



**NORTHMOR**  
High  
School/Junior  
High

Student  
Handbook  
2021/2022

## Table of Contents

20	10/20 Day Absence Policy	30	Grading Scale
33	Academic Hall of Fame	31	Graduation Requirements
33	Academic Letter	25	Hallway Conduct
42	Acceptable Use Policy	33	Homework Policy
25	Accidents	34	Honors Diploma Requirements
37	Administration of Prescribed Drugs	23	Honor Roll
4	Alternative Education Program	23	Illness in School
28	Anti-Hazing Policy	41	Inappropriate Material
8	Appeal to Board of Education	41	Inappropriate Network Usage
17	Assemblies & Pep Rallies	29	Incomplete Policy
21	Athletic Eligibility	17	Interim Reports
19	Attendance Accounting	41	Internet Safety
17	Attendance Policy	40	Legal Guardianship
25	Backpacks	25	Lockers
26	Bell Schedule	25	Lost and Found
22	Bus Transportation	39	Make-up Work
24	Cafeteria Regulations	28	Married Students
25	Care of Property	20	Medical Status
45	Cell Phone Policy	36	National Honor Society
39	Cheating and Plagiarism	28	Parent Conferences
22	Class Activities & Finances	9	Permanent Exclusion
32	Class Standing	2	Philosophy of Education & Objectives
17	Club Meetings	3	Principal's Message
35	College/Career Visitation	46	Promotion/Retention (jr.high)
46	Commencement Ceremony	32	Registration Regulation
41	Computer Technology & Network	40	Search & Seizure
29	Credit Definition	28	Secret Societies
32	Credit Flexibility	30	Semester Exams and Grades
23	Damaged & Lost Textbooks	43	Sexual Harassment Policy
26	Dances	40	Signing In/Signing Out
43	Dangerous Weapons	24	Special Dietary Needs
4	Detention	4	Student Conduct Code
27	Dress Code	22	Student Conduct on School Busses
33	Early Dismissal	9	Student Conduct Code Rules
36	Early Graduation Policy	20	Student Driving and Parking
46	Electronic Surveillance	33	Student Pictures
7	Emergency Removal of a Student	40	Study Hall
38	Extended Absence Policy	6	Suspension
24	Extra-Curricular Participation	23	Teacher Mailroom/Workroom
8	Expulsion	47	Technology Policy
17	Fees & Materials	21	Tornado Drills
44	FERPA	23	Transcripts
29	Field Trips	23	Valuables in School
22	Fines & Debts	23	Vending Machines
21	Fire Drills	25	Visitors
42	Foreign Exchange Student Policy	39	Washington DC Trip
33	Full Time Status	24	Work Permits
16	Fundraising	35	Work Release/High School CBI
46	Gang Activity		

It is the policy of the Northmor Local School District that educational programs and activities are provided without regard to race, color, national origin, sex, or handicap.

---

### **PHILOSOPHY OF EDUCATION**

The Administration, Faculty, and School Board of Northmor Local Schools believe that an education, as stated in the State Constitution, is both a right and a privilege for students of all races, creeds, abilities, and income groups. We believe that the primary role of the school and the teacher is to help students acquire knowledge and skills and to form attitudes to perpetuate a constant and rapid change. The growth in these years is rapid and is fourfold:

1. Intellectual and Cultural
2. Social
3. Moral and Ethical
4. Physical

To achieve this growth, we must provide suitable buildings, adequate facilities, and the best possible trained teachers.

Surely, the above philosophy can best become operative when education becomes a cooperative endeavor between parents, teachers, and students. Each of whom has a unique role and special contribution.

Youth must take advantage of these opportunities: education is never given to an individual. Personal initiative is an important ingredient in obtaining one's education.

### **Specific Objectives**

1. To teach the basic skills beginning at the level of education and mental maturation of the student.
2. To provide an enriched and varied curriculum to meet as nearly as possible the individual personalities within our student ranks.
  - a. To provide remedial and clinical measures in the basic skills for those who need them.
  - b. To maintain a program for the severely handicapped, mentally and/or educationally needy students.
  - c. To maintain high standards of scholarship on the basis of the student's ability.
  - d. To provide leadership opportunities for students at all levels of cognitive ability.
  - e. To give special attention to those who are maladjusted emotionally, socially, or educationally.
  - f. To make counseling efforts effective through the support and work of the counselors, principals, and teachers.
  - g. To maintain good home-school relations.
  - h. To maintain and increase a vital and comprehensive extra-curricular program.
  - i. To teach youth their new responsibility and individual worth in our society.
  - j. To provide supervised work experience as well as education in the skills and knowledge of their occupations.

- k. To help the student be self-reliant and to understand him/herself, including the effects of his/her behavior on others.
  - l. To provide education for an appreciation of aesthetic values through studies in literature, music, and art; recognition of the rich cultural heritage of the past; and encouragement or learning profitable ways of spending leisure time.
- 

### **FROM THE PRINCIPAL**

**Welcome to Northmor High School and Jr. High!** This handbook will provide students and parents with valuable information relevant to the total educational program at Northmor. This will be a positive and productive year with the cooperation and effort of all community stakeholders including; students, staff and parents. This handbook contains the regulations, policies and information necessary for the successful operation of the school.

We look forward to working together and achieving all our goals this school year! In order to achieve all our goals students, staff and parents are expected to become totally familiar with the handbook.

Brendan Gwartz, 7-12 Principal  
Kara Wright, 7-12 Assistant Principal

## STUDENT CONDUCT CODE

1. **Jurisdiction:** This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes:
  - a. misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property
  - b. misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.
2. **Student Rights and Responsibilities:** Students attending Northmor High School enjoy those rights as guaranteed them under the Constitution of the United States and the State of Ohio. Pupils have a right to reasonable treatment from the school and its employees. The school in turn, has a right to expect reasonable behavior from the students. Freedom carries with it responsibilities for all concerned.
3. **Conduct Code:** Just as the national and state governments are charged with the responsibility of adopting rules and regulations for all people to follow, schools must adopt rules and regulations for students to follow. The rules and regulations which follow are those which may result in out-of-school suspension, placement in our Alternative Education Program, after-school detention, Friday School or expulsion.
4. **How the Student Conduct Code will be enforced:** There will be four primary types of discipline used.
  - a. **Immediate Suspension:** The student would be removed from school immediately after being given a proper hearing. Student Conduct Code Rules #1-14 would fall into this category.
  - b. **Detentions:** Detentions will be used mainly by the principal. They will be assigned before or after school.
  - c. **Alternative Education Program:** The purpose of Alternative Education Program is to provide an alternative setting for students that will allow them to continue their education while focusing on positive changes in behavior.

### Alternative Education Student Placement

1. The following violations will be exempt from placement into the Alternative Education Program: assault, dangerous weapons, tobacco, narcotics, alcoholic beverages, look-alike drugs and drugs.
2. Placement can be immediate, depending upon the severity of the behavior. This is at the discretion of the building principal.
3. Placement into this program can be made only by the building principal.

4. Once a student has been placed into the Alternative Education Program, he/she will remain there for a minimum of one day. To be placed back into the regular environment, the student will have successfully completed the following
  - 1) Arrive on time for a stated number of days.
  - 2) Complete all assigned work including meeting with a counselor to develop a corrective behavior plan.

#### **Alternative Education Supervision Requirements**

1. The monitor will be required to meet individually with students as they enter the Alternative Education classroom. During this initial meeting, the rules, procedures and expectations of the classroom will be reviewed.
2. The use of Chromebooks will not be permitted unless authorized by a classroom teacher.
3. The monitor will provide a written copy of the rules and will be responsible for enforcing these rules for the Alternative Education room.
4. The monitor will supervise all aspects of student work and behavior while in the program.
5. The monitor will work one-on-one, as needed with students to help complete assignments and to discuss ways to improve behavior.
6. The monitor will supervise work on academic assignments.
7. The monitor will complete and turn in to the building principal a summary of the student's progress, which includes behavior log and the completion of requirements for release.

#### **Alternative Education Requirements for Classroom Teachers**

1. Each teacher is required to provide assignments for the students during their stay in the Alternative Education Classroom. An office worker may pick up assignments from the classroom teacher.
  2. Teachers may need to attend meetings concerning the student if additional placements are necessary.
  3. Teachers may be required to complete a behavior profile form for additional information on a student if there is repeated placement in the Alternative Education Program.
  4. Teachers will accept all work completed while a student is in the Alternative Education Program.
-

## PROCEDURE FOR IMPLEMENTATION OF THE SUSPENSION-EXPULSION PROCESS

### A. Suspension

- a. The principal or superintendent may cause the suspension of a student from school for offenses which are detrimental to the discipline and operation of the school or potentially dangerous to the well-being of the school. No suspensions are to exceed (10) days. Such suspension shall occur only after a student has been notified of the incident and given notice of the specific charges against him. The student will be given written notice of the specific charges on the official school form of intention to suspend, the reason(s) therefore, and the right to be heard informally regarding the charges. If it appears that the student MAY be suspended from school, he will be given a NOTICE of Intent Suspension. (An intent to suspend does not necessarily mean that the student WILL be suspended, it means that he is being considered for suspension, pending the final outcome of the hearing.) This hearing may take place immediately and the parents or guardians do not have to be present. If, as a result of this hearing the decision has been made to suspend the pupil, the parents or guardians and the Clerk of the Board of Education must be notified within twenty-four (24) hours. This notification must include the specific charges made against the pupil and explanation of his right to request a formal hearing with the local superintendent to appeal the principal's decision.
- b. If a formal appeal hearing on a student suspension is requested, the superintendent's office should be contacted to set up a time and place for this hearing. This hearing shall be conducted in an impartial manner. Students may be represented at the appeal hearing. (It should be noted that the suspension hearing is NOT an adversary hearing and the student has no right to legal counsel at this administrative level).
- c. Students who are suspended from school will be allowed to make up work according to state law. Students will be given the opportunity to earn at least 75% on work turned in during the suspension. Students who are expelled or removed from class will not be allowed to make up missed class work. Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. Semester exams would be the exception to the rule.
- d. If the principal's decision is reversed by the superintendent, or (in expulsion cases by the Board), the students' records shall be cleared (expunged) of this offense and he shall be allowed to make up all work missed and have all days of absence during this suspension erased from his record.
- e. Copies of all correspondence pertaining to the out-of-school suspension of students from school shall be forwarded promptly to the superintendent and the clerk-treasurer of the Board of Education. Further copies of such correspondence shall be placed in the student's permanent record.

**B. Emergency Removal from a Class, an Activity or School:** There are times when it is necessary to remove a pupil from curricular or extracurricular activities because his/her presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process or atmosphere of the school. In these situations, a student does not have to be given an immediate hearing before being removed. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

- a. The superintendent, principal, or assistant principal may remove the student from the premises, curricular or extracurricular activities without advance notice.
- b. A teacher may remove a student from a curricular or extracurricular activity under his supervision. (Advance notice is not required.) During regular school hours, the pupil who has been removed must report to the principal's office and remain there until the matter has been properly resolved. After school hours, a student who remains on the premises after being removed from activity would be in violation of Rule #27 of the Student Conduct Code pertaining to loitering. If a teacher makes an emergency removal, his reasons **MUST** be submitted to the principal **IN WRITING** as soon after the removal as practicable.

Any school personnel may order a student to leave the school premises after school hours when the student is not involved in regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered to be a formal removal from a curricular or extracurricular activity and does not require notice or a hearing.

- c. A due process hearing must be held within 3 school days after removal is ordered.
  - **WRITTEN** notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practicable prior to the hearing. The pupil must have the opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his actions.
  - The person who ordered or requested the removal **MUST** be at the hearing.
  - If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used. (i.e., 24 hour notice of suspension to the parents or guardian, right to appeal, etc.)
- d. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given **WRITTEN** reason for the reinstatement. The teacher cannot refuse to reinstate even though reasons are given.
- e. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion in the due process (rights to a hearing, etc.) **DO NOT APPLY**.

- f. In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

### **C. Expulsion**

- a. Only the superintendent may expel and only for the same reasons as outlined in the Student Conduct Code for suspension and expulsion. The Superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire year.
- b. The superintendent must give the pupil AND his parent or guardian written notice of the intended expulsion. The notice and subsequent hearing must contain the following provisions:
  - The notice is to include reasons for the intended expulsion.
  - The pupil and parent or representative have an opportunity to appear before the Superintendent or his designee to challenge his action or otherwise explain the pupil's actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.
  - The notice is to state the time and place to appear, which must not be less than three days nor later than five days after the notice is given.
  - The superintendent may grant an extension of time; if granted, he must notify all parties of the new time and place.
- c. Within 24 hours of the expulsion, the parent, guardian, or custodian of the pupil and the Clerk of the Board of the action to expel will be notified of the expulsion. The notice must include the reasons for the expulsion and the right of the student, parent or custodian to appeal to the Board of Education; the right to be represented at the appeal and to request the hearing to be held in executive session. The Board of Education may hold a hearing in executive session but must act upon the expulsion only at a public meeting. The Board may, by a majority vote of its full membership, reinstate a student.

### **D. Appeal to the Board of Education**

- a. A student or his parent or custodian may appeal his/her expulsion or suspension by a superintendent or principal to the Board of Education or its designee. (In suspension cases the designee would be the superintendent.) Such student or his parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board in order to be heard against such suspension or expulsion.
- b. A verbatim, word of word, record is required. (This may be a tape recording, etc.)
- c. No particular procedure for the hearing to follow is required.
- d. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in "public" session.
- e. The decision of the Board is further appealable to the Court of Common Pleas under O.R.C. 2506.

- f. There is no time limit regarding a request for an appeal to the Board of Education. It is assumed that the appeal will be set at the discretion of the Board.

#### **E. Permanent Exclusion**

- a. The Board may seek the permanent exclusion of a student 16 years of age or older who is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function.
    - Illegal conveyance or possession of a deadly weapon or dangerous ordinance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of a bulk amount of a controlled substance or the sale of a controlled substance.
    - Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a District employee.In addition, complicity in any of the above acts may be the basis for permanent exclusion.
- 

**Student Conduct Code Rules:** Violation of the following rules will in most cases result in immediate suspension or expulsion, following the proper due process.

**Rule 1 - Disruption of School:** A student shall not by the use of violence, force, coercion, threat, harassment, insubordination, or repeated incorrigibility cause material disruption or obstruction to the education process or the normal school routines. Some examples of disruption (but not limited to) would include unusual dress (see the dress code), bomb threats, the setting off of fire alarms, strikes or walkouts, the use of stink bombs, the use of fireworks, the use of squirt guns, snapping with rubber bands, lighters, matches, etc.

**Rule 2 - Damage of School Property:** A student shall not cause or attempt to cause damage to school property on school premises, or at any school activity on or off school grounds. Furthermore, students shall not damage or attempt to damage the property of school employees at any time.

**Rule 3 - Assault (Physical and/or Menacing):** A student shall not cause physical injury or act or behave in such a way as could cause physical injury to another student, teacher, visitor, or other employees of the school district. No student shall knowingly cause another student to believe that he (the offender) will cause serious physical harm to the person or property of another student or school employee or visitor. (Fighting would come under this rule). There will be "Zero Tolerance" for violation of this rule.

**Rule 4 - Dangerous Weapons and Instruments:** A student shall not possess or conceal upon his person or on school property or at school functions an instrument or weapon capable of

harming another person, such as guns, rifles, knives, ice picks, brass knuckles, chains, etc. Included in the prohibition would be the use of chemicals and gases including mace. Violation of the above items will result in immediate suspension, recommendation for expulsion and notification of law enforcement officials. Weapons on school grounds is a violation of state and federal laws. (See Dangerous Weapons in the Schools policy)

**Rule 5 - Tobacco, Narcotics, Alcoholic Beverages, Drugs and Look-alike Drugs:** Students shall not possess, use, transmit, sell, conceal or consume any alcoholic beverage, intoxicant or any of the drugs of abuse. This provision shall be applicable to any conduct on school grounds, during and immediately before or after school hours; on school grounds at any other time when the school is being used by a group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school. Moreover, the student shall not consume any alcoholic beverages, intoxicants or drugs of abuse at any time before the students' arrival at school or at a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to: narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alikes, synthetics, or other substances that could modify behavior. Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. However, all such drugs must be maintained in their original container. Also included in this rule is any look- alike drug, as covered by Am. HB 535 amended section 2929.01, and enacted section 2925.37, O.R.C. to prohibit making, selling, and possessing counterfeit drugs and related tools. Students shall not possess, use, transmit, sell or conceal any drug-of-abuse instrument or paraphernalia (for example, hypodermic needle, syringe, water pipe, roach clip).

Any student who has a legal prescription drug must report this fact to the office and have permission from their parents, their doctor, and the school principal, in order to take it at school and then it must not be taken in dosages other than that prescribed by the doctor. When prescription drugs are taken in excess, the same rules apply that apply to illegal drugs. (Smoking comes under this rule also.)

For any use or possession of tobacco, which includes but is not limited to; cigarettes, snuff and chewing tobacco, and E-cigarettes:

1. First offense - 3 day suspension- Suspension may be reduced if student will participate in a tobacco education program at parents expense.
2. Second offense - 5 day suspension - Suspension may be reduced if student will attend a tobacco education program.
3. Third offense - 10 day suspension or possible expulsion - Suspension may be reduced if student will attend a tobacco education program.

Drug and alcohol violations would result in more days of suspension than tobacco violations, in most situations.

“Look-alike” drug provisions: “Counterfeit controlled substance” is defined in the following ways:

1. any drug or drug container or label that bears the trademark, trade name or other identifying mark used without the owner of the rights to such trademark's authorization;
2. any unmarked or unlabeled substance that is represented to be a controlled substance that is manufactured, processed, packed or distributed by a person other than the person with legal rights to manufacture, process, pack or distribute it;
3. any substance that is represented to be a controlled substance but is not a controlled substance or is a different substance; and 4) any substance other than a controlled substance that because of its similarity in shape, size, and color or markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

The following penalties relate to the making, selling and possession of counterfeit drugs:

- Possession of a counterfeit controlled substance - misdemeanor of the first degree, if second offense a felony of the fourth degree.
- making, selling, offering to sell or delivering any known counterfeit controlled substance; making, possessing, selling, offering to sell or delivering any device that is known to be used to print or reproduce a trademark upon a counterfeit drug (trafficking in counterfeit controlled substances) - a felony of the fourth degree for a first offense, a felony of the third degree for subsequent offenses.
- Selling, offering to sell, giving or delivering any counterfeit controlled substance to a person under eighteen (aggravated trafficking) - a felony of the third degree, and a felony of the second degree for subsequent offenses.
- Representing a counterfeit controlled substance as a controlled substance by describing its effects as if it were a controlled substance (promoting and encouraging drug abuse) - a felony of the third degree, and a felony of the second degree for subsequent offense.
- Falsely representing or advertising a counterfeit controlled substance as a controlled substance (fraudulent drug advertising) - a felony of the fourth degree, and a felony of the third degree for subsequent offenses.

A controlled substance is defined as a drug, compound, mixture or substance included in Schedule I, II, III, IV or V (Ohio Administrative Code 4729-11). Included in these schedules are narcotics such as amphetamines, depressants and hallucinogens, as well as many other types of drugs.

**Rule 6 - Insubordination:** (Defined as - unwilling to submit to authority or disobedient) A student shall not disregard or refuse to obey reasonable directions or instructions given by school personnel, while the student is under the authority of the school. REPEATED VIOLATION OF ANY MINOR RULE DIRECTIVE OR DISCIPLINE PROCEDURE SHALL ALSO CONSTITUTE INSUBORDINATION. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 7 - Disrespect:** No student shall at any time show a lack of respect to any teacher, administrator, or staff member. Examples of this offense could be making disparaging (degrading) remarks; being outwardly sarcastic, or saying things to achieve a derogatory

effect. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 8 - Violation of the law:** A student shall not violate any law or ordinance, when the student is under the authority of the school or its personnel. This would not only result in suspension or expulsion but it would also cause the school to refer the student to the proper legal authorities.

**Rule 9 - Frightening, degrading, or disgraceful acts:** A student shall not engage in any act which frightens, degrades or disgraces, or tends to frighten, degrade, or disgrace others. This includes fellow students, visitors, school personnel, law enforcement officials, etc. This could include written, verbal, or gestural means. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 10 - Profanity and/or obscene language:** A student shall not use profanity or obscene language either written or oral, in communicating with any school personnel, other students or visitors. (Visitors would include anyone not in the school personnel or student classification.) Included in this prohibition would be the use of obscene gestures, signs, pictures, or publications. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 11 - Theft:** A student shall not cause or attempt to take into possession or use, without authorization, the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 12 - Distribution or possession of unauthorized printed materials:** Any printed materials that are distributed at school must first be “checked” or “cleared” through the office. Material that would degrade, disgrace or be offensive would not be allowed. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 13 - Truancy:** A student who has purposefully not attended any of his/her classes or other assignments on a given day and does not have a valid excuse. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 14 - Harassment and Bullying:** Harassment, intimidation, or bullying means any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both: causes mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the student. Such behavior is prohibited on school property and at all school-sponsored events. Hazing and/or bullying is prohibited, at all school related functions and events and in any school transportation vehicles including buses. This rule also applies to violence within a dating relationship. Cyber-bullying (Electronic act) is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic device. The terms “on school

property” and “at all school- sponsored events” is not limited to where the cyber-bullying originates but also includes where it is communicated. The intent of the preceding sentence is to remove the “what I do on my computer at home is protected speech and none of the schools’ business” defense. If the harassment, intimidation, or bullying materially or substantially disrupts the educational environment and discipline of the school the school may take disciplinary action. The entire bullying policy is on the district website and if anyone needs access to a computer to view the policy, they may do so by stopping at any district office. Students may make anonymous reports regarding bullying or harassment via the district’s phone message system or in writing. Harassment and/or bullying may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc. Students making false reports regarding bullying or harassment may receive punishment ranging to the suspension level.

**Rule 15 - Tardiness to school:** 4 tardies to school during a semester may result in an assignment of detention or AEP. If a student accumulates 8, 12, 16 tardies he/she will be assigned to detention or AEP. NOTE: Anyone tardy to first period is considered tardy to school. Some examples of unexcused tardies are, but are not limited to, oversleeping, car trouble, and missing the bus. At 4 tardies, and for every 4 unexcused tardies (4, 8, and 12) the student will receive an unexcused absence added to their attendance totals. This will count towards their 10 days and will fall under the procedure of unexcused absence rules.

**Rule 16 - Skipping class:** A student who does not attend a class, study hall, lunch, or other assigned area, while remaining on school grounds. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 17 - Leaving school without proper permission:** Students shall not leave the school building or school grounds during normal school hours without gaining proper permission through the principal’s office. All students must sign-in or sign-out when entering or leaving at irregular times, but signing-in or signing-out does not excuse you. You must be on the early dismissal list or have permission from the principal to leave. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 18 - Failure to stay for assigned detentions:** Pupils who fail or refuse to stay for detentions assigned to them may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 19 - Violations of the dress and hair code:** A student shall not dress or appear in a fashion deemed inappropriate or that is a violation of the dress code. (See the dress code for further details.) Students will be given the opportunity to change and be made to comply immediately with the dress code. Attendance at school may be denied until the student is in compliance with the code. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 20 - Misbehavior on school buses:** Misbehavior on a school bus which directly or indirectly violates any of the rules on discipline or which causes a problem with safety on the school bus may subject the student to either suspension or expulsion from the bus or suspension or expulsion from both the bus and school. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 21 - Use of motor vehicles and riding permits:** Students are allowed to drive to school as long as they adhere to the rules concerning driving. Students “burning out,” “cutting doughnuts,” “sounding off with exhaust pipes and loud mufflers” etc. will lose their driving rights for an indefinite period of time. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 22 - Sexual misconduct:** Necking, petting, kissing, or other forms of public displays of affection will not be allowed. This rule applies at all times while on school property, at all school sponsored related events or activities, and on any Northmor Board of Education owned vehicles. All types of sexual activity will not be tolerated. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 23 - Pornographic materials:** No student shall possess, edit, sell, or read pornographic material on school property or at school functions. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 24 - False reports:** The act of false reporting incidents, or making accusations, or giving false testimony, to school personnel which would seriously affect the welfare of others. This would also include lying. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 25 - Forgery:** The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school or its personnel. This would include hall passes and notes from home. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 26 - Gambling:** Gambling between or among students on school property or at school functions is expressly forbidden. Collecting, contributing, and accepting money for doing things that are disruptive to normal school routine would be considered a form of gambling. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 27 - Loitering and trespassing:** Willful presence in the school building or on school grounds at times when the student does not have a regularly assigned class or is not involved in regular school activity scheduled at a pre-arranged time with school personnel in charge. Any students returning to school during school hours, after their scheduled classes are over (unless in a supervised activity) must report to the principal’s office or be considered in

violation of this rule. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 28 - Spotting for smokers:** A student who serves as a “lookout” for another student **smoking, chewing, and e-cigarettes**. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 29 - Hall Rules:** Students who are in the hall at “irregular” times without a valid excuse may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 30 - Gum chewing:** Teacher discretion

**Rule 31 - Petty quarreling:** Petty quarreling is defined as excessive tattling, name calling. All students involved are equally guilty. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 32 - Sexual Harassment:** Sexual harassment is a violation of Ohio and Federal laws. No student shall engage in any form of sexual harassment. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc. The school may also refer the student to the proper legal authorities. (See Sexual Harassment Policy (pg. 42) in this handbook for further details.)

**Rule 33 - Vandalism:** Vandalism is defined as the destruction or defacing of public or private property. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 34 - Student Journalism:** Student publications such as newspapers, yearbooks, class wills, etc. are a part of the school curriculum and that editorial control remains with school authorities. Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 35 - Students who drive** are expected to be at school on time. Being excessively late to school may cause a student to lose his/her driving rights for an indefinite period of time. This may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc. Violation of this rule will be at the discretion of the principal.

**Rule 36 - Technology Devices:** The following items are prohibited in the school building during the school day: radios, CD players or any other form of amplified music, individual listening devices such as CD players, iPod, MP3 players, Walkman’s, beepers, pagers, Blackberries, broadband-equipped computers, or other electronic devices (see also Cell Phone Policy, page 45). Violations may result in immediate suspension, AEP or detention depending on the severity, circumstances, etc.

**Rule 37- Tardiness to class:** Students are expected to be on time and prepared for class. Any student tardy to class 4 or more times may be assigned to detention or AEP. After 8 tardies a student **may not be allowed to make up homework, assignments, tests, etc.** This policy is progressive in nature.

*The Student Conduct Code includes but is not limited to the examples found in these rules.*

---

## STUDENT POLICIES

### Rules and Regulations Covering Fund-Raising Activities

Since the high school has many clubs and organizations which need money to operate, Northmor High School will sanction fund-raising activities. However, the following rules must be complied with by all clubs.

1. Before any school organization sells any item, the sale of this item must have the approval of the administration.
2. The School administration will also request the following information before a club sells anything.
  - For what purpose is it needed?
  - How long will the item be sold?
3. By what method will it be sold? (Door-to-door)
4. Door-to-door selling should not be encouraged. Too much door-to-door selling has negative value. If any is done, the procedure and identification used by the student salesman must be approved by the administration.
5. Selling should be as limited an endeavor as possible.
6. The school will not get involved in money making activities which involve large numbers of students running about in cars or trucks.
7. Faculty advisors are responsible for end-of-sale audit of funds, leftover inventory, costs, etc. All money must be accounted for and all receipts must reconcile with orders and supplies.
8. All selling projects will be approved by the building principal and the superintendent in the spring of each year. These projects will be posted for the following school year. Sales representatives will only be permitted to discuss these services between February and April.

Teachers are to plan ahead and submit dates, times, and items to be sold to their building principal by May 1.

## **Assemblies and Pep Rallies**

There is a definite educational value in having assemblies and pep rallies. However, these must be properly supervised. Teachers are expected to accompany their class/group to the assembly or pep rally and students will be instructed where to sit and must sit in designated areas.

## **Interim Reports**

In order to keep a close contact between the school and the home, mid-quarters will be posted online for all grading periods. Mid-Quarter reports will be posted electronically, on dates to be announced, in October, December, February, and May. The following is a guideline for the use of progress reports:

- Students will receive a mid-quarter report for each subject on Friday of the fifth academic week of each quarter.
- For any student who is failing or in danger of failing a course at the halfway point, written notice should be made to the guardian and a copy should be given to the counselor.

## **Fees and Materials**

All textbooks are furnished free of charge. These books belong to the Northmor Board of Education. They are not to be marked up, torn, or mistreated in any way. If a book is damaged or lost, the student to whom the book was issued is responsible. Textbooks should be numbered and labeled on the first day of school. The distributing teacher shall record the number of the book issued to each student. It is advisable to list the condition of the book issued to each student. Textbook registration forms may be obtained in the office. Certain subjects require paying fees. Others require the students to provide certain materials. A student should not sign up for any subject unless he can furnish the required fee or materials. All fees should be paid during the first nine-week grading period.

## **Club Meetings**

All clubs and organizations will have short meetings during the school year. A regular meeting schedule will be worked out with the principal. Clubs who need longer meetings can schedule meetings in the evenings through the principal. Students will have to furnish their own transportation for these meetings. No student will be permitted in the building for any activity unless a teacher is with them. The teacher shall be the first one here and the last one to leave the building. Activities shall be planned without using class time.

## **Attendance Policy**

The laws of the State of Ohio require all young people under the age of eighteen to attend school regularly unless they have graduated from high school. For those eighteen or older, attendance is not compulsory, but the privilege of attending is granted until it is abused. Parents or guardians are legally responsible for the daily attendance of their children or wards. Parents or guardians are required to call the school each day that their children or wards are absent. Students will be given an unexcused absence, unless a phone call is made the day of the absence or a note from their parent or guardian is turned in to the office when the student returns to school.

State law further lists the circumstances for which a pupil may legally be absent from school. These circumstances are:

- a. Personal illness of the pupil.
- b. Illness in the family requires the pupil to be at home.
- c. Death in the family.
- d. Religious holidays (requires previous administrative approval).
- e. Quarantine for contagious disease
- f. Family Emergencies: days subject to approval of building principal

Students attending events outside of school on regularly scheduled school days will not be excused unless accompanied by their parents or aunts or uncles or grandparents or court-appointed guardians. Arrangements for such absences must be made. Special events may be an exception.

For extended illness under a doctor's care, it will be necessary for the student to present a Doctor's Certificate or verbal release before being readmitted to school. When you receive a Doctor's Certificate those days are not counted in the unexcused absence days.

Students returning to school after their absence must provide a written excuse from their parents or guardian. Excuses must be presented in the office within three (3) school days of the students returning to school. Failure to do so will result in unexcused absences.

Parents are encouraged to arrange medical and dental appointments outside of school hours. Students excused for medical appointments are required to provide the office with a medical excuse from the doctor.

School attendance is strictly controlled by state statutes. Each unit of credit offered in a high school is also controlled by the number of hours which must be spent in the classroom before credit can be awarded. Thus, the following policy will be enforced before any credits are issued in any of our courses: 1 year course, 1 credit-maximum 20 class absences; ½ year course, ½ credit-maximum 10 class absences. Please note that these are class absences. Credit may not be awarded if absences exceed these maximums. Students who exceed these maximums and temporarily lose credit may need tutoring from a certified instructor at a cost to the student. The 10 day/20 day policy for credit does not waiver attendance laws. Excessive absences will be referred to the attendance officer and may result in a citation into juvenile court for violating the school attendance laws. Absences over seventy-two (72) school hours, formerly 12 days, would be considered excessive. Exceptions to this policy will require approval of the administration.

State statutes strictly control school attendance. Under these statutes a student with an attendance problem will be considered habitually truant once they have met any of the following criteria:

- Thirty (30) or more consecutive school hours, formerly 5 days,; or,
- Forty-two (42) or more consecutive school hours, formerly 7 days, accumulated in one school month; or,

- Seventy-two (72) school hours, formerly 12 days, accumulated in one school year

As a student reaches the level stated above, a letter will be sent to the parent or guardian and the district's attendance officer will be notified. At that time, a meeting will be held with the student, parent or guardian and a member of the administrative team and a representative from the Morrow County Courts. If attendance continues to be a problem, or if the parent or guardian refuses to attend a meeting, then the attendance officer will file a complaint with the county prosecutor's office requesting that charges be filed against the parent or guardian.

### **Attendance Accounting (Missing and Absent Children)**

The Northmor Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s). The school district staff will provide the assistance it can to parents and guardians with this responsibility.

Parent(s)/guardian(s) must notify the school on the day a student is absent unless previous notification has been given in accordance with school procedures for excused absences. The principal or his designee is also required to notify a student's parents, custodial parent, guardian, legal custodian or other person responsible for him/her when the student is absent from school. The school will attempt to notify the parent or other responsible person by Honeywell Instant Alert. If unable to contact, one followup call will be made by office secretaries. Parents or other responsible persons shall provide the school with their current home and/or work telephone numbers and home addresses, as well as emergency telephone numbers.

The Board shall designate the superintendent to develop Informational Programs for students, parents, and community members relative to missing children issues and matters.

Sec. 3313.672. A pupil at the time of his initial entry to a public or non -public school shall present to the person in charge of admission ANY RECORDS GIVEN HIM BY THE ELEMENTARY OR SECONDARY SCHOOL HE MOST RECENTLY ATTENDED AND A CERTIFICATION OF BIRTH ISSUED PURSUANT TO SECTION 3705.05 OF THE REVISED CODE OR A COMPARABLE CERTIFICATE OR CERTIFICATION ISSUED PURSUANT TO THE STATUTES OF ANOTHER STATE, TERRITORY, POSSESSION, OR NATION. WITHIN TWENTY-FOUR HOURS OF THE PUPIL'S ENTRY INTO THE SCHOOL, A SCHOOL OFFICIAL SHALL REQUEST THE PUPIL'S OFFICIAL RECORDS, FROM THE ELEMENTARY OR SECONDARY SCHOOL HE MOST RECENTLY ATTENDED. IF THE SCHOOL THE PUPIL CLAIMS TO HAVE MOST RECENTLY ATTENDED INDICATES THAT IT HAS NO RECORDS OF THE PUPIL'S ATTENDANCE OR THE RECORDS ARE NOT RECEIVED WITHIN FOURTEEN DAYS OF THE DATE OF REQUEST, OR IF THE PUPIL DOES NOT PRESENT A CERTIFICATION OF BIRTH OR COMPARABLE CERTIFICATE OR CERTIFICATION FROM ANOTHER STATE, TERRITORY, POSSESSION, OR NATION, the principal or chief administrative officer of the school shall notify the law enforcement agency having JURISDICTION in the area where the pupil resides of this fact and of the possibility that the pupil may be a missing child, as this term is defined in section 2901.30 of the Revised Code.

## **Medical Status**

When a student reaches thirty-six (36) school hours, formerly 6 days, of absences a medical status warning letter will be sent to the parent or guardian. When a student reaches sixty (60) school hours, formerly 10 days, of absences the district's attendance officer will be notified.

Students who are absent for seventy-two (72) school hours, formerly 12 days, during the school year, excused or unexcused, will be placed on medical status. At this point, only a doctor's excuse, hospital record, court excuse, death in the immediate family or principal's approval will be accepted as an excused reason for the absence. In addition, documentation must be presented in the office within three (3) school days of the students return to school. Parents of students with chronic medical conditions should contact the principal and/or the attendance office.

After seventy-two (72) school hours, formerly 12 days, absences and being placed on medical status, those absences not covered by a doctor's excuse, hospital record, court record, death in the immediate family or principal's approval will be processed as an unexcused absence.

## **Procedure on 10/20 Day Absences**

1. The responsibility for making up any classroom time over the 10 absences per semester or 20 absences per year belongs to the student. Methods of make-up must be cleared through the counselor's or principal's office. In most cases, tutoring from a certified instructor at the expense of the student will be required.
2. To earn one unit of credit by tutoring, a student must complete 40 hours of tutoring and 80 hours of assignments.
3. Missed days covered by a doctor's excuse or by school suspension will not be counted as part of the 10/20 day absences.

## **Student Driving and Parking Regulations**

The following are rules and regulations for student drivers. Students:

- Must park their vehicles in school designated parking areas.
- May not go to their cars during the school day without permission from administration.
- May not loiter in the parking lot before or after school.
- Must register their vehicle with the office and receive a registration tag. Tags must be displayed from the rearview mirror.
- Must park within the boundaries of each row.
- Must have a valid driver's license.
- Must have insurance.
- Must have a parent/guardian's signature on the registration form.
- Must abide by all driving rules. (Rule 21, page 12)

Students are encouraged to lock their cars. If a registration tag is lost or stolen, it is the student's responsibility to purchase a new one.

Any violation of these rules could result in:

- Driving privileges and/or registration revoked up to 2 weeks or as much as the remainder of the school year.
- If registration is revoked, a new one must be purchased.
- Car towed at student's expense.

Students who abuse their driving privileges will have them revoked at the discretion of the principal.

All student parking is limited to the event entrance of the high school building. Parking in other than the designated areas will result in the suspension of the driving privilege.

Students may not drive to athletic contests, club meetings, or activities involving the school whereby the school would normally furnish transportation.

No student is permitted to use his car during the noon hour. No cars will be driven through or around the bus lines. Cars may not leave before the buses.

Students must be in at least ninth grade in order to drive to and park at school.

### **Tornado Drill Instructions**

Notice of a tornado drill or an actual tornado will be broadcast with a tornado alarm. In the event of a power failure or threatening weather, teachers should use their own discretion. Signs are to be posted in each classroom with the designated tornado route marked.

### **Fire Drill**

Ohio Law (Section 3737129 Revised Code) requires instruction and training in rapid or emergency dismissals. Also required are:

1. Absolute control of exit drills.
2. Careful planning of the evacuation program.
3. Planning alternate escape routes.
4. Teacher check of students entrusted to them.

We will have unscheduled drills as they are necessary, one per month. Signs are to be posted in each classroom with the designated fire escape route marked.

### **Athletic Eligibility**

Northmor High School strictly adheres to the standards set by the OHSAA. Any questions should be directed to the athletic director.

## **Bus Transportation**

The bus driver is responsible for the orderly conduct of all riders. While in the bus, students are under the authority of, and directly responsible to, the bus driver. Reasonable conversation is expected. Continual disorderly conduct will be sufficient reason for refusing bus transportation to a student. If your bus arrives to school late, report to the office before going to your locker. Missing your bus and not reporting to school will be considered an unexcused absence. It is the responsibility of the student to get to school if he/she misses the bus. Students are not permitted to ride on a bus other than the one he/she is assigned to. A parent may request, in writing, for permission to have a student ride on a different bus. The principal will judge whether the request is reasonable and within proper bounds. Eating, drinking, and gum chewing are not allowed while riding buses.

## **Student Conduct on School Buses**

The Board furnishes transportation in compliance with State law. This fact does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus and after the student leaves the bus at the end of the school day.

Students on a bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver is sufficient reason for refusing transportation services or suspending transportation services to any student. Once proper procedures are followed.

The Board authorizes the Superintendent or other administrators to suspend a student from school bus riding privileges. Suspension only for a period of up to but not to exceed one school year. The only due process required is that the student must receive notification of an intended bus riding suspension and an opportunity to appear before the Superintendent or other administrator considering the suspension before the suspension is imposed. The administrator's decision is final.

## **Class Activities and Class Finances**

All class activities must be approved by both the class advisor and the principal. All class activities must be chaperoned by at least two faculty members.

Class officers are elected by each class either in the month of May or during the first weeks of school. These officers are to plan and coordinate activities for their classes.

Class funds are subject to the regulations concerning school activity accounts. Authorization from class advisors and the principal is necessary before expenditures can be made. Charges at any business without prior authorization will be the responsibility of the individual to pay.

## **Fines and Debts**

Certain actions by students may make it necessary for them to pay fines. This may range from malicious destruction of school property to simple carelessness with textbooks. In the event these fines are unpaid at the end of a reporting period, the student's report card

may be withheld. Report cards or diplomas shall be withheld in the event these fines are unpaid at the end of the school year. It is not permissible to “CHARGE ANYTHING” at school. Transcripts will not be sent for anyone leaving Northmor who left behind a debt.

### **Policy Regarding Damaged or Lost Textbooks**

The pupil will be assessed fines for loss or damage to textbooks. Textbooks are expected to last for five years. The following percentage shall be used to determine fines.

- 1 year old 80% of cost
- 2 years old 60% of cost
- 3 years old 40% of cost
- 4 years old 20% of cost

### **Honor Roll**

An honor roll will be published each 9 weeks in the local paper. The honor roll for academic subjects will be an All A Honor Roll for students receiving all A's on his report card and an A-B Honor Roll for students obtaining these grades. We may publish additional honors that students receive during the school year.

### **Illness in School**

A student who becomes ill during school should be excused from his class by a teacher and report to the office with a pass stating his situation. Arrangements will be made with the student's parent/guardian for transportation home. It is important that we at the school have the name of someone who can be located during school hours. The school cannot dispense medicine for any reason. Aspirin is NOT available. First Aid will be given when needed. Students who feel ill should not stay in restrooms or leave their scheduled class without first consulting the office and with the permission of the teacher.

### **Teacher Mailroom/Workroom**

Students are not allowed in the teacher's workroom/mailroom except by permission of a teacher.

### **Transcripts**

A transcript of academic records will be mailed to a college or employer at request. A record's release form must be filled out and signed before any records can be mailed. This can be completed in the guidance office.

### **Valuables Left in School**

Students should not bring large sums of money to school. Valuables such as watches, purses, or wallets should not be left in the hall or gym lockers. If it is absolutely necessary to bring a valuable item to school, it should be left in the office for safe keeping. In case of gym class, valuable items should be left in the instructor's office.

### **Vending Machines**

The vending machines are for student use after school. Students are not to patronize them between classes. Eating during class could lead to disciplinary action.

## **Work Permits**

There are restrictions on the type of work in which minors may be employed. Check with the guidance counselors or your prospective employer to determine which restrictions apply to you.

**PROCEDURE TO OBTAIN A WORKING PERMIT** - Generally speaking, a student must be in good standing at school, in good health, and have a promise for a job. A permit is issued for a specific employer and specific job.

1. Report to the high school secretary and request work permit forms.
2. Application form filled out by the student and signed by parent or guardian.
  - a. Pledge of Employer filled out by your employer.
  - b. Physician's Certificate filled out by your doctor.
  - c. School Certificate filled out by Northmor to verify your grades and attendance.
3. Return completed forms to the high school office. When you end your employment, your employer is required to return your work permit to the school.

## **Extra-Curricular Activity Participation**

Students may be excluded from participation in Northmor High School activity, including all clubs, sporting activities, or student government for the reasons that could lead to suspension or expulsion from school. Any student may be denied participation in an extracurricular activity for a period of time, designated by the principal, for infractions of school rules and regulations or for any other unacceptable conduct in or out of school. Students excluded may, if they choose, be afforded the following:

- a. A conference with the faculty advisor or coach to discuss reasons for the action.
- b. After step A, the student may appeal the decision to the principal.
- c. After step B, the student may appeal the decision to the superintendent.
- d. After step C, the student may appeal the question to the Board of Education. The decision of the Board shall be final.
- e. At all levels the student shall be permitted to have his parents in attendance, call witnesses on his behalf and be permitted to question the decision and receive answers.

## **Cafeteria Regulations**

There are no lunch charges. All students are to eat at school. Each student is responsible for his or her own clean up. All trays, leftovers, etc. are to be taken to the trash barrels. No food or drink may be taken from the cafeteria at lunchtime. Students are not to run to the cafeteria or in it. Students are not to cut into the line. Those who do will be put at the end of the line.

## **Special Dietary Need**

At the beginning of the school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs of their child, including allergies, to the District.

Students with allergies should provide a doctor's notice that will be kept on file in the office and must be renewed each year. The notice should identify the allergy and the treatment necessary. Students with dietary needs that qualify as disabilities under law will be provided reasonable accommodation.

### **Accidents**

All accidents and emergency situations must be reported immediately to the office. If the student needs medical attention, he/she is to report to the office. Emergency contacts should be kept current by parents/guardians.

### **Hallway Conduct**

Students should not congregate in the halls. Congestion, loud talking, pushing, and running should be avoided.

### **Care of Property**

School property, or property of others, that is defaced or destroyed by a student is to be repaired or replaced by the student under the direction of the faculty.

### **Visitors**

Parents and citizens of the Northmor Local School District are welcome to visit at all times and are required to come to the main office for permission to visit classes and to receive a visitor's pass. This policy is subject to change and will reflect current guidance from the state and health department.

Student visitors from other schools are not permitted.

### **Backpacks**

Each student will have their own locker and will be required to keep their backpacks and bags in that locker during the school day. Students may bring backpacks and other bags to and from school, but must keep them in their lockers throughout the course of the school day.

### **Lockers**

Each student is assigned a locker for the storage of books and equipment. Stickers are not permitted on the inside or outside student lockers. Students in public schools do not have total privacy in their lockers. School officials retain the right to randomly check student lockers at any time if there is reasonable suspicion that the locker contains evidence of a rule violation or crime. Boxes, purses, bags, and other contents of the locker are included.

### **Lost and Found Department**

All lost and found books and other items may be turned in or reclaimed in the office.

## Bell Schedule

<b><u>Normal</u></b>	
Homeroom	7:40 - 8:10
1st	8:13 - 8:55
2nd	8:58 - 9:40
3rd	9:43 - 10:25
4th	10:28 - 11:10
Lunch	11:10 - 11:40
5th	11:43 - 12:25
6th	12:28 - 1:10
7th	1:13 - 1:55
8th	1:58 - 2:40

<b><u>2 hour Early Release</u></b>	
Homeroom	7:40 - 7:46
1st	7:49 - 8:19
2nd	8:22 - 8:52
3rd	8:55 - 9:25
4th	9:28 - 9:58
5th	10:01 - 10:31
6th	10:34 - 11:04
Lunch	11:04 - 11:34
7th	11:37 - 12:07
8th	12:10 - 12:40

<b><u>2 hour Delay</u></b>	
Homeroom	9:40 - 9:46
1st	9:49 - 10:19
2nd	10:22 - 10:52
3rd	10:55 - 11:25
Lunch	11:25 - 11:55
4th	11:58 - 12:28
5th	12:31 - 1:01
6th	1:04 - 1:34
7th	1:37 - 2:07
8th	2:10 - 2:40

<b><u>1 hour Early Release</u></b>	
Homeroom	7:40 - 7:50
1st	7:53 - 8:30
2nd	8:33 - 9:10
3rd	9:13 - 9:50
4th	9:53 - 10:30
5th	10:33 - 11:10
Lunch	11:10 - 11:40
6th	11:43 - 12:20
7th	12:23 - 1:00
8th	1:03 - 1:40

<b><u>1 hour Delay</u></b>	
Homeroom	8:40 - 8:50
1st	8:53 - 9:30
2nd	9:33 - 10:10
3rd	10:13 - 10:50
4th	10:53 - 11:30
Lunch	11:30 - 12:00
5th	12:03 - 12:40
6th	12:43 - 1:20
7th	1:23 - 2:00
8th	2:03 - 2:40

Updated on 6/24/2021

## Dances

Dances to be held by organizations will be scheduled through the principal. Dances must be approved by and under conditions set by the principal. A class or club advisor must be in attendance at the dance. Two additional faculty members will be required to act as chaperones for the dance: total of three (3). Two chaperones must be in the dance area at all

times. Dance dates must be placed on the official school calendar by the principal. No dates will be permitted during the week. All school dances will be over by 11:00 p.m. No Junior High students are permitted to attend High School dances.

These dances may include:

1. Homecoming
2. Prom
3. Student Council Dances
4. Special Occasions

Jr High Dances are open to Northmor Jr.High students only. Dates from other schools are not permitted. No high school students are permitted at jr. high dances. Students may be excluded from attending a dance, at the discretion of the principal, if their behavior during school warrants this exclusion.

Each organization that wishes to schedule a dance will be responsible for contacting the Morrow County Deputies Unit to secure appropriate supervision from them. It is the responsibility of the organization to pay the deputies who are on duty for the dance. All dances at Northmor High School are open to Northmor High School students and their dates only.

Prom is a dance designated for Juniors and Seniors of Northmor. Freshmen and Sophomores are permitted to attend when asked by a Junior or Senior. If a guest from a district outside Northmor would like to attend, they must fill out a Guest Authorization Form and receive approval from both their own principal and Northmor administration. No guest over the age of 20 may attend.

### **Dress Code**

Dress code guidelines are designed to create a good atmosphere for our school, with emphasis on building respect and pride in the individual. It is felt that students who take pride in their appearance and behavior create a more positive learning environment. In this vein, we are adopting the following guidelines:

- Shirts and blouses are expected to cover the mid-section and shoulders of the body; halters, tank tops, and muscle shirts are not allowed. Bare midribs and bare backs shall be deemed improper. "Tops and bottoms must overlap at all times, including when arms are raised." The front of the shirt must be cut in such a way so as not to reveal any part of the breast.
- Wearing apparel will not contain obscene pictures, writings, or suggestions. There should be no illusion to drugs or any illegal or immoral activity.
- Shoes or sandals are to be worn by all students while on school grounds.
- Shirts that button can only have the top 2 buttons unbuttoned.
- Pajamas and slippers are not permitted.
- Any type of facial hair must be well kept and trimmed.

- Students will not be allowed in shop labs with hair that might create an accident hazard. Sandals will not be permitted in lab shops.
- All students will exercise sound hygiene practices. This includes a clean and odor free body, hair and clothing.
- Shorts, skirts and dresses:
  - Shorts, skirts and dresses must be no shorter than the finger-tip length when the student is standing with arms fully extended at their sides.
  - These proper lengths will be enforced with or without leggings, tights, or hose underneath.
- Hats, caps, hoods, sweat bands, bandanas, or sun glasses may not be worn. This rule applies to male and female students.
- Leggings / Yoga pants may be worn if the buttocks are fully covered by a shirt. Covering the buttocks using a backpack is not permitted. Leggings/yoga pants covered by jean shorts are also not considered appropriate.
- Jeans, long pants, and or shorts containing holes or tears above the finger-tip length when the student is standing with arms fully extended at their sides or higher are not allowed unless the skin underneath is covered.
- Jewelry should be worn in good taste and not to distract. Spiked jewelry or pocket chains that could be dangerous to persons or destructive to school property are prohibited.
- Students that call undue attention to themselves by their manner of dress will be asked to make corrections. The responsibility for the judgement will be made with the consideration of safety, interruption of a studious atmosphere, and interference with the educational process.

**The school administration has the authority to make the final interpretation of the dress code.**

### **Parent Conferences**

Parents may make appointments for conferences with teachers, counselors, or the principal by telephone or by visiting the school office. There will be parent teacher conferences held in the evening and/or morning to accommodate working parents.

### **Married Students**

Students who are married or have been married and wish to attend school may pursue the regular course of study as long as rules and regulations are complied with.

### **Secret Societies**

Secret societies, sororities, and fraternities are forbidden by law.

### **Anti-Hazing Policy**

It is the policy of the Northmor Board of Education and School District that hazing activities of any type are inconsistent with the education process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall

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

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Dating violence, harassment, intimidation or bullying are prohibited as part of this policy. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Principal.

#### **Definition of a Credit**

A credit is defined by the Ohio Department of Education as 120 clock hours of classroom instruction in a specific subject area. Thus, a (1) credit academic course would meet 5 times per week for the entire school year (approximately 36 weeks), for a period of 40 minutes. A ( $\frac{1}{2}$ ) credit course would constitute 60 clock hours of classroom instruction in a specific subject area. **A  $\frac{1}{2}$  credit may be issued for successful completion of 1 semester (60 hours) in a scheduled year long course.**

#### **Field Trips**

In order to participate in field trips, students must not have grades lower than a "D" in any courses. In addition, students must not have been issued a Medical Status warning letter or have been placed on Medical Status. Field Trips do not include academic nor athletic competitions.

#### **Incomplete Policy**

Whenever a student earns an incomplete grade (I), the student will make it up before the end of the next nine (9) weeks marking period. If the student does not make up the incomplete grade, the grade will be changed to an F. A student will not be permitted to earn an incomplete grade during the last nine (9) weeks marking period. An exception will be made by the principal if serious illness or other circumstances are involved.

## Grading Scale

In grades seven through twelve, the following scale will be used:

Letter Grade	Range	GPA Points
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
F	0-59	0

## Semester Exams and Grades

Semester exams are to be given at the end of the first and second semesters, this could include projects and/or presentations. All pupils in grades seven (7) through twelve (12) must take semester exams in each class when an exam applies. The Principal may choose to exempt seniors from their 2nd semester exam if they have earned at least an A for their final grade without the exam, this does not include an A-grade. The Principal will let the seniors know if they are exempt from the 2nd semester exam at least one (1) week prior the beginning for second semester exams.

1. Each teacher is to submit a copy of the exam to be administered, properly keyed, to the principal prior to the time the exam is scheduled.
2. All year courses will give a mid-year exam covering material from September to January. The final exam will cover material from January to May.
3. All semester courses will give a final. The semester exam percentage will count as 10% of the semester grade. Each nine-week (quarter) grade percentage will be 45% of the semester grade. If the student was exempt from taking the 2nd semester exam, each nine-week (quarter) grade during the semester will be 50% or 1/2 of the semester grade.
  - Physical education is excluded from giving semester exam grades. Physical Education does not factor into a student's grade point average.

4. For a year-long class, the final grade will be a weighted-average of the four (4) nine-week (quarter) percentage grades and the two (2) semester exams percentages. Each nine-week (quarter) percentage grade will be **22.5%** of the final grade. Each semester exam percentage will be **5%** of the final grade. The resulting weighted-average will then be converted to a letter grade using the same scale used during each quarter.

	1st Qtr	2nd Qtr	1st Sem Exam	1st Sem Grade	3rd Qtr	4th Qtr	2nd Sem Exam	2nd Sem Grade	Final Grade
Student 1	88.2% (B+)	93.4% (A)	84% (B)	<b>90.12%</b> (A-)	83.8% (B)	90.1% (A-)	88% (B+)	<b>87.07%</b> (B+)	<b>88.59%</b> (B+)
Student 2	98.2% (A)	89.1% (B+)	94% (A)	<b>93.69%</b> (A)	90.5% (A-)	96.8% (A)	85% (B)	<b>92.79%</b> (A)	<b>93.24%</b> (A)
Student 3	74.3% (C)	75.7% (C)	40% (F)	<b>71.5%</b> (C-)	72.8% (C)	71.4% (C-)	42% (F)	<b>69.09%</b> (D+)	<b>70.295</b> (C-)

### Graduation Requirements-Class of 2018 and Beyond

Twenty-one (21) credits are required for graduation from Northmor High School. The following credits must be included in the twenty-one credits:

- 4 credits in English
- 4 credits in Mathematics (including Algebra II or Equivalent)
- 3 credits in Social Studies (including 1 credit in Government/Economics)
- 3 credits in Science
- ½ credit in Health
- ½ credit in Physical Education
- 1 credit in Fine Arts
- 5 credits in Electives

In addition to course credits, students will earn points toward graduation on seven end-of-course exams. The courses in which students take an end-of-course exam include: Algebra 1, Geometry, American History, American Government, ELA I, ELA II and Biology.

Students can earn from 1-5 points for each exam, based on their performance. 5=Advanced 4= Accelerated 3=Proficient 2= Basic 1= Limited. Unless otherwise exempted, students must accumulate a minimum of 18 points from scores on their end-of-course exams to become eligible for a diploma. Students must have 4 combined points on the Algebra 1 and Geometry exams, 4 combined points on the ELA I and ELA II exams and 6 combined points across the Biology, American History and Government exams. Students who do not earn the required number of graduation points can become eligible for a diploma if they earn a remediation-free score on a national college admission test. This assessment will be given to student's free-of-charge in the fall of the 11<sup>th</sup> grade year.

### Graduation Requirements-Class of 2023 and Beyond

- Twenty-one (21) credits are required for graduation from Northmor High School. The following credits must be included in the twenty-one credits:

- 4 credits in English
  - 4 credits in Mathematics (including Algebra II or Equivalent)
  - 3 credits in Social Studies (including 1 credit in Government/Economics)
  - 3 credits in Science
  - ½ credit in Health
  - ½ credit in Physical Education
  - 1 credit in Fine Arts
  - 5 credits in Electives
- Students must show competency by earning a passing score on Ohio’s High School Algebra I and English 2 Tests. If competency is not achieved through testing then there are 3 other options to show competency.
  - Students must show readiness by earning at least two of the following diploma seals. Only one seal may come from the local level seals:
    - OhioMeansJobs Readiness Seal
    - State Seal of Biliteracy
    - Industry-Recognized Credential Seal
    - College-Ready Seal
    - Military Enlistment Seal
    - Science Seal
    - Honors Diploma Seal
    - Technology Seal
    - Citizenship Seal
    - Fine and Performing Arts Seal (locally defined)
    - Student Engagement Seal (locally defined)
    - Community Service Seal (locally defined)

### **Credit Flexibility Option**

Any student who is entering grades 8-12 and meets the criteria, may participate in the Credit Flexibility Option (CFO) at Northmor Schools. A CFO Credit Contract must be completed and turned in to the school counselor. Additional information regarding the requirements of CFO is contained in the CFO Credit Contract packet. These are available in the office and on the district website under the heading of curriculum. The deadline for credit flex applications is May 1<sup>st</sup>.

### **Class Standing**

Class standing is based on the following:

- 5 credits to be a sophomore
- 10 credits to be a junior
- 15 credits to be a senior

### **Registration Regulation**

1. All students must register for at least seven subjects each semester. This means a student may have no more than two study halls. The principal may approve schedules with more than the allowed study halls. If a student chooses to work in the office, be a

lab assistant, library aide, classroom aide etc., it will be done at the expense of one of a student's study halls.

2. **All students must be enrolled in 5 credits at all times to be considered full time students and to ensure athletic eligibility.**
3. All freshmen will take Health and Physical Education. All sophomores will take Physical Education and Personal Finance.
4. Schedules will not be changed after the first week of school and only then by Principal approval. Prior to dropping or adding a course, the student, parent/guardian, counselor and principal must be in agreement that this is in the best interest of the student. A student may drop a course after the designated drop date without penalty once during their high school career. The course grade will appear on the student's transcript as a WD, which will not affect their GPA. Any additional courses dropped late will result in an F on the student transcript, which does affect their GPA.

### **Student Pictures**

Students wishing to have their pictures placed in the yearbook must be in compliance with the dress code. No other person will be permitted in the senior pictures submitted for the yearbook.

### **Academic Hall of Fame**

A student will be eligible to become a member of the academic Hall of Fame if upon completion of their senior year and they've graduated they have met the following criteria: 3.9 grade point average or higher and a 28 or higher composite score on the ACT.

### **Academic Letter**

A student must have a 3.2 GPA at the completion of third, fifth, and seventh high school semesters. The first year academic letter will receive a Varsity Academic Letter. The second and third year academic letters will receive a certificate.

### **Full Time Status**

Northmor School District, in accordance with the Ohio Revised Code, will only enroll full-time students. No part-time attendance is approved, unless authorized by State laws. All educational options must be approved by the Superintendent.

### **Early Dismissal Policy**

Any pupil wishing to leave school early for ANY reason MUST present a note to the office, BEFORE classes in the morning. This is so your name will appear on the absent list for the teachers to know you are leaving.

### **Homework Policy**

It is the policy of the Northmor Local School District to assign homework that will be meaningful and beneficial to the student. It is the obligation of the student to communicate with the teacher regarding any problems with homework assignments. The homework will be recorded by the teacher as a part of the student's record.

## Honors Diploma Requirements

***Students need to fulfill only 7 of the following 8 criteria***

Criterion	Ohio Diploma	Academic Honors Diploma	Career Tech Honors Diploma
Math	4 units, must include 1 unit of Algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and 1 other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and 1 other higher level course or 4 course sequence that contains equivalent or higher content
Science	3 units	4 units, including 2 units of advanced science	4 units, including 2 units of advanced science
Social Studies	3 units	4 units	4 units
World Languages	N/A	3 units of 1 world language or no less than 2 units of each of 2 world languages studied	2 units of 1 world language studied
Fine Arts	2 semesters	1 unit	N/A
Electives	5 units	N/A	4 units of Career-Technical minimum
GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/Work Keys	N/A	27 ACT/1280 SAT	27 ACT/1280 SAT/WorkKeys (6 Reading for Information & 6 Applied Mathematics)
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts
Additional Assessments	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

\*\*SB 311 allows districts to adopt a policy exempting students who participate in athletics, marching band or cheerleading for two full seasons or two years of JROTC from the physical education requirement.

### **College/Career Visitation Days**

Seniors and juniors will be permitted to miss school no more than 2 days a year to visit colleges, technical or trade schools, or other career agencies in which they have an interest. A form should be secured from the Guidance Office one day in advance. Contact must be made with the college, school, or agency at least one day prior to the visitation day and the visit must be approved by the School Counselor Office with the signed form returned no later than one day before the visit day. Permission must be granted in writing from the student's parent and responsibility is assumed by the parent. Teachers must be notified at least one day in advance by the student so that make-up work will be completed before the visit. No more than 3 students will be allowed to attend the same institution on the same day unless prior permission is obtained from the Guidance Office. A verification letter signed by an official of the place visited on the letterhead of the college admissions office or personnel office of the employer visited must be brought to the attendance office the next school day to have this count as a field trip and therefore not be counted as a day of absence.

### **Work Release/High School CBI as an Educational Option**

The Northmor Board of Education recognizes the educational option of work release. This option does exist if the following criteria are adhered to:

1. To be eligible a student must be a senior in high school. **Students must be enrolled in the high school CBI program. One elective credit will be earned for 120 hours of verified employment, ½ elective credit will be earned for 60 hours of verified employment. Employment must be between the start of the school year and May 1.**
2. The parent(s) or guardian(s) must provide written approval for the student to participate in a work release program. A copy of the written approval will be retained in the student file.
3. The student must provide a written request for participation in a work release program. Participation in work release will be at the discretion of the principal.
4. Documentation must be provided verifying that the student is employed during times that require his/her dismissal from normal school hours and this documentation must be provided periodically during the school year at the request of the principal or guidance counselor.
5. The student must have successfully completed all necessary requirements from any mandated End of Course Exams.
6. The student must be on course to graduate with his/her class.
7. The student must have a minimum of a 2.0 G.P.A. or have the specific permission of the high school principal and guidance counselor to participate in the program.
8. The student must be released from school at the conclusion of his/her necessary course work or may be granted permission to come into school late to take necessary courses (provided that the employment requires this).

9. While efforts will be made to schedule students into classes that allow for early release, this scheduling is strictly on a first come first serve basis and alterations to the schedule or alterations to the requirements for graduation will not be considered.
10. These options must not affect sports' eligibility.
11. **All students (including those on work release) must be enrolled in 5 credits at all times to be considered full time students and to ensure athletic eligibility.**

### **Early Graduation Policy**

The Northmor Board of Education does not encourage early graduation because of its strong belief that a student's senior year is special.

For those few students who have a definite need to graduate early, the following requirements must be met to be eligible for early graduation:

1. The student must carry a 3.6 grade average.
2. The student must complete all required courses and earn 21 credits prior to graduation.
3. Prior to graduation, proof must be in the student's file stating that the student has been accepted by a college or university.
4. The student and student's parents must have made an application to the Northmor Board of early graduation by the April Board Meeting, just prior to graduation.

The early graduate waives all rights to valedictorian and salutatorian, as a privilege of early graduation.

### **National Honor Society**

The National Honor Society is more than just an honor roll. Each Honor Society chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These criteria for selection form the foundation upon which the organization and its activities are built.

Students will be selected for the National Honor Society based upon the following criteria:

*Scholarship:* Sophomore, junior, and senior students who have a cumulative grade point average of 3.3 (on a 4.0 scale) meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character. The grade point average will be determined by the procedures used by the Northmor guidance department.

*Service:* This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

*Leadership:* Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, and dependable persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with or for others.

*Character:* Students need to reflect the principles associated with the National Honor Society. Students of good character uphold principles of morality and ethics, are cooperative, demonstrate high standards of honesty and reliability, show courtesy, concern, and respect for others, and generally maintain a good clean lifestyle.

#### Selection Procedure for National Honor Society

- The guidance department will make available to the Faculty Council the grade point average of all eligible students.
- Students meeting the scholarship requirement will be notified and asked to fill out a *National Honor Society Candidate Form*, giving them the opportunity to show how they meet the standards of character, leadership, and service.
- High school faculty members will also be given a list of eligible candidates to consider in the areas of character, leadership, and service.
- When all candidate forms and faculty review forms are returned, the Faculty Council will then meet to evaluate and select the candidates for induction into the National Honor Society. Selection will be by a majority vote of the five-member Faculty Council.

#### **Administration of Prescribed Drugs**

WHEREAS, Section 3313.713, Revised Code, which became effective on September 20, 1984, required this Board of Education to adopt within one hundred twenty (120) days a policy on the authority of its employees to administer drugs prescribed by a physician to students in non-emergency situations; and

WHEREAS, some students are able to attend school only if they receive drugs prescribed by their physicians during the school day; and

WHEREAS, it is the opinion of this Board that strict compliance with the provisions of this policy will best protect both the students and employees;

1. No drugs will be administered to any student by an employee of this Board unless it is necessary in the opinion of the prescribing physician that such drug be given during the school day.
2. No drugs will be administered to any student by any employee of this Board unless (a) the Physician's Statement Concerning Drug to be administered to Student by School Personnel attached to this policy as EXHIBIT A and (b) Parent or Guardian's Request that Drugs be Administered to Student by School Personnel attached to this policy as EXHIBIT B are both filled out completely, signed and filed in triplicate with the school principal prior to the time the drugs are to be first administered. (See Principal for Exhibit A and B.)

3. No drugs shall be administered by any employee of this district by means of injection except in case of emergency. (Example: bee sting)
4. No drugs shall be administered by any employee of this district unless they have been purchased for the student to whom they are administered and are delivered to the school principal in the container in which they were dispensed by the prescribing physician or licensed pharmacist.
5. The principal or a designee will administer drugs to students. The name of the person responsible in each building will be kept on file in the Superintendent's office.
6. A copy of each Physician's Statement Concerning Drugs to be administered to Student by School Personnel shall be supplied to the person designated in Section 5 of this policy prior to the time that the drug is to be first administered.
7. If a revised Physician's Statement Concerning Drugs to be Administered to a Student by School Personnel is received by a building principal, it shall be supplied to the person designated to administer the drug no later than the next school day following its receipt.
8. A location will be established for the storage of drugs delivered to each building for administration to students under this policy. Notification of this location will be kept in the Superintendent's office.
9. All drugs shall be kept in a locked storage place at the location indicated except those which require refrigeration shall be kept in a place designated by the building principal and which is not commonly frequented by students.
10. All Physician's Statements Concerning Drugs to Administered to a Study by School Personnel and Revisions thereof and all Parent or Guardian's Request that Drugs be Administered to Students by School Personnel forms shall be retained as follows: One copy by the building principal, one copy by the person designated to administer and one copy by the district treasurer.
11. Nothing in this policy shall be deemed to prevent employees of this district from complying with the requirements of any federal statutes including The Education for All Handicapped Children Act of 1975 20 U.S.C. 1401, as amended.
12. No employee of this district shall be required to administer any drug to a student if that employee objects to doing so based upon religious convictions.
13. Physician's permission will be accepted to allow a student to carry emergency medication. (I.E. asthma inhalers, bee sting medication, etc.)

**Extended Absence Policy (anything over two days)**

Any student desiring to be excused for an extended absence must:

- a. Secure from the Principal a signature sheet which is to be signed by all the student's teachers.
- b. All work is to be made up in advance, or arrangements made for its completion at a pre-arranged later date. The responsibility for making up the work rests with the student.

c. The sheet must be signed by the parent or guardian, and returned to the Principal's office no later than one week before departure.  
Students who are failing a class may be refused by the teacher, principal, or both.

In cases where vacations might be for an extended period of time, the school may require the student to be tutored at his/her own expense.

Final approval rests with the Principal. Special situations do exist, and should be dealt with on an individual basis with the principal.

### **Make-Up Work**

It is the student's responsibility to arrange for make-up work. If the student does not contact the teacher (in regard to make-up work) within two days following his/her return to school, the grade for work missed may automatically be recorded as a zero.

Students excused from classes for school-approved activities are required to make up work missed. Teachers are required to accept this make-up work.

If a student misses class work due to excused absences, it is recommended that the teacher allow an equal number of days to make up this work.

### **Eighth Grade Washington D.C. Trip**

The Northmor Jr. High 8<sup>th</sup> grade students have been provided with the opportunity to participate in a trip to Washington D.C. To earn the privilege of participating in this 8<sup>th</sup> grade trip, each student must qualify under these guidelines:

- Return a permission slip signed by a parent by the assigned deadline (TBA).
- No suspensions (OSS or AEP).
- All school fee payments must be up to date.
- Passing grades must be earned during the 1<sup>st</sup> semester.
- No attendance referrals to the attendance officer (See Attendance Policy).

This trip is open for a student to take on only one (1) occasion.

Due to the time and distance of this trip, any necessary discipline procedures will bring a much more harsh consequence than is listed in this handbook.

### **Cheating and Plagiarism**

Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others assignments, quiz or test answers, and plagiarism. When a student is found guilty of cheating, he/she will automatically receive no credit for the work involved.

Plagiarism is defined by the dictionary as "to pass off as one's own, the ideas or words of another." Examples would be copying research papers, science fair projects, book reports, etc. The same penalties that apply to cheating would apply here with the addition that all plagiarized work must be redone for the student to receive credit for the year in the subject involved.

### **Signing In and Signing Out**

All students arriving at school after 7:40 A.M. must sign in at the office on the appropriate form provided. Those leaving before 2:40 P.M. must also sign out on these forms. Signing in or signing out does not excuse you, it merely helps to keep accurate records for attendance.

Students still must have a note from home with an excusable reason when signing in or signing out or you will be considered unexcused. You must be given permission to sign in and sign out by the principal or his representative. This includes all students regardless of age. Phone calls or parent's signatures required.

### **Legal Guardianship**

"Parent" means either parent, unless the parents are separated or divorced or their marriage has been dissolved or annulled, in which case "parent" means the custodial parent. When a child is in the legal custody of a government agency or a person other than his natural or adoptive parent, "parent" means the parent with residual parental rights, privileges, and responsibilities. When a child is in the permanent custody of a government agency or a person other than his natural or adoptive parent, "parent" means the parent who was divested of custody and residual parental rights, privileges, and responsibilities.

### **Study Hall**

Study halls are organized to provide a quiet place to work on school assignments under the supervision of teachers assigned to this responsibility. Students should come prepared to study during this time. Books and other necessary supplies should accompany the student to study halls. Students that disrupt the quiet atmosphere of a study hall may be subject to disciplinary action. Playing games, sleeping or eating are not permitted in study hall.

### **Search and Seizure Policy**

School officials reserve the right to search the lockers, cars, desks, person and personal belongings of a student on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety and in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. At the beginning of the school year, students will be advised that their lockers, cars, desks, persons and personal belongings are subject to search for contraband, harmful or dangerous substances.

Searches will be made only upon reasonable cause. In determining whether there is reasonable cause, the following factors will be taken into account: the age, history and school record of the student; the prevalence and seriousness of the problem; the need to avoid delay; and the probative value and reliability of the information on which suspicion is based. A more intrusive search, as of a student's person, should be based on a higher standard as of these factors than for a less intrusive search of a locker or other area, or of personal belongings.

## **Computer Technology and Networks Guidelines**

The Northmor Board of Education resolves that all use of technology equipment will apply to all phases of the technology agreement policy as adopted by the Northmor Board of Education. The Student Discipline Code will be enforced when applicable. Penalties for Discipline Code infractions may include suspension and expulsion if warranted.

## **Internet Safety & Acceptable Use Policy**

It is the policy of Northmor Local School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Key terms are as defined in the Children's Internet Protection Act. \*

## **Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, and access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Northmor Local School District online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **Education, Supervision and Monitoring of Network Usage**

It shall be the responsibility of all members of the Northmor Local School District staff to educate, supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the

Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Northmor Local School District administration.

### **Adoption of an AUP**

The Board of Northmor Local School District adopted this Internet Safety & Acceptable Use Policy at a public meeting, following normal public notice, on July 1, 2011

### **Foreign Exchange Student Policy**

It is the desire of the Northmor School District to welcome all foreign exchange students.

However, in order to facilitate the enrollment and matriculation of such students, the Northmor Board of Education has adopted the following policy:

Per O.R.C. 3313.64 (G), Boards Of Education are permitted to admit foreign exchange student's tuition free.

- Prior to an application for a foreign exchange student, a family should contact the superintendent to gain tentative permission and an assignment of a priority number. Only two (2) foreign exchange students are allowed per school year.
- Following the priority assignment, a family seeking admission for a foreign exchange student living under their custody, and monitored by a sanctioned United States Information Placement Agency, must set up an appointment with the superintendent on or before July 15th of the application year. The following material is needed:
  - a. Directory information of student.
  - b. Certification of legal visa and entry paperwork.
  - c. Specific dates of arrival.
  - d. Application of Northmor courseware to home country.
- The superintendent will review all paperwork, talk with the family and agency, and refer to the High School Principal/School Counselor for further review.
- Upon review by the high school staff, they will recommend to the superintendent either admission or denial of request. Both recommendations will be with reasons (on or before July 31st).
- The superintendent will then recommend to the Northmor Board of Education admission and tuition waive at the August Board Meeting. Tentative admission may be granted by the superintendent prior to the meeting.
- Any special situation or request for procedure waivers must be brought to the superintendent for consideration as soon as possible. Also, this procedure may be done during any month.

## **SEXUAL HARASSMENT POLICY OF THE NORTHMOR SCHOOL DISTRICT**

The Northmor School District is committed to eliminating and preventing sexual harassment from all schools and facilities. Sexual harassment is improper, immoral, illegal, and will not be tolerated within the district. This policy is implemented to inform both students and personnel as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the district.

### **DEFINITION OF SEXUAL HARASSMENT**

Ohio and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to the following:

- Unwanted sexual advances, including propositioning, repeatedly asking someone out for a date after it is clear that the person is not interested.
- Explicitly or implicitly offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Non-verbal conduct; leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes; making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Physical conduct; touching, assault, impeding or blocking movement.

This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term "sexual harassment" is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

### **Dangerous Weapons in the Schools**

The Northmor Board of Education is committed to providing the students of the District with an educational environment which is free of the dangers of firearms, knives and other dangerous weapons.

The definition of a firearm shall include any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above. No student may possess an object that is "indistinguishable from a firearm".

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for a period of one calendar year and notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. The Superintendent may reduce the one-year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include: An incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator.

Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel the student from school, subject to the same conditions stated above.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) MODEL NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Northmor Local, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Northmor Local may disclose appropriately designated "directory information" without written consent unless you have advised the District to the Contrary in accordance with District procedures. The primary purpose of directory information is to allow the Northmor Local to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor Roll or other recognition lists;
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings – unless parents have

advised the LEA that they do not want their student's information disclosed without their prior written consent. 1

If you do not want Northmor Local to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by 9 12 03. Northmor Local has designated the following information as directory information: [Note: an LEA may, but does not have to include all the information listed.]

- Student's name
- Address
- Telephone Listing
- Electronic Mail address
- Photograph
- Date and place of birth
- Major Field of study
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left

Behind Act of 2001 (P.L. 107 110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107 107), the legislation that provides funding for the Nation's armed forces.

### **Cell Phone Policy**

Student use of a cell phone in any manner is prohibited during the school day. Cell phones must be turned off during school hours. If a cell phone is seen or heard during the school day, it will be confiscated.

Discipline for violation of the above policy:

- 1st offense – Item will be taken from the student and the student will be placed in AEP for one day or Friday School. Item will remain with the principal for 3 school days.
- 2nd offense – Item will be taken from the student and the student will be placed in AEP for two days or Friday School. Item will remain in the office for 5 school days. At that time, it may be picked up after meeting with the principal. Student may be placed in AEP beginning the day the item was taken.
- 3rd offense and any additional – Item will be taken and it will remain in the office for a time to be determined by the administration. Student may be given an out-of-school suspension, AEP or Friday School.

\*Any use of a cell phone (or any electronic device) that is in violation of any section of the Ohio Revised Code will result in an immediate suspension. The number of days of suspension is dependent upon the severity and frequency of violations.

The Northmor Local School District does not assume liability if such devices are damaged, lost, or stolen.

### **Electronic Surveillance**

It is the policy of Northmor Local Schools to have Electronic Surveillance covering all hallways, event entrance parking lot and at the doors in the front of the high school building.

### **Commencement Ceremony Participation**

It is the policy of Northmor Local Schools that all graduating seniors must have completed all the requirements of the Northmor Board of Education and the State of Ohio in order to participate in the Commencement Ceremony. The requirements include credits earned, all fees paid, all disciplinary issues resolved, and the successful completion of the Ohio Graduation Test as defined by the State of Ohio.

### **Gang Activity**

Northmor Local Schools will have a policy of zero tolerance regarding gang activity and the display of any clothing or paraphernalia associated with such activity.

### **Promotion and Retention of 7th and 8th Grade Students**

The promotion of each student in the school district will be made individually. The decision to promote a student or retain a student in 7th and 8th grades will be made on the following factors: Credits earned, Reading grade, Mental ability, Age, Physical maturity, Emotional and social development, social problems, home considerations,, and grade average.

Promotion procedures require continuous analysis and study of the cumulative student case history records so that guesswork and conjecture may be reduced to a minimum and decisions may be as objective as possible. Therefore:

1. A student with failing grades in reading, English and or Mathematics at the end of each year will have their case evaluated by the teacher, guidance counselor and Principal for placement.
2. No conditional promotions will be permitted.
3. A student having failing grades may be assigned to the next higher grade with discretion and only with the approval of the Principal.
4. A student having passing grades of "D" or above throughout the year will not be failed.
5. Documentary or anecdotal evidence will be available to justify retention.
6. An "at risk" student, as defined by the "At Risk Policy" will enter into the district's intervention program so as to be assisted toward academic success in those areas.

To allow for the differences in the type of courses (required, elective, semester, quarter etc.)credits will be assigned to each course. The number of credits assigned is determined by the type or length of the course. Credits in 7th and 8th grade will be assigned on the following basis:

- Required Courses
  - English 1 Credit
  - Reading 1 Credit
  - Math 1 Credit
  - Science 1 Credit
  - Social Studies 1 Credit
  - Physical Education ½ Credit
  - Art ½ Credit
  - Health ½ Credit
- Elective Courses
  - Choir ½ Credit
  - Band ½ Credit
  - General Music ½ Credit
  - Transitions & Careers ½ Credit
  - Computer Applications 1 Credit
  - Occ. Work Adj. (CBI) 1 Credit
  - Occ. Work Related (CBI) 1 Credit

1. Each 7th and 8th grade student is required to carry a minimum of 7 subjects. This means students may have no more than one study hall.
2. A student earning fewer than 4.5 credits shall not be promoted.
3. A student who earns a minimum of 4.5 credits shall be promoted to the next grade level.
4. Any student who fails the final nine weeks of the school year will be considered for retention.

### **Northmor Technology Policy**

Computers, laptops, netbooks, cameras and any other hardware owned by Northmor is not to leave the building without specific permission from the building principal obtained by the student's teacher. Students bringing devices, including but not limited to mp3 players, disks, tablets, USB drives and computers, from outside our network are not permitted to connect to any network (wired, wireless or cellular) to gain internet access. Devices owned by students are not permitted to be connected to devices owned by Northmor.

With classroom teacher approval, student owned technology devices (e-Readers) may be used offline at school for the sole purpose of reading electronic books. Cell phones that have book reader apps/software installed will not be allowed to be used during the school day. E-Readers

must be charged, muted and have the book loaded before arriving at school. E-Readers are not permitted on Northmor's network nor are they permitted to connect to a cellular network. A student who violates any portion of this e-Reader Policy will immediately lose the privilege of using his/her e-Reader at school for a length of time commensurate with the nature of the violation.

#### Northmor Local School District

1. Strongly recommends that devices brought to school have a protective case or cover.
2. Recommends that the device be marked or labeled for easy identification of owner.
3. is not responsible for the maintenance, repair, and damage to, loss of or problems associated with devices.

### **STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT**

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and Criminal, for unauthorized or inappropriate use of the internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

#### **Parent/Guardian**

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable,

inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, agree to assign those rights to the Board.

- I give permission for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the internet via a Web Cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any Copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

### **Student**

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology. Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

**©NEOLA 2014 7540.03 F1**