NELSD High School and Middle School
Student Handbook
2026-2027

Dear Students of Northeastern Local School District:

Welcome! On behalf of the Board of Education, staff, and the administration, we welcome you to our district. The staff and administration will do everything in our power to make this year a special one for you. We promise you a safe, friendly, caring, and personalized atmosphere. This handbook has been created as a guide to help you become aware of the policies and procedures that will be followed during the coming school year. It is not all-encompassing, but does give a wealth of information to help in dealing with the most common situations that may arise. Take the time to sit down with your parents and/or guardians and read through the rules. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

As in any fine school, the students are the most important part; after all, without students, schools would not exist. It is our intent that you have a very enriching and enjoyable experience during your years in NELSD.

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

Good Luck and Best Wishes!

General Operating Procedures & Notifications

School Day

Arrival to School

Students are not permitted on school grounds before 8:00 a.m. The school is not responsible for, and will not supervise, students that arrive prior to 8:00 a.m.

Cars and Parking

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

- Follow posted speed limit and traffic flow instructions.
- Park in the designated parking spaces.

Student drivers with excessive unexcused tardies and/or absences may have driving privileges suspended.

Leaving School

When leaving school, students are required to sign out in the office. Any student who leaves the school campus without permission will be considered truant and the appropriate consequences will be given. Any student leaving campus without permission (either driving and/or riding) may surrender driving privileges for a specified period of time.

Dismissal Times

Students are dismissed at 3:15 p.m. Students are not to remain after school for sports or community activities without an adult present for supervision. Board Policy does not permit a student to ride any bus other than his/her assigned bus. Bus stops must be arranged on a semester basis.

PARENTS ARE RESPONSIBLE FOR THEIR OWN CHILDREN. THE SCHOOL CANNOT BE RESPONSIBLE FOR THE SUPERVISION OF STUDENTS OUTSIDE OF THE STATED TIMES. THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS AFTER LEAVING SCHOOL PROPERTY EXCEPT ON SCHOOL-SPONSORED TRIPS.

College Visitation

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

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

Field Trips

Field trips are designed to enhance the academic instruction students are involved within their classes. Attempts are made for each grade level to have a field trip. This includes any field trip the school may offer as an incentive for behavior and academic success at the end of each grading period.

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

School Closings

When emergencies force the school to close or delay it will be announced on our district's website and other district communication platforms. Information on delays and cancellations is also posted on the district website as they occur. Delays are used when there are dangerous driving conditions for school buses. All buses will run later than usual for morning pick-up, and at normal time for taking children home. For the safety of our students, a school closing due to inclement weather automatically cancels all school activities.

Protocols

Administrative Office Area

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

Age of Majority

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

Announcements

Announcements important to staff and students will be made over the intercom in the morning and the afternoon. **Students have a responsibility to remain quiet during these announcements. Select announcements will be posted regularly on the website and on our social media platform.**

Book Bags/Purses

Book bags are not permitted to be carried to class during the school day. They may be carried to and from school, but must remain in lockers throughout the school day. Any item that can be used to carry a textbook is considered a book bag. Calculator cases, pen/pencil bags, and other small organizational items are acceptable to carry.

Change of Information

Any changes or corrections of address, telephone number, or guardianship should be reported as soon as possible to the office using FinalForms, our new online forms and data management system. Due to unforeseen circumstances or emergencies, that may arise during a school day, accurate records are a top priority.

Dances

High School

NELSD requires that a student not enrolled at NEHS who wishes to attend a school-sponsored dance will have to sign a dance policy form before tickets may be purchased to attend the event. No middle school students are permitted to attend high school dances.

Middle School

Middle School dances are for 6th-8th grade students only. Students from other schools are not permitted.

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

Emergency Medical and County Registration Forms
At the start of each school year, parents are to update all emergency medical and contact information via FinalForms. It is essential that these forms be completed accurately so files relating to students can be completed. Emergency situations sometimes arise requiring the staff to contact parents/guardians; without accurate information, this may not be possible.

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

Lockers
Each student is assigned a personal hall locker and may utilize a lock to secure personal possessions. Lockers remain the property of the school and may be searched at any time.

Lost and Found
Items found at school are placed in a "lost and found" area, located near the main office. If your student has lost an item, please check in the main office. Students should not bring valuable items to school.

Lunches & Breakfast
Lunches and á la carte items are available to all our students in grades 6-12. Breakfast is also offered to students in the morning before school.The district offers a free and reduced breakfast and lunch program that is run in accordance with government regulations. Forms are available in FinalForms or hard copies are available in the main office. If during the year your financial status changes, you may complete a new form. Students who must charge their lunch may do so by telling the cashier of their intention. Lunch charges are dictated by the policy of the Local School District Food Service Department. **Food deliveries to students are not permitted.** Parents/Guests are not permitted to eat lunch with their child in the cafeteria.

Medication
Parents may file the **Authorization for Non-Prescribed Medication** to allow their student to be given the following medications at school: generic Tylenol, ibuprofen, tums, cough drops. These medications will be supplied and dispensed by the nurse. Before any prescribed medication may be taken by a student the **Licensed Prescriber's Statement and Parent Request Form** must be signed by both parent and health care provider and be on file in the office. Parents must send this medication to school in its original container and it must be stored and dispensed in the nurse's office. Both forms are available in the office or on the district's website under "district forms" > "medical forms."

School Fees & Supplies
Middle School
The Middle School fee per student is **$105 for the 2026-2027 school year**.

High School
The High School fee per student is **$125 for the 2026-2027 school year.**

The fee covers part of the cost of workbooks, art supplies, and the technology fee. Students will receive a Chromebook that will be used at school and also available for home use. Student fees are payable at the beginning of the school year. Students are expected to have personal supplies at school. The supply list is posted on the school website.

School Pictures

School pictures are offered to the parents in the Fall. Several different combinations of pictures are offered to students and parents. During the Fall, all students have their pictures taken for pictures and yearbook use. A makeup day is scheduled.

Electronic Device Use

Students are permitted to use the school telephones in the event of an emergency or to relay important information to parents. **Parents/Guardians should not call students at school unless it is an emergency.**

- Students are allowed to have cell phones on school property or while attending school events as long as they are used in compliance with all other district/school regulations. The school/district assumes no liability for broken, lost or stolen items.
- To contact a student during the school day, a parent/guardian must call the school office at 328-6575. DO NOT contact your student by cell phone during the school day.
- Students are not permitted to use phones/devices during the school day (8:25-3:15).
- We are a 1:1 school, meaning all students will possess a device capable of performing all school-related tasks.

Visitors

ALL parents and visitors must report to the main office upon entering the school building. There will be no student visitors permitted in the building during the school day.

Yearbooks

School yearbooks are offered for sale each year.

Communication

We strongly believe in the importance of communication. There are several ways that the Staff and Administration will be communicating with you: letters, phone calls, email, social media, district website, the parent portal within Progress Book, and ParentSquare, etc.

Conferences with Building Administration

We welcome opportunities to meet with the community and discuss ideas, address concerns, and/or answer questions. To ensure that the building administrator is available to discuss your ideas or concerns, we would recommend contacting the school in advance to set-up a time that best fits the schedules of all parties involved.

Conferences with Teachers

The first contact regarding your child's education should be with the teacher. Please contact the teacher before your concern grows into a major problem. The staff will arrange to meet with you for a conference, or will have a phone conference with you. You may also be contacted when a teacher has a concern about your child.

There are two parent/teacher conference dates held each semester. The dates will be announced early in the school year in school publications. These conferences can be scheduled at teacher or parent request.
We would respectfully ask that you do not come into the school during the day to meet with a teacher without an appointment. The availability of that teacher cannot be guaranteed.

Safety Procedures

The safety of students at school is a primary concern. State law requires that all visitors report to the office before visiting the classrooms. Parents are encouraged to reinforce at home the school rules about crossing streets, bus riding, bicycle riding, fighting and avoiding dangerous situations. Regular drills will be practiced. Cooperation of all is expected.

Fire Drills

In case of a fire, fire drill, or for any other reason that causes mass movement of students and personnel from the building, the following procedure will be used:

1. Upon the sound of the alarm, move quickly and quietly to the indicated exits.
2. Once outside, students will remain with their classroom teachers so that attendance can be taken.
3. Once the drill has been completed, a signal will be given, and students are to return to classes quietly.

Tornado Drills

1. Everyone must remain silent so that directions can be heard.
2. Students are to proceed to their designated area for the drill.
3. The all clear will be given by an administrator, indicating that students and teachers can return to class quietly.

Safety Scenarios

In addition to routine Tornado and Fire drills, other scenario-based safety drills will be executed throughout the year. These drills may include lockdowns, shelter-in-place, and evacuations.

Academic Information

Academic Dishonesty

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

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

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

Use of AI (Artificial Intelligence)

Policy on the Acceptable Use of ChatGPT by Students

Purpose:

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

1. Definition of ChatGPT:

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

2. Appropriate Use:

-Educational Purposes: Students are encouraged to use ChatGPT for educational purposes, including seeking clarification on class topics, researching information, and enhancing their understanding of subjects.

- Homework Assistance: ChatGPT may be used to seek help with homework or assignments, provided it does not involve cheating or violating academic integrity.

3. Prohibited Uses:

-Academic Dishonesty: Students must not use ChatGPT to cheat on exams, tests, quizzes, or any other academic assessments. Cheating and plagiarism are strictly prohibited and will result in appropriate disciplinary actions.

-Inappropriate Content: Engaging in conversations or requesting responses that contain explicit, offensive, or inappropriate language, images, or topics is not allowed.

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

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

4. Supervision and Responsibility:

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

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

5. Security and Data Privacy:

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

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

6. Consequences of Violation:

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

ACT & PSAT TESTS

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

Courses

Middle School Core Courses

At each grade level, students will take four (4) core content area courses. These areas include: Science, Social Studies, Language Arts (Reading & Writing), and Math.

Middle School Electives

At each grade level, students will have an opportunity to take elective courses. Students will be assigned these courses in their schedule each year based on availability and interest level from the students. These classes may be graded or pass/fail based on the class.

High School Credits for 8th Grade

Each year, there will be the possibility for 8th-grade students to take courses for high school credit. Which courses are available each year may depend on interest level and staffing availability. The administration will use placement testing, progress monitoring data, standardized test scores, teacher input, and other data to make final determinations about the placement of students in these courses.

College Credit Plus

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

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

CCP Deadlines

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

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

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

Early Graduation

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

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

Grading System

Specific information on assignment and grading practices are communicated by teachers. Interim Reports and Grade Cards are available online each grading period. If a parent and/or student prefers a paper copy of an Interim Report or Report Card, they must make this request with the main office at the beginning of the school year. For additional reporting information, our online progress book can also provide parents/guardians and students with a progress report upon request. Parents/Guardians may request a username and password to access their child's account and check progress online. Please contact the main office for more information.

Grading Scale

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

Graduation Requirements

A. Students must earn a minimum of 21 credits including each of the following:
    - 4 credits of ELA
    - 4 credits of Math
    - 3 credits of Science
    - 3 credits of Social Studies
    - 1 credit of Fine Arts
    - .5 credit of Health
    - .5 credit of PE
    - .5 credits of financial literacy (beginning class of 2026)
    - 4.5 electives

B. Satisfy the new graduation requirements for the classes of 2023 and beyond by:
    1. Demonstrating Competency - Students will demonstrate competency in the foundational areas of English language arts and mathematics or through alternative demonstrations, which include College Credit Plus, career-focused activities or military enlistment.
    2. Demonstrating Readiness - Students will demonstrate readiness for their post-high school paths by earning two seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, as well as develop key social and emotional competencies and leadership and reasoning skills.

Honor Roll

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

Schedule Changes

The courses that a student schedules are considered to be final. There will be pre-announced dates and times preceding the start of the school year when students may request schedule changes. Students should not schedule classes with the intent to drop or reschedule classes at a later date. **There are very few circumstances in which course changes are allowed.** Any schedule changes must have the approval of the teacher, principal, guidance

counselor, and the parent/guardian. **Any course dropped after the first five weeks of class will be assigned an "F" as the grade.**

National Honor Society

National Honor Society Requirements
Membership**:** Selection for the membership is based upon scholarship, leadership, character, and service.

Scholarship**:** In order to qualify for consideration by the National Honor Society Faculty Selection Council for membership, sophomores, juniors and seniors must have a cumulative grade point average of 3.50 in academic subjects through the fourth quarter of their sophomore or junior year respectively. The induction process will take place each Fall. Students must have Junior or Senior status to be eligible.

Leadership, Character, and Service**:** After qualifying scholastically, the candidate is rated by the teachers, counselors, and sponsors of school activities. Students must demonstrate outstanding leadership in class and activities outside of class. Their character should be impeccable and include no cases of academic dishonesty. After these teachers rate the candidate, according to leadership and character, the National Honor Society Faculty Selection Council determines his/her election to membership. The National Honor Society Advisor(s) works with the selection committee, but is not a voting member. Students selected will be inducted at a ceremony open to the public. Unsuccessful candidates can apply for reconsideration the following school year.

A student may be dismissed from the National Honor Society if he/she does not maintain the standards by which he/she was selected or if he/she does not fulfill all obligations to the National Honor Society.
Questions and correspondence should be directed to the sponsor of the National Honor Society.

Athletics

The school sports are operated under the rules of the Ohio High School Athletic Association, the Central Buckeye Conference, the Ohio Heritage Conference, Northeastern Local School Athletic Council, and the school's Athletic Department.

The Middle School sports include:

- Fall: Football, Football Cheerleading, Competition Cheerleading, Cross Country, and Volleyball
- Winter: Girls & Boys Basketball, Basketball Cheerleading, Competition Cheerleading, Powerlifting and Wrestling
- Spring: Girls & Boys Track

The High School sports include:

- Fall: Football, Football Cheerleading, Competition Cheerleading, Cross Country, Girls & Boys Golf, Girls & Boys Soccer, Girls Tennis, and Volleyball
- Winter: Girls & Boys Basketball, Basketball Cheerleading, Competition Cheerleading, Wrestling, Swimming, Powerlifting and Bowling
- Spring: Track and Field, Baseball, Softball, and Boys Tennis

Details of sports regulations are given to each athlete at the beginning of each season. All athletes are subject to weekly grade checks. Participation in interscholastic athletics is a privilege. While every effort will be made for

all students to be given the opportunity to participate, there will likely be cuts to determine the optimum number of players kept on a sports team. The roster is to be determined by the coaches of the respective sports with the decision of the coach being final.

Pay-to-Participate

Northeastern Local School District does have a pay-to-participate fee policy. This fee is reviewed annually to determine if there is a need to adjust the amount based on the financial situation of the district. Please check Policy 2431.02 Interscholastic Athletics/Activities Participation Fees by selecting "District Policies" on the website, or contact the athletic department to verify the fee for the sport and season in which participation may occur. **Pay-to-participate fees must be paid before the student can participate in any contest.**

Sportsmanship

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

Each spectator is expected to:

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

Academic Eligibility for Extra Curricular Participation

Consistent with the mission and goals of the Northeastern Local School District, a comprehensive program for student activities is made available to students. To ensure that the district not lose sight of the fact that extracurricular participation exists to complement the academic program and not to supersede academics as our primary objective, regulations and procedures were developed to implement a policy establishing a requirement of a **1.67 grade point average** to permit extracurricular activities in grades 7-12. Furthermore, high school students (9-12) must pass at least **five (1-credit) courses** or their equivalent during the preceding grading period to be eligible to participate. 7th- and 8th-grade students must pass at least four classes during the preceding grading period to be eligible to participate. Weekly eligibility checks will continue to monitor that students are passing the required number of classes. The Board of Education further directed the superintendent to set up intervention strategies and procedures for all 7-12 students. Students who have attained Ohio High School Athletic Association (OHSAA) standards but not the additional Board standards may request a "probationary" status. The student may continue to participate in extracurricular activities during this probationary grading period if he/she has followed the guidelines established to improve his/her academic achievement. High school students may apply for probationary status **twice** during their high school careers. This policy applies to all 7-12 students who participate in OHSAA-sanctioned athletics and other board-approved activities, which lead to interscholastic competitions. An exception to this policy would be activities that fall into the definition of co-curricular. A co-curricular activity is defined as an activity that is directly related to enrollment in a specific class that is part of the board approved Course of Study, and the activity makes up a part of the grade for the class.

Attendance Policies

Absences

In order for a student to be successful at school they must maintain regular attendance. Each time a student is absent from school or late to school, state law requires that the parent must provide an acceptable excuse for the tardy. Parents must call or email the school office for each day absent by 9:00 am. Excessive or unexcused absences will be turned over to the Clark County Truancy Officer and Juvenile Court. According to the Ohio Revised Code, the following absences are to be considered a legal absence:

1. Personal illness
2. Death of a relative
3. Observance of a religious holiday
4. Critical illness in the family
5. Quarantine in the home
6. Or any other reason which the principal may deem justifiable (hair appointments, birthdays, etc., are not types of excused absences)

PLEASE NOTE: You must also send a note to the school within two (2) days of the absence to have the absence excused. The note must have the student's name, the date(s) of absence, reason for the absence, and the legal guardian's signature. Otherwise, it is unexcused.

When a student accumulates absences for illness reasons that amount to either three (3) consecutive school days or 72 hours or more in any year, the principal may require the parent(s)/guardian(s) to provide a statement by a physician verifying the student's absence. Failure to do so may result in the absence deemed as unexcused and any missed work may not be made up. Excessive absences may result in disciplinary action and may be turned over to Juvenile Court.

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

Tardies

Students will be considered late for school if arrival is after the start time. Any student who is late for school must report directly to the office. **Students not signing in the office when tardy to start the day may receive immediate disciplinary consequences.** The school must be notified with an acceptable excuse. **Car trouble, oversleeping, missing a ride, etc.** are **not** valid excuses for tardiness. Students late to school due to a late bus are not considered tardy.

Athletes must be at school within the first hour of the school day in order to practice or participate in a game, unless a building administrator approves the absence or a medical excuse is provided.

Pick-up During School Hours/Leaving School

Students released during the school day must be signed out in the office. Students will only be released to the custodial parent or guardian, or to another person with written permission from the parent/guardian. In case of a medical appointment, the parent needs to sign their child out prior to leaving for the doctor during the school day.

When the child returns from the doctor, they need to bring a written excuse to the office prior to starting their first class.

High School - Early Dismissal

If it is necessary for a student to leave school early, a parent/guardian should write a letter informing the main office. **Students wishing to leave school before the end of the school day are to bring a note signed by the parent/guardian to the Office BEFORE school begins.** The note is to include: student's name, grade, time of dismissal, reason for early dismissal, and the parent's/guardian's signature. When dismissed, the student must sign out in the Office and then upon returning to school must provide a note of verification to the Office.

Vacation/Emergency Requests

While every effort should be made to schedule family vacations during school vacations, we understand it is not always possible. Students with poor grades, poor attendance, or if the principal feels the absence will have a significant negative effect on the student's education, may have their request denied.

1. Requests for excused absences for family vacations must be made to the principal 7 days in advance in writing. Family vacations may receive approval through use of the "Special Absence Request Form."
2. Students receiving schoolwork after the vacation time are allotted the number of days out plus one to make up the work. Schoolwork given before vacation time may be due when the student returns to school.

Upon returning to school from an excused absence, it is the responsibility of the student to get makeup work completed and turned in.

1. The time limit for accepting such work is the number of days excused plus one.
2. Students may be required, upon returning, to turn in long-term assignments or take tests that were scheduled in advance without makeup days.
3. Assignments/tests made prior to the student's tardy/absence are due upon the student's return to school.
4. A homework sheet may be dispersed to the teachers after the student has been absent two (2) days.

Habitual Absence - Loss of Driving Privileges

When the superintendent of the school district receives information that a student of compulsory school age has been absent without legitimate excuse for more than **10 consecutive days, or a total of at least 15 days in any term or semester**, he/she may institute a process that could result in the temporary suspension of the student's Ohio driving privileges.

Leaving School Due To Illness

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

Make-up Work

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

Requests for Homework Assignments

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

Unexcused Absence

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

Attendance Review According to Ohio Revised Code

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

Student Expectations

Positive Behavior Interventions and Supports (PBIS) Overview

Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the fit or link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (targeted group or simple individual plans), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

PBIS

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through PBIS, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Student Code of Conduct & Discipline System

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

Student Conduct Code

The purpose of the student conduct code is to protect the rights of individuals as well as to ensure an educationally sound school atmosphere. The rights and responsibilities of both students and staff of our schools are identified within the code. If a specific behavior or action is not listed, it should not be assumed there is no consequence. The following are more serious disruptions, which will result in more severe consequences, including removal from school. Disciplinary consequences may also be modified if the teacher and administrator believe an alternative consequence is needed to address a certain behavior.

Breathalyzer

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

Student Dining Area and Lunch Rules

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

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

Dangerous Conduct

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

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

Disruptive Conduct

- A student whose conduct distracts from or disrupts a positive learning environment is subject to removal from the classroom by the teacher with the principal's permission and/or the student may also be subject to the suspension/expulsion process. Behaviors considered disruptive conduct include but are not limited to:
    - **Public Display of Affection**
    - **Profane or Unacceptable Language**
    - **Repeated Classroom Disruptions and Insubordination**
    - **Gambling**
    - **Theft/Lying**

Harassment/Intimidation/Bullying

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

activity sponsored by the Board.

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

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

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

Harassment, Intimidation, and Bullying Reporting

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

Falsified Notes and Phone Calls

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

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

Food and Drink

Students are not to eat in the hallways or classrooms during school hours. **Water only** is permitted throughout the school day. Students are not permitted to purchase food during lunch, and then take it out of the lunch room for later consumption during class.

Hallways

No student is to be in the hallway without an appropriate pass. Students are to travel quietly and directly to and from assigned destinations.

Improper Dress

Proper dress and grooming contribute to, and are a part of, the educational process. The building administrator may exclude any student when the apparel is inappropriate. What is or is not appropriate is a decision of the school administrator(s) and hopefully reflects community feelings, values and attitudes. The following guidelines are offered:

A. Students shall wear clothing that is clean, neat, and in good repair.
B. Backless, strapless, low-cut tops, shirts that expose the midriff, halter tops or any shirt without factory-finished sleeves are not recommended. Sleeves must be at least two (**2) inches** in width.
C. Rips, holes and/or frays in jeans/pants exposing skin are not permitted above the reach of the fingertip of the extended arm.
D. Undergarments are not to be seen.
E. Hats, hoods, bandanas and sweatbands are not to be worn inside the building during school.
F. Book bags are not permitted to be carried during the school day.
G. Clothing will be free from inappropriate pictures or inscriptions (ex. confederate flags, weapons, sexual content, alcohol and tobacco advertising, etc.)
H. Sunglasses during school hours are not permitted unless the wearer has medical authorization.
I. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed.

Failure to follow the dress code may result in a referral to the office to correct the problem. If arrangements for proper dress cannot be made, the student may be placed in ILP and will be responsible for making up work missed during their classes.

Restrooms

No student is to be in a restroom during class periods without an appropriate pass. Students are afforded restroom passes each grading period.

Smoking Policy

Any student, determined to be smoking or having smoking paraphernalia in his/her possession **may be assigned Independent Learning Placement (ILP) or suspended from school.** Subsequent offenses will warrant stiffer penalties. This includes smokeless tobacco, vapes and E-cigarettes.

Behavior Consequences

Punishments, Rights, and Due Process

Levels of punishment, students' and school personnel's rights and due process for students are explained in detail in NE Board Policy. All policies are designed and developed to ensure a safe, educationally sound environment for all NELSD students.

We will use varied disciplinary steps and/or options when assigning consequences to students for infractions of the student code of conduct. Possible disciplinary assignments may include, but are not limited to the following:

Verbal Warning: A warning to a student that his/her conduct is in violation of school rules. Any authorized school official including teaching or non-teaching personnel may issue it.

Lunch Detention (30 Minutes): Lunch detentions will be served during a student's assigned lunch period in the office or a designated classroom. Students will eat lunch during this detention and may be assigned other activities to complete during this time (ex: reflection statement, letter of apology, etc.).

After-School Detentions (30 Minutes or 1 hour): Office Detentions will be served immediately after school. Students may be required to complete a written reflection while in attendance. Failure to serve this assignment or

complete the reflection will result in a higher-level consequence. It is the student's responsibility to obtain dependable transportation. Having a job after school is NOT an excuse to miss detention.

Isolated Learning Placement (ILP): The purpose of Isolated Learning Placement (**ILP**) is to provide a disciplinary and educational alternative to an out-of-school suspension. School administrators will assign students to the program. It is the responsibility of each student to complete all assignments missed during the duration of the **ILP**. Students will receive full credit for the work completed in **ILP**. **Failure to comply with the ILP standards of behavior may result in additional days of placement or a conversion to an out-of-school suspension.**

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

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless his/her behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by the school officials when implementing such discipline. Additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA and/or Section 504 of the Rehabilitation Act of 1973.

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

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

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

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

When suspended, students will be able to make up all coursework from the suspension.

Substance Abuse - Loss of Driving Privileges: A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, dangerous drug, narcotic, or any substance that causes physical or mental change. Whenever a student is suspended or expelled from school for possession of alcohol and/or drugs, in accordance with Ohio Revised Code the superintendent or designee may pursue a process, which temporarily suspends driving privileges.

Emergency Removal: This is the immediate removal from the school (or school activity) because the student's presence threatens the safety of others, or threatens to disrupt the academic progress of others.

Expulsion: Expulsion is the removal from school for more than 10 days, up to 180 days. This is a decision of the Superintendent.