become ill should report to the clinic before contacting parents. This important step will allow the nurse to make a preliminary assessment regarding the immediacy of medical intervention required. **No student will be released from school without proper parental permission.**

Immunizations

Each student should have the immunizations required by law or have an authorized waiver (Board Policy 5320). If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by the 14th day of school per Ohio Revised Code 3313.671 This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurses.

Immunization Summary for School Attendance

Please refer to the website below for the most current information about immunizations.

Insurance

The school is in no way liable for medical expenses incurred from an accidental injury while in attendance during the regular school day or participation in any of the school sponsored activities. All students planning to participate in athletics must provide insurance information when registering for athletics.. Emergency medical forms must be submitted to the school by the end of the first week of school.

Non-Casual Contact Communicable Disease

In the case of non-casual contact communicable diseases, the school is still obligated to protect the safety of staff and students (Board Policy 8453). In these cases, the person in question will have their assigned status reviewed by a panel of resource people, including the Franklin County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), 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 has bled at school and if students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Use of Medication - Regulation Regarding the Use of Medicine

Parents are responsible for informing the school of any specific health conditions of their child that may impact learning or their health during the school day, such as severe reactions to bee stings, food allergies, severe environmental allergies, asthma, diabetes, seizures, etc. Parents are responsible for providing the clinic with the appropriate treatment plan, medication and equipment (Board Policy 5330, Administrative Guideline 5330B).

New Albany-Plain Local Schools require physician and parent authorization to administer any prescription and nonprescription medication and/or drug to a student. This includes, but is not limited to, acetaminophen and ibuprofen. It is more desirable for medication to be administered at home. The school nurse will not administer any narcotic or prescription pain medication. Students are not permitted to attend school while taking any narcotics or prescription pain medication (ex. Percocet, Tylenol with Codeine). A student who is required to take medication at school must comply with the medication policy. A form can be obtained from the clinic or online and must be completed by the physician and the parent/guardian. An authorization form is required for each medication your child takes while at school. The school nurse is available to discuss the procedure for medication and treatments. Students are permitted to use medication during school hours **ONLY** when the school has received the following:

- Written orders from the physician verifying the necessity for the medication to be taken during school hours, name of the medication, dosage, time medication is to be taken, length of time medication will be needed, and any possible side effects.

- Medication must be brought to school by an adult. It is to be in the original container appropriately labeled by the pharmacy or physician.

- Medication must be stored in the clinic.

- Exception to this rule is for diabetic supplies (A student with diabetes is permitted to possess on the student's self at all times all necessary supplies and equipment to perform diabetes care tasks. If the student performs any diabetes care tasks or uses medical equipment for purposes other than the student's own care, the Board will revoke the permission.) Students are also permitted to carry inhalers and epinephrine auto-injectors. The inhalers/epinephrine auto-injectors must be appropriately labeled with the date of the prescription and the student name. The student can administer the exact dose. The parent and physician must sign the Inhaler/Epinephrine Authorization Form, with specific approval for the student to carry. A plan must be on file as to what the student will do in case the symptoms continue.

- A new request form must be submitted each school year and as necessary for changes in medication orders.

- Medications must be picked up prior to the last day of school. Any medication left in the office will be disposed of if not picked up. School personnel cannot be responsible for medication while school is not in session.

Section III – Academics

Academic Integrity

As teachers, counselors, and administrators at this school, we recognize that our students are an integral part of our society. We highly value education as one of the greatest vehicles to promote our children to succeed in the present and in the future. In our school, we encourage our students to act with integrity, aim for discovery, and achieve through innovation. All of which requires our students to honor academic work, to protect intellectual property, and to understand the serious consequences of academic misconduct. It is in our students' best interests to hold them accountable for their learning and progress through our school and work that is not their own impedes and destroys the ability to accurately assess and provide intervention strategies to the learner. Therefore, academic misconduct is a serious violation to both the student and the entire learning community.

Academic Integrity Policy for New Albany Middle and High School Students

Academic Integrity is established when the student assumes responsibility and works in relationship with the educational community to uphold the value of individual credit and learning.

> *Collaboration*: the opportunity to work with others on an assignment when expressly permitted by the teacher but does not imply that students share or copy another's work unless permitted by the teacher in writing.
>
> *Intellectual property*: a person's thoughts, ideas, and/or words used in a publication or in work submitted for credit

Academic Misconduct

Failure to appropriately acknowledge another's intellectual property in one's own work, to falsify facts or misuse information, to use unauthorized materials during a test, quiz, or exam, or to assist or contribute to another's academic misconduct. Academic Misconduct includes copying another person's work, allowing someone to copy your work, completing another student's work for them, distributing copies of one's work, distributing questions and/or answers to assignments, quizzes, tests, assessments, etc. *If a student is concerned that his or her work may violate academic integrity, then it is the responsibility of the student to confer with the teacher prior to submitting work for credit.*

Definitions

> Cheating: The act of deception by submitting work as one's own. This includes, but is not limited to copying another student's assignment either all or in part or supplying a student with another's assignment (unless specifically permitted by the teacher). Allowing another student to copy your work. Cheating also includes using unauthorized materials such as notes, books, prohibited technology, translation services when expectation is that student is doing own translation, calculators, or computers during a test, quiz, exam, assignment, or project. Students may not share information on tests, quizzes, and projects unless the teacher has explicitly given permission to do so.
>
> Plagiarism: The act of presenting the published ideas or words of another as one's own. This includes but is not limited to books, poems, speeches, films, TV, newspapers, magazines, and Internet media. Using information from such sources requires proper citations and formatting in order to give credit to the author or speaker. Furthermore, any revision or paraphrasing of the original work must also receive correct citations.

Forgery: The act of altering signatures, school-related forms, documents, or records (either paper or electronic form) for an academic advantage. Forging information supplied to other sources such as athletics or colleges may have additional consequences outside the control of the high school.

Stealing: The act of taking academic information for personal gain. Examples include, but are not limited to, taking another student's work without permission, taking an exam key, removing a test from a teacher's room without permission, obtaining electronic material from a teacher's computer, or keeping test booklets instead of returning them to the teacher.

Falsification: The act of producing unauthorized, intentionally misleading information regarding a source or creating unclaimed references for academic credit. Although the assignment may contain the appearance of legitimate sources and citations, the actual sources of information do not exist. Students may not submit work using artificial intelligence, claiming it as their own.

A student who has been accused of academic misconduct will be determined based upon evidence gathered by a teacher's or other supervisor's observations, materials, and/or information. Concerns provided by others, including staff or students, may also be taken into consideration. Students in violation of this policy may receive an academic and/or disciplinary consequence.

Acceptance of Credit Earned Outside of the School District

All courses taken by a student will be reflected on the transcript for course history purposes but only New Albany Middle School or High School courses will be used in the calculation of a student's grade point average (Board Policy 5463). Grades earned from accredited high schools, approved education options such as home schooling, independent study, correspondence/online courses, and summer school, will appear as a "T" for transfer on a student's transcript. This policy also applies for students who transfer into the district. Colleges and universities will receive transcripts from all schools that a child has attended. Programs conducted in partnership with New Albany High School such as College Credit Plus, Eastland-Fairfield Career Center programs, Delaware Area Career Center programs, and the Mosaic program are considered NAHS courses and these grades will be calculated into a student's grade point average.

Artificial Intelligence

The use of Artificial Intelligence (AI) tools without the express permission/consent of a teacher undermines the learning and problem-solving skills that are essential to academic success. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. See Policy 7540.09 - Artificial Intelligence.

College Credit Plus

According to Board Policy 2271, any student grades 7-12 may enroll in the College Credit Plus Program provided they meet the requirements established by law, the college and by the district. Interested students should contact the counseling office to obtain the necessary information. Students enrolled in a post-secondary program must abide by the student code of conduct and attendance policy. Understand that students must meet requirements to remain eligible for College Credit Plus and that students will be placed on probation if deemed ineligible. See policy for more information. All grades earned through College Credit Plus will show on the transcript. Additional information about College Credit Plus can be found on the district website.

Counseling Service

The New Albany Secondary Counseling Program is a comprehensive and collaborative program centered on academic planning, career education, and personal-social development. We believe our role is significant in creating a personal, welcoming environment for each and every student. Our goal is to ensure our students have the support needed to maximize their potential as learners. We can accomplish this by addressing development in the areas of academic performance, social-emotional wellness, career exploration and future planning through proactive programming, outreach, and support. The counseling program recognizes that the collaboration of teachers, counselors, administration, parents, and if needed, external resources, is vital in assisting each student's development in these areas.

College/Postsecondary Visitation

Students may request up to three (3) postsecondary visitation days in which they visit a college, university, trade school, or other postsecondary educational opportunity. Visitations must be requested prior to the visit and students must bring a note signed by an official of the postsecondary institution on official stationery/letterhead upon return to school. The three (3) approved postsecondary visitation days are not counted as part of a student's five (5) planned absence days. Travel days, days during which the postsecondary institution has not provided documentation indicating active participation, and additional visits or visitation days will be counted in accordance with Policy 5200. College fairs are not considered college visitation days as students are encouraged to attend these with parents during evening sessions.

Credit Classifications for Grade Level Advancement

The minimum credits for grade classifications are as follows:

- 7th grade successful completion of grade 6
- 8th grade successful completion of grade 7
- Freshman Less than 5.25 credits
- Sophomore 5.25 credits to less than 11 credits
- Junior 11.0 credits to less than 16 credits
- Senior 16.0 credits or more

Completing required coursework, earning the necessary credits and also meeting State of Ohio graduation requirements as outlined here, determine a student's progress towards graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of the Individualized Education Plan (IEP). It is the student's responsibility to keep in contact with their assigned counselor and teachers to ensure that they are meeting all requirements for graduation. Information about credit and course requirements is available in the counseling office.

Credit Recovery and Grade Replacement

Transcripted credit for a specific course will be granted only once. Repeating a course is an option for:

- Credit Recovery - a student may recover credit during the school year or in NAHS summer school. The transcript will show both attempts and grades. The higher of the two grades earned will become the grade calculated into the GPA.
- Grade Replacement - a student may repeat a course in-person at New Albany for an improved grade and skill-building. The original grade will remain on the transcript, but be excluded from GPA calculations, and only the new grade will be calculated in the GPA.

Grades earned through summer school, remedial classes, or correspondence/online providers will not replace the grade earned on the transcript.

Special Education Graduation Requirements & Diploma Deferral

All students are scheduled according to district policy to meet graduation requirements, regardless of disability. The district does not exempt students from taking/retaking the End of Course exams until their senior year and they have had remediation and multiple opportunities to receive a proficient score. Exemptions to a graduation requirement must be reviewed and discussed prior to the IEP team meeting through collaboration between the building principal, Special Education Administrators, and the school counselor. While students with an IEP may graduate via other options based on the IEP team's decision (per Ohio Revised Code 3323.0), they are encouraged to earn a diploma by meeting the same requirements as their peers. It is important that the IEP team carefully considers these options so as not to lower expectations and limit a student's opportunities for post-school engagement. If all options have been exhausted and a student has not received the required proficiency cut off score, it becomes an IEP team decision.

For those students continuing to work on transition goals, but have met graduation requirements, we have a diploma deferral option according to Board Policy 5460.01 which is also an IEP team decision that takes place during a student's senior year. The IEP team makes the final decision with regard to social graduation, in accordance with the student's IEP goals and Federal and State laws and regulations and local Board policies. Students for whom participation in graduation ceremonies is precluded for disciplinary issues (when the discipline was not a manifestation of the student's disability) or nonpayment of school fines may not participate in social graduation.

The student is expected to continue working on their IEP transition goals and objectives. An official high school diploma will be granted to the student when the IEP team determines that the transition goals have been met. When the student turns twenty-two (22) during the school year, the student will be permitted to complete the current semester before services cease.

Educational Options

The Board of Education recognizes the need to provide educational options so students can achieve educational goals (Board Policy 2370). These options may include, but are not limited to, tutorial programs, independent study, credit by demonstrated mastery, correspondence courses or summer school. The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

An optional plan to meet the recognized educational needs of a student shall be approved by the Superintendent.

Such options may include, but are not limited to, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, early college entrance, etc. These programs may not be utilized by a student to avoid taking required courses offered in the school's regular program. Credit will be granted to the student upon complete evaluation of the program. The credit shall be placed on the student transcript. The amount of credit counting toward graduation shall comply with the State standards.

Early High School Graduation and Graduation Requirements

The Board of Education acknowledges that some students seek to pursue educational goals that include graduating from high school at an earlier date than their designated class (Board Policy 5464).

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with their assigned designated class or the class graduating in the year in which the student completes the District's requirements for high school graduation.

Application for early high school graduation must be submitted to the high school administration.

The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements.

Graduation requirements can be found on the High School Website and in (Board Policy 5460).

Field Trips

Field trips are an extension of the classroom. Although the site of learning changes, all school rules still apply. Students must demonstrate responsible behavior to assure the privilege of participation and to assure the safety and well-being of others attending the trip (Board Policy 2340).

Students must have written permission of a parent/guardian to participate in all field trips. Students may pay for the cost of the trip. Students should also understand that financial hardship would not exclude them from participation in any field trip. Arrangement for admission costs can be made through the principal; privacy will be respected.

Grade Cards

We believe that the cooperation of school and home is vital to the growth and education of the whole child and recognize our responsibility to keep parents informed of student welfare and progress in school. Report cards are issued through PowerSchool four times during the year, five days after the close of the grading period. Athletic eligibility (Board Policy 2431) and academic recognition are based on the nine weeks grade in a class (Board Policy 5420).

The Final Grade Card will be mailed home.

Interim grades will be posted to PowerSchool. Please refer to the parent portal for your student's grades in each class.

- Posted on September 23, 2026
- Posted on November 20, 2026
- Posted on February 5, 2027
- Posted on April 23, 2027

Minimum Course Load Recommendation

Grades 9-11	6 courses per semester
Grades 12	5 courses per semester
Athletic & Extracurricular Eligibility (Middle/High School) (not including PE or any course with less than .5 credit/semester)	5 courses per semester

Grades (PowerSchool & Grading System)

The school has a standard grading procedure (Board Policy 5421) as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based on test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. Any grade or average that ends in a .5

decimal or higher will be rounded up to the next number (ex. 91.5 rounds up to 92%) If students are not sure how their grades will be determined, they should ask the teacher.

Grading System

Grade	Percent	Regular	Honors	AP, CCP, CTAG
A+	97-100	4.00	4.40	4.80
A	93-96	4.00	4.40	4.80
A-	90-92	3.67	4.04	4.40
B+	87-89	3.33	3.66	4.00
B	83-86	3.00	3.30	3.60
B-	80-82	2.67	2.94	3.20
C+	77-79	2.33	2.56	2.80
C	73-76	2.00	2.20	2.40
C-	70-72	1.67	1.84	2.00
D+	67-69	1.33	1.46	1.60
D	63-66	1.00	1.10	1.20
D-	60-62	0.67	0.74	0.80
F	0-59	0.00	0.00	0.00

Parents are encouraged to schedule a conference with a teacher if they have any questions concerning a grade.

Teachers post grades and assessment results online through PowerSchool for the use of parents and students (Board Policy 5420). These grades will be posted and updated in a reasonable time frame that allow students, teachers, and parents to focus on student learning.

Graduation Honors

The top scholastic honors of Valedictorian and Salutatorian (Board Policy 5430) are determined by calculating the cumulative grade point average at the end of the 7th semester of the high school experience. The student with the highest grade point average shall be named valedictorian, and the student with the second highest grade point average shall be named salutatorian. Students who have achieved identical grade points averages for valedictorian honors calculations will be subject to a series of tie-breaking procedures (Administrative Guideline 5430).

Graduating students will be recognized with the Latin Honors system, using the following guidelines:

Summa Cum Laude = 4.3 or higher
Magna Cum Laude = 4.0 to 4.29

Cum Laude = 3.85 to 3.99

Homework (Board Policy 2330)

The staff of New Albany Middle School and New Albany High School believe that homework should be a regular feature of the instructional process and is an essential component of a child's education. We believe that homework encourages students to take responsibility for their own learning, is a foundation for self-discipline, is a means to develop good study habits and promotes the concept of lifelong learning. Students and parents will find that there is a direct, positive correlation between completion of homework assignments and performance on tests and quarterly grades. Homework also gives students' parents the opportunity to interact in the educational process. Families can visit the individual teachers' Schoology page for more information regarding homework.

Each student at New Albany Middle School is assigned to a grade-level team. These teams of teachers monitor and coordinate long term homework assignments, projects, and tests to limit the number of assignments due the same day. Testing will be spread throughout the week when possible.

Responsibilities When the Student is Absent

1. Students are allowed a make-up period for assignments and assessments equal to the number of days absent. However, long-term projects or tests announced in advance of the absence are to be turned in or taken upon return. Teachers will not be asked to set up labs that are missed during absences. If there are questions, students should see the teacher during study center or between classes.

2. In the event of an absence, the student is responsible to collect assignments (i.e. email teacher, visit Schoology page, call a friend, etc.).

4. Students who fail to make up work in the allotted time will be assigned a failing grade or an incomplete for the grading period.

5. Incompletes must be made up within ten school days or a failing grade will be assigned.

Note for Skipping Classes: After an administrative review, if it is determined that a student was skipping a class, the student will receive zero credit for assignments, quizzes, tests, or projects in that class during the time or period skipped.

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through an honors diploma. Students challenge themselves by taking and succeeding at high-level coursework and in real-world experiences. Visit the Ohio Department of Education and Workforce website for more information regarding Honors Diploma Options.

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

1. **Academic Honors Diploma**
2. **International Baccalaureate Honors Diploma**
3. **Career Tech Honors Diploma**
4. **STEM Honors Diploma**
5. **Arts Honors Diploma***
6. **Social Science and Civic Engagement Honors Diploma**

***includes dance, drama/theater, music and visual art.**

It is the student's responsibility to maintain contact with their assigned counselor to ensure that graduation requirements are being met. Grade point average shall be computed by final grades in all subjects for which credit is awarded. All students will be required to develop graduation plans in collaboration with their school counselors.

National Honor Society - New Albany High School

The National Honor Society is a student-led organization that was founded in 1921 to recognize and encourage academic achievement, leadership, service and character among high school students. Membership in the National Honor Society is an honor and represents a commitment by members to the qualities for which they were selected. Any interested student is encouraged to apply. Applications will be sent in the second semester.

National Jr. Honor Society - New Albany Middle School

National Jr. Honor Society at New Albany Middle School was chartered during the 2016-2017 school year. Like the National Honor Society, NJHS encourages academic achievement, leadership, service and character among middle school students. Any interested student is encouraged to attend an informational meeting.

Promotion, Acceleration & Retention

Promotion occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Board Policy 5410. Promotion, Academic Acceleration, Placement and Retention are restated below.

If a middle school student's promotion is uncertain, a meeting will be arranged between the building principal or their representative, the School Intervention Team, and the parents. The team will examine all relevant information and allow the parents and teachers to express their perspectives. After analyzing the data and considering the recommendations of the School Intervention Team, the principal will make a final decision in accordance with Board policy. The building principal will inform the parents in writing of the decision.

Academic acceleration may involve whole grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation team will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration). Additional information can be found on the district's gifted page.

Recognition of Student Achievement (Honor & Merit Roll)

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

Honor and merit roll shall be based on all subjects in which a student is enrolled and all grades are to be counted equally. Students receiving a GPA range of 3.5 above will qualify for Honor Roll. Students with a GPA of 3.0-3.4999 will qualify for the Merit Roll. Incompletes (I) not corrected within two (2) weeks of the end of the grading period disqualify a student from either honor (Board Policy 5451).

Testing/Assessment & Exams

To measure student progress, students will be tested in accordance with state standards and Board Policy 2623. The staff believes that students should be evaluated using a variety of methods. Many teachers use traditional paper and pencil tests, as well as alternative forms of assessment. Classroom tests will be used to assess student progress and assign grades.

- All 7th and 8th grade students are required to take State mandated achievement tests in core content areas. High School students are required to take State mandated End of Course exams.
- Additional group tests are given to students to monitor progress and determine the educational mastery levels. These tests are used to help the staff determine instructional needs.
- Depending on the type of testing, specific information and/or parental consent may need to be obtained. New Albany Middle School and New Albany High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

Exams (HS)

A semester and final exam schedule will be published and communicated to parents and students via the Principal's newsletter. All high school credit-bearing courses will have a semester and final exam.

Exams (MS)

All students in grades 7 and 8 who are enrolled in classes that are credit bearing (including Algebra I, Geometry, Algebra II, Physical Science,Biology, Spanish, Mandarin, and French) will take semester and final exams. Students in non-credit bearing classes will also complete culminating tests and/or projects.

Section IV - Emergency Procedures

Emergency Closing & Delays (Board Policy 8210)

On occasion, it may be necessary to close or delay school due to hazardous weather conditions, a facility breakdown or an emergency. The decision to close or delay schools is made by the Superintendent. Families will receive a phone call on the phone number designated as the “home phone” from the district’s automated emergency call system as soon as the decision to close or delay school has been made. Parents who have provided an email address and/or cell phone number through the district’s parent portal will also receive an email and/or text message announcing a closure or delay and they will also be posted on the district website (www.napls.us). In addition, local radio and TV stations will carry announcements about a school delay or closing in the morning as soon as the decision is made or during the school day should an emergency arise once classes have begun. Parents and students are responsible for being aware of emergency delays and closings.

Fire, Tornado & Safety Drills

ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

New Albany-Plain Local Staff is trained in ALICE. During safety drills, students will learn about the ALICE protocol and will, with supervision, be asked to evacuate, barricade or counter an attack based on the simulated event.

Fire Drills

Fire drills are required by law and are an important safety precaution. Teachers will inform students of the proper procedures, which are also posted in each classroom. There are a few simple rules that must be followed:

1. Obey the fire alarm signal and promptly clear the building by the prescribed route.

2. No running and no talking.
3. Report to the designated area outside where attendance will be taken.
4. Remain outside until the all-clear signal is given.

The use of any piece of fire equipment for any purpose other than for which it was intended is a statutory offense and carries with it a severe penalty.

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

Safety Drills
Lock-down and Stay Put drills are required as a safety precaution. In the event of a drill, follow the directions given by administration and your teacher.

Tornado Drills
Tornado drills are required as a safety precaution. Your teachers will inform you of the proper procedures, which are also posted in each classroom. The following rules should be followed:

1. Obey the signal and promptly move to the designated area.
2. No running or talking.
3. Sit against the wall in a drill position.
4. Remain quiet and listen for instruction.
5. Remain in the drill position until authorized to return to your classroom.

Preparedness for Toxic and Asbestos Hazards
The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them 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 (Board Policy 8431).

Safe School Hotline (1-800-418-6423)
The Safe School Hotline is a tool for students and parents to report threats of violence, depression or illegal activity that could harm children in our school. Calls are private, confidential and anonymous. Students and parents can text 66746 or report online at www.safeschoolhelpline.com.

988 Lifeline
The 988 Suicide and Crisis Lifeline provides 24/7, free, and confidential support to Ohioans in a mental health crisis. Our NAHS counseling team is also available to provide support to students.

Section V – Student Activities

District Sponsored Clubs & Activities (Board Policy 2430)
New Albany Middle School and New Albany High School have many student groups that are authorized by the school. Some of these activities are pay-to-participate; contact the advisor for more information. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Students staying for after school activities are to be in the area of the activity only. Students should not be roaming the school grounds, parking lots, or in and around other buildings.

View Authorized Middle School Clubs View Authorized High School Clubs

School Recognized Clubs & Activities

School recognized groups are groups led by students with an NAHS staff member present for supervision. The application for permission can be obtained from the principal. The application must verify the following: the activity is being initiated by students, adult supervision will be provided, attendance is voluntary, no school staff person is actively involved in the event, the event will not interfere with school activities and non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed 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 or represent themselves as a district-recognized group.

School Sponsored Publications

The Board of Education may sponsor student publications as a means for students to learn, under adult direction, the rights and responsibilities of the press in a free society. Publications must be generally suitable for all students. Materials that violate or may violate the rights of others may not be published. The building principal has the final decision on publication of materials. For additional information please refer to (ard Policy 5722).

Extracurricular Activities and Athletics

All students who join extracurricular, co-curricular, or athletic activities at New Albany-Plain Local Schools are required to abide by the policies and procedures outlined in the Extracurriculars & Athletics Handbook. Participation in any extracurricular, co-curricular, or athletic activity requires attendance at a pre-participation meeting, held throughout the year. Students and families who have questions about the handbook should contact the school Principal or the Athletic Director.

Attendance at Extracurricular Activities - Guidelines

1. Student Code of Conduct rules apply at any extracurricular event/activity, home or away.
2. Students are to purchase their ticket and enter the building or stadium area.
3. Students are to stay in the stadium area at football games and are not to roam the building areas, wetlands, or parking lots.
4. Students are not to run back and forth across the playing surface during the athletic events.
5. Students must show good sportsmanship and good manners at all times.
6. Students may not linger in restrooms; and must go directly to the restrooms and back to their seats.
7. There is to be no food, gum, or drinks in the gym.
8. The dances are only for New Albany Middle School students who are present in school that day. Once students enter the dance, they are not permitted to leave early unless a parent comes to pick them up at the school.
9. Students from other schools are not allowed to attend our middle school dances.
10. The school administration will make the final decision about attendance in extracurricular activities.

Safety is our primary concern. The school administration and police cannot supervise students in the parking lot, roaming the grounds, and playing in other areas. Students should come to the extracurricular activity only if they plan to purchase a ticket, stay in their seat, watch the game, or dance.

Student Attendance at School Events (Board Policy 5855)

The Board of Education encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending as nonparticipants are properly safeguarded, **the Board requires that all elementary and pre-high school students be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration**. Any unaccompanied student will not be allowed to attend the event, and the Board will not be responsible for students who arrive without an adult chaperone.

The Board will continue to provide adequate supervision for all students who are participants in District-sponsored events.

School Event/Dance Guidelines

We value student social events and class trips in enhancing and enriching the school experience for the school experience for the children of this community.

The Board will make school facilities available and provide appropriate staff for the conduct of social events within the school facilities, which have been approved by the building principal and the Superintendent and for social events which take place outside school facilities, approval is required by the Superintendent and/or Board (Board Policy 5850).

As voluntary participants in school social events and class trips, **students shall be held responsible for compliance with rules set forth for their conduct and infractions of those rules will be subject to the same disciplinary measures as applied during the regular school program.**

Participation in school events is not a right and may be denied to any student who has demonstrated a disregard for the rules of the school. Specifically:

1. Students must wear clothing that is appropriate to the occasion. Students not complying with the dress code will not be admitted to the event.
2. Dancing that is overly suggestive - i.e. excessive touching, fondling and/or excessive displays of affection - will not be permitted.
3. No violent or 'mosh pit' style dancing is permitted.
4. No student who exhibits evidence of consumption of alcohol or any other illegal substance will be granted admission to the event and will face disciplinary action.

Any student who chooses to violate this code may face disciplinary action from the administration.

Section VI – Student Conduct

Attendance

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, have a driver's license revoked, or

their parents taken to court. The school has an attendance policy to avoid these negative consequences (Board Policy 5200).

Excusable - Approved Absences

The following are the **only** legitimate excused reasons for not being in school and a note must accompany the student upon their assigned return if the parent has not notified the school prior to the student's return.

- Personal illness (a written physician's statement verifying the illness may be required)
- Appointment with a health care provider (a written health care provider statement verifying the appointment is required unless otherwise stated in Board Policy 5200);
- Illness in the family necessitating the presence of the child
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Attendance at a driver's education course for up to two (2) hours on no more than four (4) days (limited to a total of eight (8) hours during the school year), provided that the absence does not occur during a core curriculum subject course
- Religious Expression Days (up to three (3) days per school year): absences due to sincerely held religious beliefs and practices. Parents must communicate the dates to the school within the first 14 calendar days of the school year.
- Out-of-state travel (up to a maximum of twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved, District-sponsored 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.
- Such good cause as may be acceptable to the Superintendent.
- Medically necessary leave for a pregnant student in accordance with Board Policy 5751.
- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Board Policy 5200.
- College visitation (up to three (3) days per school year): the District requires verification of the date and time of the visitation by the college, university, or technical college.
- 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
- Absences due to a student being homeless

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible. In the event of an appointment during school hours, students must return with a doctor's note (provided by the doctor's office) in order to be excused for the absence.

Unexcused Absences

Examples of unexcused absences, tardies and early dismissals include, but are not limited to:

- Skipping classes or study halls in whole or in part
- Missing the bus or a ride
- Oversleeping
- No parent/guardian contact with the attendance office
- Car trouble
- Other personal errands

Note for Skipping Classes: After an administrative review, if it is determined that a student was skipping a class, the student will receive zero credit for assignments, quizzes, tests, or projects in that class during the time or period skipped.

Notification of Absence

If a student is going to be absent or arriving late, the parents must contact the attendance office (614-413-8100) prior to the start of the school day or email attendance@napls.us, and provide an explanation. (When calling before and after school hours, please leave a message on the school's voice mailbox or email.) The school will attempt to call all parents who have not reported their student's absence. **To be considered an excused absence, parents must provide a phone call prior to, or written note within one (1) day upon the student's return to school.**

When absent, students are required to make up all possible work. Students are permitted to a make-up period for assignments and assessments equal to the number of days absent. However, long-term projects or tests announced in advance of the absence are to be turned in or taken upon return. Students should provide teachers with adequate notice of significant cultural or religious holidays that conflict with tests or assignments. Teachers will accommodate significant cultural or religious holidays with clearly articulated timeframes and options.

A student who is skipping classes or who is absent any part of the school day without parent permission, is considered unexcused and disciplinary action will follow. After an administrative review, if it is determined that a student was skipping a class, the student will receive zero credit for assignments, quizzes, tests, or projects in that class during the time or period skipped.

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and will be subject to disciplinary action. Additionally, the student and their parents shall be subject to truancy laws of the State. Please call the attendance office or send a note with your child to explain the absence and avoid further consequences.

Truancy and Chronic Absenteeism

There is a positive correlation between a student's attendance and academic achievement in school. Attending class every day is important because it is not possible to completely make up what is missed every day in class.

Each classroom experience is an important part of a student's education. New Albany-Plain Local School District will follow the attendance rules and regulations as defined by Board Policy.

Board Policy 5200 defines Chronic Absenteeism as:

Missing at least ten percent (10%) of school for any reason.

Board Policy 5200 defines habitual truancy as:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse;
- Absent 72 or more hours in one school year without a legitimate excuse.

When a student becomes chronically absent and/or habitually truant, parents will be contacted to set up a meeting with the absence intervention team. An absence intervention plan will be created and monitored. Board Policy authorizes school personnel to intervene with chronically absent and/or habitually truant students with the following actions: assign the student to a truancy intervention program, provide counseling to the student, request or require the student's parent to attend a parental involvement program or a truancy prevention mediation program, notify the Registrar of Motor Vehicles of the student's absences, take appropriate legal action or assign the student to an alternative school.

Any parent who does not complete the established and required educational program designed to ensure students attend school regularly is to be reported to law enforcement authorities for parental educational neglect, a fourth class misdemeanor if found guilty.

Needs Medical Excuse Absence (NME)

After a student has been absent from school for a total of the equivalent of five (5) school days or more the student's absence may be marked NME. This will require that the student have a doctor/dentist/court excuse for every absence/tardy in order for it to be counted as excused. If the student does not have a doctor/dentist/court excuse, the absence/tardy is unexcused. A student has 3 days to provide a doctor, dentist, or court excuse.

Planned Absences/Family Vacations

We realize that on occasion situations occur where students will miss school for family vacations or other events. Students will be required to follow the homework responsibilities outlined in the handbook for missing work. It is our expectation that parents avoid interrupting the child's education program whenever possible as alternative measures cannot replace classroom experiences.

Parents arranging vacations or any other planned absence on regular school days need to complete form 5200 F2 which can be obtained from the Attendance Office or can be found on our district website. This form must be submitted to the Building Secretary and/or Principal at least one (1) day prior to the planned absence. Forms submitted after the planned absence will not be accepted and any time missed will be unexcused. Students with a planned absence are required to make up all work within a period equal to the number of days absent; tests and long-term projects announced prior to the absence will be turned in or taken upon return.

Tardiness

Students must arrive at school and all classes on time. Habits developed in school become habits for your lifetime. Usually, only a little extra effort needs to be made to ensure you are on time for school and your classes.

If a student is late in their assigned arrival to school, the student is to report directly to the office, MUST sign in and receive a tardy slip. Students must have a hall pass from their last class when late to their next class if a tardy is to be avoided.

For purpose of Attendance Records (Grades 1-12 and all-day Kindergarten):

- Arriving within the first half hour of the school is considered tardy.
- Leaving within the last half hour of the school day is considered an early dismissal.
- Students' absent hours will be documented by sign in or sign out times.
- Late arrivals are to submit, to the attendance office, a written excuse from their parent/guardian or a doctor/dentist.

Late arrivals are to submit to the Secretary a written excuse from their parent/guardian or a doctor/dentist. All tardies and absences will accumulate towards total absent hours. For High School students, consequences for tardies will begin **after the third tardy** in a grading period.

Early Dismissal

A written request for early dismissal is to be submitted in advance to the Attendance Secretary (Board Policy 5230). A telephone number where the parent can be reached during school hours should accompany the request for an early dismissal. Alternatively, a parent of a middle school student may also submit this request electronically through email at attendance@napls.us. A parent of a high school student may also submit this request electronically through the following form: High School Early Dismissal. Middle School Early Dismissal

Alternate procedures may apply for special event days. No early dismissal notes, emails, or calls will be accepted on these days. All notes for early dismissals must be submitted one school day prior to this day or a parent/guardian must come in and sign their child out.

Dress & Grooming

The primary responsibility for school dress and grooming rests with the parents/guardians of our students (Board Policy 5511). We expect that all students dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive to all students. It is the school's responsibility to prohibit dress and grooming which are disruptive to the educational process or the health, safety or property of our students.

1. Students are required to wear their NAPLS Lanyard with their NAPLS ID at all times during school hours on campus. Student photos on NAPLS ID must be visible.
2. Clothing and jewelry should be appropriate for school.
3. Shoes must be worn at all times. No footwear that damages school floors will be worn.
4. No article of clothing may be worn that displays ads or promotions for alcoholic beverages, tobacco or any other drug; or that advocates violence/hate speech or discriminates against any institution, individual, racial, ethnic or cultural group; or that displays inappropriate, offensive or sexual innuendos.
5. Hats and hoods are not permitted to be worn while in the building.
6. No item of apparel with spikes, metal brads or chains is permitted.
7. The school administration will make the final decision regarding dress code violations.

If a student is in violation of the dress code, the student will be sent to the office and asked to change into appropriate attire. If there are additional violations, the student may be subject to disciplinary action and/or sent home to change clothes.

Student Discipline

As required by Ohio Revised Code 3313.661, the Board of Education has adopted the following Student Discipline Code (Board Policy 5500, 5600, 5605, 5610, 5611, 3217) which outlines those behaviors considered unacceptable and for which a student will be subject to disciplinary action.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The maintenance of school discipline and proper behavior is essential to the establishment of a proper learning environment. Students have a responsibility to cooperate with and to assist the school staff in the orderly and efficient conduct of the schools. Students are also responsible for abiding by the rules and regulations established by the New Albany-Plain Local Board of Education and implemented by school administrators.

A breach of discipline is any conduct of pupils, which interferes with the maintenance of a proper learning environment. Acts of behavior which tend to conflict with the educational program or which are antagonistic to the welfare of other students, the staff, and/or New Albany Schools cannot be tolerated.

Students with disabilities will be entitled to the rights and procedures afforded by Board Policy 5605, the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

The administration and faculty expects that all students will exhibit proper behavior and common courtesy. This is expected before, during, and after school hours. As required by Ohio Revised Code 3313.661, the Board has adopted the Student Code of Conduct that outlines those behaviors considered unacceptable and for which a student may be disciplined, suspended, or expelled. In addition, the laws of the State of Ohio outline the due process procedures that must be in each school and made available to students upon request.

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, and on school transportation. In some cases, a student may be suspended from school or school transportation for infractions of school bus rules.

It is everyone's responsibility to keep things orderly. In all cases, the staff shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

In accordance with Board Policy 7440.01, recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act (FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may include change of seating or location, a Focus Card (MS ONLY) or detentions assigned during lunch or after school, a loss of privileges or restitution, on-campus community service, Saturday School or ALC. Parents will be notified of this discipline. This form of discipline has no appeal process.

Lunch or After School Detentions

A student may be assigned a lunch detention or a working lunch. The student will be notified of their assigned detention and will be given a pass to ALC to serve the detention. During detention, the student is required to work, read a book or be assigned an on-campus community service. No phone use or sleeping will be allowed. This is their time to get caught up.

A student may be assigned an after school detention. The student and parent will be notified of this detention. Students who miss an after school or lunch detention will be reassigned 1 make up date. After the second missed detention, the student will be assigned an ALC or Saturday School.

Focus Card (MS only)

A Focus card may be assigned for a minimum of five days. The student who is assigned a Focus card will be notified by an administrator and his or her parents will be called. Students will be given the Focus Card each day by an administrator and must obtain signatures from each teacher and return the signed card to the office at the end of the day.

Saturday School

Saturday School may be assigned to students who break the student code of conduct. An assignment to Saturday School cannot be appealed. Parents will be notified of their child's assignment to Saturday School, and the child should bring assigned work and a book to read. Students will serve the assigned Saturday School from 8:00-12:00. If the student does not show up for Saturday School they will be assigned an ALC for the following Monday.

Alternative Learning Center (ALC)

In some instances, students who would be assigned out-of-school suspension will, instead, be assigned to the Alternative Learning Center depending upon the nature and circumstances of the misconduct (Board Policy 5610.02)

It is the purpose of this policy to allow for an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board of Education to support them.

In-school discipline will only be offered at the discretion of the principal, assistant principal, or dean of students for offenses found in the Student Discipline Code. As long as the in-school disciplinary alternatives are served entirely in the school setting, they will not require any notice, hearing or appeal rights.

Fighting, vandalism, drug or alcohol related offenses, weapon possession and extreme disrespect are some examples of violations that would not qualify for Alternative Learning Center.

In all cases the type of discipline will be at the discretion of the Principal, Assistant Principals or Dean of Students.

ALC will be held in a supervised classroom. Students are to report to the ALC room at the beginning of their school day and will be dismissed at the end of the school day.

- When a student is absent from the ALC, a parent must call the school to notify prior to the start of school. Any absence will result in a make-up day assignment.
- Students are responsible for bringing all needed textbooks, charged ipad, and classroom materials to the ALC.
- Students will not be excused to leave the ALC for any reason except an emergency.

- Students are required to eat lunch in the ALC.
- Students receive credit for assigned work and attendance. All the student's teachers will submit the student's assignments to the supervising teacher prior to the first day of the student's removal from regular classes.
- Supervised restroom breaks will be provided for students assigned to the ALC.
- In addition to the rules of the ALC, all school district rules and policies will apply to students in the ALC.
- Phone use is not permitted in ALC, please leave your phone at home or you will be required to check it in while in ALC.
- Students who are disruptive in the ALC or who do not follow the prescribed rules may be suspended out of school.
- An assignment to the ALC is not subject to appeal.

Removal, Suspension, Expulsion and Permanent Exclusion of Students

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

No student is to be removed, suspended out-of-school, expelled and or permanently excluded unless their assigned behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. Students may be subject to discipline for violation of the Student Code of Conduct even if that conduct occurs on property not owned or controlled by the Board but where such is connected to activities or incidents that have occurred on property owned or controlled by the Board or conduct, regardless of where it occurs is directed at a District official or employee, or the property of such official or employee.

Only the Superintendent may expel a student. The Procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611 "Due Process Rights." Suspension, expulsion and permanent exclusion may be appealed. Students involved in co-curricular and extracurricular activities such as band and athletics may lose their eligibility for violation of the school rules. (This is especially true for infractions involving drugs, alcohol, tobacco, or harassment.)

If a student commits a crime while under the school's jurisdiction, the student may be subject to school disciplinary action as well as to action by the community's legal system.

Board Policy 5610 speaks to removal, suspension, expulsion and permanent exclusion of students. Emergency Removal Board Policy 5610.03 shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District.

Suspension shall be the temporary exclusion of a student by the Superintendent, principal and assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may not extend beyond the current school year, if at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such a community service program or alternative consequence during the first full week of summer break.

Expulsion shall be the exclusion of a student from the schools of the District not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code.

Permanent Exclusion shall mean the student is banned forever from attending a public school in the State of Ohio. (See Board Policy 5610.01)

Student Discipline Code (Board Policy 5500)

Firearm or Knife

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler, or silencer or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having propellent charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or other similar device.

Unless a student is permanently excluded from school, the Superintendent shall expel a student from school for a period of one (1) year for bringing a firearm or knife to a school building or on to any other property (including a school vehicle) owned, controlled or operated by the Board, to any interscholastic competition, an extracurricular event, or to any other school program or activity that is not located in or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place.

The Superintendent may in their assigned sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case by case basis upon consideration of applicable State or Federal Laws and regulations relating to students with disabilities, degree of culpability given the age of the student and intent and academic and disciplinary history of the student.

The Superintendent shall refer any student expelled for bringing a firearm or weapon to school to the criminal justice or juvenile delinquency system serving the District.

Violent Conduct

If a student commits an act at school, on other school property, at an interscholastic competition, extracurricular event or any other school program or activity and the act:

a. would be a criminal offense if committed by an adult; and
b. results in serious physical harm to person(s) as defined in R.C. 2901.01 (A)(5), or to property as defined in R.C. 2901.01 (A)(6)

Bomb Threats

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a

case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in their assigned sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case by case basis for the following reasons:

a. for students identified as disabled under IDEA, ADA and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs; or
b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

Academic Misconduct
Students shall not cheat, plagiarize, alter, falsify, copy, or misuse information. Authorization or credit must be given for information obtained from any source; this includes print materials and technology-generated information. Principals may establish, publish and disseminate guidelines as to academic penalties.(Board Policy 7540.09)

Acceptable Use of Technology
Students shall not use available technology tools for illegal, unethical, non-educational, and/or for-profit use. Students shall not engage in unauthorized recording using any electronic device while on school property or during school hours. (Board Policy 7540) and (Board Policy 7540.03).

Drugs and/or Alcohol
Students shall not knowingly buy, sell, supply, apply, possess, use, transmit, conceal, or show evidence of consumption of narcotics, alcoholic beverages, drugs, drug paraphernalia, counterfeit controlled substances, medical marijuana or mood altering chemicals of any kind or otherwise violate the Drug Prevention Policy (Board Policy 5530).

Damage or Theft to Private Property
Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property of students, teachers, school personnel or other persons, or steal or attempt to steal private property or private information, or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property or private information, including technology generated data.

Damage or Theft to School Property
Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or school information, engage in or attempt to engage in or participate in or attempt to participate in the unauthorized removal of school property or school information, including technology generated data.

Disrespect
Students shall not act or use technology so as to intimidate, insult, harass, or otherwise abuse, orally or in writing, any member of the school staff or student body.

Disruption to School
Students shall not, by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, false alarm or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in

such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school.

Dress and Appearance

Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and that does not detract from or disrupt the educational environment.

Personal Communication Devices

All student personal communication devices (PCDs) must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight during the instructional day.

Students may use PCDs before and after school, during school activities and at school related functions outside the school day. However, when directed by an administrator or coach/advisor/sponsor, PCDs should be placed into vibrate or silent mode and stored out of sight.

Possession of a PCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of Board Policy 5136 or otherwise engages in misuse of this privilege. Students may not use PCDs to distract, humiliate, harass, intimidate or threaten. Additionally, students may not violate the privacy of another person nor disrupt the learning environment.

Violations of this policy may result in confiscation of the PCD and disciplinary action. The matter may be referred to law enforcement if the violation involves illegal activity. If confiscated, it will be released/returned to the student's parent/guardian after the student complies with other disciplinary consequences.

The school administration may search the electronic device of any student upon reasonable suspicion that a code of conduct violation may have occurred.

If included in a student's individualized education program or Section 504 plan, students may use a PCD for student learning as authorized by a teacher, administrator or IEP team. A student may also be permitted to use a PCD to monitor or address a health concern if the superintendent or principal receives a written statement from the student's physician regarding such use.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage or vandalism to electronic equipment and devices brought onto its property, or the authorized use of such devices.

Extortion

Students shall not use or attempt to use an expressed or implied threat, violence, harassment, coercion or intimidation to obtain money, information or any other type of property belonging to another student, a school employee or other person.

Falsification of Facts or Other Information

Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence, including technology systems. Any forms of dishonesty or falsification such as, but not limited to, making a false statement, false accusation, or providing false information may result in disciplinary action.

Felony, Misdemeanor, and Violation of Ordinances
Students shall not commit any act not listed herein that would be a felony, misdemeanor, or violation of an ordinance if committed by an adult.

Fighting/Assault/Physical Contact
Students shall not knowingly act or behave in such a way as that attempts or threatens to cause, or does or could cause, physical harm to another student, any school employee, or other persons. These actions include, but will not be limited to, fighting, pushing, shoving, slapping, snapping, hands on or threats to put hands on and other disruptions. Students also shall not entice another to fight, either with themselves or with another student.

Fire/Arson
Damage or cause, aid, advise, abets, encourage, hire, counsel, or procure another to damage, by means of fire or explosive, any building or other structure on school property.

Gambling
Students shall not engage in or promote games of chance, placing of bets, or risk anything of value through any medium.

General Misconduct
Students shall not violate the policies of the Board of Education, school rules, or school regulations. This includes conduct not specifically set herein that substantially or materially is or poses a threat to the safety of persons or property.

Harassment
Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, disability, age, or gender, is prohibited. Students shall not harass another student or employee using, but not limited to, slurs or other verbal or physical conduct relating to an individual's race, color, national origin, ancestry, citizenship, religion, disability, age, or gender when such conduct has the purpose or the effect of (A) creating an intimidating, hostile, or abusive educational environment, or (B) otherwise adversely impacting upon a student's educational opportunities. (Board Policy 5517).

Hazing
Students shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student (Board Policy 5516).

Insubordination
Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, educational aides, bus drivers, principals and other appropriate school personnel. Insubordination is defined as the refusal to respond to a reasonable request. A student shall not refuse to comply with a reasonable request of their assigned teacher, principal, coach, extracurricular advisor, staff employees, or adult volunteers. In the case of extracurricular activities, insubordination shall also include the failure to comply with the rules or requirements established by the coach or advisor for that particular activity.

Offensive Language or Gestures
Students shall not speak, write or use technology to obtain or to generate, profane, vulgar, derogatory, demeaning, sexual or other improper or inappropriate language, or use profane, vulgar, sexual or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, sexual or other improper or inappropriate actions.

Public Display of Affection or Sexual Misconduct
Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.

Repeated Violations of the Discipline Code
Students who engage in acts which violate this Code, whether or not suspended or expelled, may be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The School District shall be entitled to maintain records of each student's misconduct and consider such records to determine the type and severity of punishment to be imposed for a violation of this Code.

Tobacco
Students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. E-cigarettes, vaporizers and e-liquid and the like will be considered as a tobacco product and will be treated as such (Board Policy 5512) and (Board Policy 7434).

Transportation Violation
Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver or out the windows, extending arms or objects out of the windows, shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

Truancy, Skipping, Tardiness
Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

Weapon (Board Policy 5772)
The Board of Education prohibits students from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school-sponsored event, or in a Board-owned vehicle.

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.

Policy exceptions include:

A. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved (working firearms and any ammunition will never be approved as a part of a presentation)
B. theatrical props used in appropriate settings.

Harassment, Bullying, and Intimidation
Bullying and Other Forms of Aggressive Behavior (Board Policy 5517.01)
Harassment, intimidation, or bullying means any intentional written, verbal, graphic, 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/school personnel; and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student(s).

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 electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless handheld device that a student(s) or a group of student 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 they have been or are the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal or the Superintendent.

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.

Hazing by any 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.

Substance Abuse

Student Alcohol & Other Drug Policy

The New Albany-Plain Local School District recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential (Board Policy 5530). The presence of alcohol and other drugs in the school or students with alcohol and other drug problems is a deterrent to learning, thereby limiting, interfering with or inhibiting the primary responsibility vested in the educational system.

New Albany-Plain Local School District is concerned about the disruption of the learning environment of all students exposed to alcohol and other drug-related behaviors. The district is concerned about the health of its students. Students adversely affected by alcohol and other drugs in the schools increases the likelihood that the safety and well-being of our students will be disrupted through accidents, fights, absenteeism, poor academic performance, chronic discipline problems, etc.

The New Albany-Plain Local Board of Education recognizes student alcohol and other drug use as wrong and harmful. Student alcohol and other drug use are a community problem requiring a community solution. The district also recognizes that alcohol and other drug use may lead to addiction. In response, it is the policy to provide discipline as well as positive action to address alcohol and other drug use and/or dependency.

In developing this policy, the board has tried to maintain a balance between compassion and aid to the students suffering from alcohol and other drug use, and the protection of the academic environment of students who wish to learn. It is recognized that the rights of students who do not use alcohol and other drugs must be protected.

They should not have to be exposed to the possibility of being involved in illegal activities. The board recognizes that the rights of administrators and teachers to perform their duties must be protected. They must take their place as educators and not perform the duties of police or a diagnostician. Additionally, it is important to recognize that the New Albany-Plain Local School District is not a treatment program. Diagnosis, treatment, and

aftercare are complex processes that require trained specialists. Instead, our goals are education/prevention, intervention/referral, and support/guidance.

The New Albany-Plain Local Board of Education is responsible for establishing a policy and directing its implementation. It carries these duties out through the district administrators and Drug Free Schools Program coordinator's office. The board calls upon the administrators, faculty, staff, parents and students to collectively ensure the policy's success.

Drug Prevention

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community (Board Policy 5330).

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Ohio statute;
B. all chemicals which release toxic vapors;
C. all alcoholic beverages;
D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
E. anabolic steroids;
F. any substance containing betel nut (areca nut);
G. any substance that is a "look-alike" to any of the above.

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect

A. on school grounds.
B. on school vehicles.
C. at any school-sponsored event.

It further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

Education/Prevention

The district will take a comprehensive, progressive, age-appropriate approach in the development of curricula and programs that promote positive life skill development and an awareness of the consequences associated with alcohol and other drug use. The guidelines, goals, and objectives for prevention/education development will be based on information provided through our local advisory board, Ohio Department of Education and Workforce, and the Ohio Prevention and Education Resource Center.

Additionally, opportunities for continued alcohol and other drug use prevention and intervention staff training and awareness will be made available in order to enhance the consistent implementation and success of this policy.

Intervention/Referral

It shall be the policy of New Albany-Plain Local Schools to provide an intervention process designed to confront problem behaviors within students, which may indicate alcohol and other drug use. Intervention strategies will reflect a collaboration of staff administrators and Concord Counseling, Prevention Clinicians. Intervention strategies will be initiated, but not limited to the following circumstances:

1. Students seeking help.
2. Students exhibiting inappropriate, unusual or atypical behavior.
3. Disciplinary action involving violations of this policy and the Student Code of Conduct.

A working relationship will exist between the district and local professional helping agencies in order to enhance familiarity, communication, referral and follow-up.

Support/Guidance

New Albany-Plain Local Schools recognizes the importance of guidance activities, which provide support to students who are experiencing problems either directly or indirectly due to alcohol and other drug use. Therefore, programs will be utilized as a means of providing support and guidance to students within the school environment. Such activities may also be provided which promote drug free lifestyles and support for students who are concerned in regards to a loved one's alcohol and other drug use.

Parent/Community

Parent involvement must coincide with school efforts in order for significant and consistent positive impact in regards to student alcohol and other drug use. Therefore, through the community arm of our Drug Free Schools Program and guidance plan, parent education programs shall be made available to the community. These programs will focus on parental prevention and intervention strategies.

Student and Parent Notification

At the beginning of each school year, the Student Code of Conduct is reviewed with every student as part of the orientation process. Compliance with these standards of conduct is mandatory and requires a parent signature each year in order to ensure parental support and compliance.

Drug Violations

During any hours a student is on school premises, on authorized transportation, or at any school-sponsored activity held on or off school premises, student shall not possess, buy, sell, use, supply, transmit, apply, or be under the influence of any mind-altering chemicals of any kind (Board Policy 5530). "Possession" includes, without limitation, retention on the student person or in purses, wallets, lockers, desks, or automobiles parked on school

property." "Evidence of Consumption" is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, and abusive language, falling asleep in class, or any other behavior not normal for the particular student. "Mind altering chemical" includes, without limitation, narcotics, depressants, stimulants, hallucinogens, counterfeit controlled substances, marijuana, and alcohol. Prescription drugs are only permissible if authorized and prescribed by a licensed physician and kept in the original container that states the student's name and the directions for proper use.

Violations of this rule are cumulative with each of the following periods of academic life (1) grades K through 5; (2) grades 6 through 8; and (3) grades 9 through 12.

Possession, purchase, use, application, or being under the influence

First Offense

1. A parent or custodian (hereafter referred to as "parent") of the student will be immediately notified of the incident and will be directed to remove the student from school pending a suspension hearing, which shall be held within seventy-two (72) hours of the order of removal.

2. The principal or principal's designee will notify the student and the student's parent in writing of an intent to suspend and will arrange a suspension hearing among the student, the student's parent, and the principal.

3. Law enforcement officials will be notified as permitted by law.

4. The administrator will suspend the student for ten (10) days and may recommended expulsion in compliance with all requirements of law, which suspension may be reduced to no less than three (3) days if the following occur: (1) the student proceeds to be evaluated by a Concord Prevention Clinician or parent provided equivalent; (2) the student agrees to follow the recommendation of the Concord Prevention Clinician or parent provided equivalent; and (3) the professional satisfactorily notifies the principal of the foregoing.

Second Offense

1. A parent of the student will be immediately notified of the incident and will be directed to remove the student from school pending an expulsion hearing. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

2. The principal or assistant principal will recommend that the Superintendent expel the student in compliance with all requirements of law.

3. Law enforcement officials will be notified as permitted by law.

4. The Superintendent will notify the student and the student's parent in writing of an intent to expel and will arrange an expulsion hearing. The student and parent or representative will have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions.

5. The Superintendent will expel the student in compliance with all requirements of law, which expulsion may be reduced to no less than ten (10) days if the following occur: (1) the student proceeds to be evaluated by a Concord Prevention Clinician or parent provided equivalent; (2) the

student agrees to follow the recommendation of the Concord Prevention Clinician or parent provided equivalent; and (3) the professional satisfactorily notifies the principal of the foregoing.

Third Offense

1. A parent of the student will be immediately notified of the incident and will be directed to remove the student from school pending an expulsion hearing. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.

2. The principal will recommend that the Superintendent expel the student in compliance with all requirements of law.

3. Law enforcement officials will be notified as permitted by law.

4. The Superintendent will notify the student and the student's parent in writing of an intent to expel and will arrange an expulsion hearing. The student and parent or representative will have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions.

5. The Superintendent will expel the student in compliance with all requirements of law.

Selling, supplying or transmitting

A first incident of selling, supplying, or transmitting mood altering chemicals shall be treated as either a second or third offense (see above paragraphs B and C) depending on the circumstances and disciplinary history of the student (Board Policy 5530).

All staff members in the New Albany-Plain Local School District will be informed of their responsibility for reporting and liability for not reporting all violations of this rule to a building administrator. Staff will have the information and administrative procedures necessary to fulfill their responsibilities.

Counterfeit controlled substances

Students in violation according to Board Policy 5530 will be subject to the responses outlined in the drug response paragraph. "Counterfeit controlled substance" means any of the following:

- Any drug that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.

- Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.

- Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.

- Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Prohibitions
Students shall not knowingly possess any counterfeit controlled substance.

Students shall not knowingly make, sell, and offer to sell or deliver any substance that they know is a counterfeit controlled substance.

Students shall not make, possess, sell, offer to sell, or deliver any punch, die, plate, stone, or other device knowing or having reason to know that it will be used to print or reproduce a trademark, trade name or other identifying mark upon a counterfeit controlled substance.

Students shall not sell, offer to sell, give or deliver any counterfeit controlled substance to a person under the age of eighteen.

Students shall not directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.

Students shall not directly or indirectly falsely represent or advertise a counterfeit controlled substance as a controlled substance. As used in this section, "advertise" means engaging in "advertising" as that term is defined in division (A) (12) of section 3715.01 of the Revised Code.

Disciplinary Actions for Students Participating in Extracurriculars & Athletics

Each student participating in extracurriculars or athletics must acknowledge that it is a privilege to participate in extracurricular activities and that the student is willing to cooperate and accept rules and other conditions for participation (Board Policy 5610.05).

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code consistent with the Extracurricular and Athletic Handbook. The Extracurricular & Athletic Handbook also outlines specific other disciplinary procedures that may be imposed on students participating in extracurricular activities.

Due Process Rights

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed (Board Policy 5611).

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason and an informal hearing is held. The student will then be given an opportunity to explain their assigned side and a discussion regarding the evidence prompting the investigation regarding the Code of Conduct infraction. After that informal hearing, the principal will make a decision whether or not to suspend.

If a student is suspended, the student and their parents/guardians will be notified, in writing, of the reason(s) for and the length of the suspension. The intent to suspend will be given to the student to be shared with the parent. The notification of suspension will be provided to the parent and will be delivered to the Superintendent, Treasurer and student disciplinary file (not for inclusion in the permanent record). Reasonable attempts will be made to notify parents or guardians by telephone if a suspension is issued.

If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an

informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and their assigned parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or their assigned parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain their assigned actions, any time prior to the end of the suspension period.

Appeal of Suspension from School

The suspension may be appealed, within five days after receipt of the suspension notice, to the Treasurer or the Superintendent of Schools. The request for an appeal must be in writing. The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension. They may be represented in all such appeal proceedings. During the appeal process the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Recorded testimony shall be given. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

When a student is suspended, the student will have the opportunity to make up the work missed while on suspension. School work provided to the student during the suspension period is required to be submitted to the appropriate teacher on the day of return. Any tests, activities, and assessments will be taken on the day of return or as otherwise designated. The suspended student shall not be on school property and may not attend school related functions for the duration of their assigned suspension. The student shall not attend or participate in any school related activity on or off campus.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents including the reasons for the intended expulsion. Students being considered for expulsion may or may not be removed immediately.

A formal hearing is scheduled with the Superintendent of Schools during which the student may be represented by their assigned parents, legal counsel, and/or by a person of their assigned choice. Written notice of the formal hearing will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the superintendent grants an extension upon request of the student or parent.

In the hearing, the student, parent or representative have the opportunity to challenge the proposed action or to otherwise explain the student's actions.

Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request a hearing be held in executive session if before the Board.

Expulsion Appeal

Expulsions may be appealed to the Board or its designee within fourteen (14) days after the date of the written expulsion notice. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. The student may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee. All opportunity to earn grades or credit ends when a student is expelled. Expulsion for certain violations may result in revocation of a student's driver's license. If the expulsion is upheld, the next step in the appeal process is to the Court of Common Pleas.

Permanent Exclusion

When a student 16 years of age or older is being considered for permanent exclusion, it is possible that the student may never be permitted to return to school anywhere in the state of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- Possession of or involvement with a deadly weapon
- Drug trafficking
- Murder, manslaughter, assault or aggravated assault
- Certain sexual offenses
- Complicity in any of the above crimes

This process is formal and will follow an expulsion and the proper notification of the parents.

Search and Seizure

Search of a student and their assigned possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education (Board Policy 5771), if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. Students will be subject to searches by school officials if they leave school without permission and return to school or if there is reasonable suspicion that a Code of Conduct rule has been violated or if there is suspicion that a law has been broken. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

The principal, or their assigned designee, shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search; the person present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

Interrogation of Students

The Board of Education is committed to protecting children from harm that may or may not be directly associated with the school system environment but also recognizes its responsibility to cooperate with law enforcement and public children's services agencies (Board Policy 5540).

Such agencies should investigate alleged violations of the law off school property if at all possible. An investigation can take place immediately on school property at the request of the building administrator if the alleged violation of law took place on school property or in emergency situations.

When police or other authorities arrive at the school and wish to interview a student or investigate an alleged violation of law, they must contact the building administrator indicating the nature of their investigation and their desire to question a student or students.

Before the student(s) is (are) questioned as a witness or suspect in an alleged violation of law, the building administrator shall attempt to contact the parent prior to questioning and shall remain in the room during the questioning.

In those circumstances when an interrogation may expose a student to criminal charges, the building principal should also verify that the student(s) has been informed of their assigned right to refuse to answer questions, to be informed that anything the student says may be used against the student in court, and to consult with and be advised by legal counsel.

If the student is the subject of a child abuse/neglect investigation, the building administrator or designee shall attempt to contact the parent prior to questioning, and the building administrator or a designated guidance counselor will remain in the room during questioning. If an agency investigating child abuse/neglect indicates that the parent is believed to be the perpetrator, the building administrator will not contact either parent prior to the interview. The building administrator or a designated guidance counselor will remain in the room during questioning.

All attempts to notify the parents should be documented diligently.

When an authorized law enforcement officer or children's services agency removes a student, the building administrator or designee shall notify the parent and the Superintendent.

No school official may release personally identifiable student information in education records to the police or children's services agency without prior written permission of the parent, a lawfully-issued subpoena, or a court order. (Board Policy 8330).

Section VII-Transportation and Parking

Bus Conduct

Students on a bus or other authorized school transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver (Board Policy 5610.04). The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the principal or other designated personnel will provide a student with notice of an intended suspension and for an informal hearing. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

A parent/guardian of a student wishing to appeal a bus removal may do so by contacting the building principal within 24 hours.

Transportation is a service provided by the New Albany-Plain Local School District Board of Education and should be regarded as a privilege by students and parents.

Bus load assignments and transportation routes are based upon student ridership eligibility for school bus service. Based on ridership eligibility and student safety, the school district does not permit non-emergency changes to an eligible student's daily permanent transportation arrangements.

Pupils must leave or board the bus at locations to which they have been assigned.

It is expected that those who ride the school buses will observe appropriate conduct at all times. Both students and parents must exercise these responsibilities.

Students

1. Students should follow directions the first time they are given.
2. Students should remain seated in their assigned seat.
3. Students are expected to observe student code of conduct at all times while on the bus.
4. Leave and board the bus at the designated stop.
5. Students are not to cross the street to enter or exit the bus until the driver motions them across.
6. Students must maintain absolutely quiet at railroad crossings and other places of danger as specified by the driver.
7. Students are not permitted to bring on the bus items larger than those that can be held on the lap. Animals, glass or liquids are not permitted (Ohio Revised Code 4511.76).
8. The possession of firearms, ammunition, knives, weapons, explosives or other potentially dangerous objects or materials is prohibited on school buses.

Parents

1. Parents are responsible for the safety and discipline of students while going to and from the bus stop.
2. Parents should have their children at the bus stop five minutes ahead of time as buses operate on a time schedule. This schedule will not permit waiting for tardy students. If the bus is more than 15 minutes late, parents may call the Transportation Department at 614-855-2033.
3. Parents will be monetarily responsible for any damage done to a bus by their children.
4. The school does not enter disputes involving parents and students prior to pick up or after return to the bus stop.
5. Please do not discuss bus problems with the driver while the driver is on the route. This delays the schedule of the bus. Call the Transportation Department at 614-855-2033.

Video Recordings on School Buses

Our school buses are equipped with video recording devices to record the interior of the bus while transporting students (Board Policy 8600). In the event that a situation should occur on a bus, the video recording will be viewed by the appropriate administrator. Only those who are authorized to view student records will be permitted to view the video.

Any disciplinary action resulting from the use of the video recording device will be determined by the appropriate administrator. Due process shall be provided to the students involved in accordance with Board policy and Administrative guidelines relating to discipline. Any use of photographs obtained through the use of the video recording devices shall be in accordance with Federal and State law.

In accordance with Board Policy 7440.01, recordings of students will be treated as confidential. Consequently, because the Board is bound by Ohio's Student Records Statute and the Family Educational Rights and Privacy Act

(FERPA), copies of video recordings containing personal identifiable information about students shall not be released except to school officials with legitimate educational interests.

Traffic and Parking

Driving to school is a privilege. Each parking permit issued is the property of New Albany-Plain Local Schools, and a permit can be revoked at any time (Board Policy 5515). Sophomores, Juniors, and Seniors issued parking permits withdraw their right to bus transportation through the district. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school that is not officially provided by the district.

Campus parking is assigned based on a lottery system and is a privilege. Students are assigned to one of four areas: Eagle Stadium lot, Tennis Court lot, Church of the Resurrection parking lot and Primary gym lot. A parking permit is required for all locations. Failure to properly display the required parking permit may result in towing at the owner's expense. If students fail to display the required parking permit, or fail to park in their designated spot, school disciplinary action will be taken.

Permits apply to students' vehicles or family vehicles and must be registered with the security office. Cars parked on campus and not registered are subject to towing.

The use of motorized utility vehicles on school grounds by students is prohibited. (Board policy 5515.01)

The following rules shall apply:

1. Students shall complete the Student Vehicle Registration Form.
2. Students are to park in the designated area assigned to them.
3. The student must obtain a permit from the security office and pay a fee of $25 per semester/$50 for the entire school year. Permit applications must be returned by the August deadline indicated on the application.
4. The student parking permit must be properly displayed in the vehicle.
5. If a student's permit is revoked, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and or disciplinary actions for the student.
6. When the school provides transportation, students shall not drive to school sponsored activities.
7. The driver will leave their assigned car after parking and not return to the parking lot until the end of the day, unless the driver has received permission through the high school office. This means loitering in the parking lot is forbidden before, during and after school.
8. A student parking without a permit may be subject to school discipline.
9. If there are additional violations following the first offense, students may be subject to additional consequences such as revoking parking privileges, additional school discipline and/or towing at the owner's expense.
10. The school is not responsible for damage/theft of vehicles while on school property.
11. Students with handicap placards must park in the handicap parking in their assigned lot.
12. Students may not park in staff designated parking lots.

Students driving to school must exercise all due care, courtesy and safety measures required of licensed drivers in the State of Ohio. Reckless operation, squealing tires, excessive speed, loud music and other irresponsible actions by the driver or their assigned passengers will not be tolerated. These actions as well as being tardy excessively, leaving school grounds without permission, being in the parking lot and/or in a car prior to the student's departure time, or parking in an unauthorized area will result in the student's driving and parking privileges being suspended and/or revoked.

School officials retain the right to examine the contents and or search a car parked on school premises or at a school-sponsored activity when they have reasonable suspicion that items contained in the car may interfere with the safe and effective operation of the school (Board Policy 5771)

Incidental Transportation By Private Vehicle

The Board of Education authorizes the incidental transportation (Board Policy 8660) by private vehicle of students of the District. This includes occasional transportation for field trips, outings, activities, and the like. Routine transportation, however, shall be subject to all requirements listed in AC 3301-83-19, Board Policy 8560, and relevant administrative guidelines.

This policy does not apply to parents/guardians who privately arrange transportation for their own child(ren).

Any incidental transportation must be approved in advance and in writing by an administrator in accordance with the Superintendent's administrative guidelines.

The parent/guardian of the participating student will be given, upon request, the name of the driver, the owner of the vehicle, and the description of the vehicle.

No person shall be approved for the transportation of students in a private vehicle who is not an employee of this Board, an approved volunteer, the parent/guardian of a student enrolled in this District, and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio.

No person shall be permitted to transport students if the student does not possess and maintain automobile liability and personal injury insurance. The Superintendent may deny the authorization of any private vehicle driver upon the Superintendent’s discretion. Any private vehicle used for incidental transportation of students must be owned by the approved driver or the spouse/partner of the approved driver and must conform to registration and insurance requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their incidental transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the principal/assistant principal.

Section VIII - Forms

All students and parents are required to complete annual forms in eCollect at the start of the school year. These forms include but are not limited to the Anti-Bullying Pledge, Recognition of Student Handbook, and Acceptable Use Policy.

All students and parents are responsible for knowing and understanding the material contained in this handbook.