

## EQUAL OPPORTUNITY

Equal Opportunity Statement: In accordance with state and federal regulations, it shall be the policy of the Northmont Board of Education that there shall be equal educational opportunities for students free from any limitations based upon sex, ethnic or racial background, religious beliefs, or economic and social conditions.

This concept of equal educational opportunities shall serve as a guide for the Board and the staff in making decisions relating to school facilities, employment of students, selection of curriculum, educational materials, equipment, and the establishment of co-curricular and extra-curricular programs and all regulations affecting students.

### PROHIBITION AGAINST HARASSMENT, INTIMIDATION, OR BULLYING:

The Northmont Board of Education has enacted a policy prohibiting students from harassing, intimidating, or bullying other students.

#### Definition of Prohibited Activities:

Harassment, intimidation, or bullying (hereinafter "prohibited activities") includes any intentional written, verbal, or physical act a student exhibits toward another particular student on more than one occasion, and the behavior (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

#### Scope of Prohibited Activities:

The policy covers any prohibited activities that occur in the classroom, on school property, or at school-sponsored events. Prohibited activities of any type, including those activities engaged in via computer and/r electronic communication devices, are inconsistent with the educational process and are prohibited at all times.

#### Reporting Procedures:

1. Students shall report any instances of prohibited activities (harassment, intimidation, or bullying) to the building principal or to an assistant building principal. The building principal or assistant building principal must investigate all allegations of prohibited activities.
2. Students are provided with qualified civil immunity for damages arising from reporting an incident of a prohibited activity.
3. Reprisal or retaliation against any person who reports prohibited activities or participates in an investigation proceeding, or hearing regarding a prohibited activity is expressly prohibited. The consequences and appropriate remedial action for a person who engages in any type of reprisal or retaliation shall be determined by the building principal or the assistant building principal after consideration of the nature, severity, and circumstances of the act.

#### Disciplinary Action For Violation of the Policy:

If harassment, intimidation, or bullying or planned harassment, intimidation, or bullying is discovered, the involved student(s) shall be advised of the district's prohibition against such behavior and shall be required to end all such prohibited activities immediately. Appropriate disciplinary measures will be administered consistent with the district's Rules of Student Conduct.

## NORTHMONT TITLE IX GRIEVANCE PROCEDURES

The Northmont Board of Education has indicated its intent to comply with TITLE IX which states in part: "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

The Title IX Grievance Procedure listed below is intended for the use of students who believe they are being discriminated against in violation of Title IX. The steps of these procedures should be followed until the problem has been resolved. All attempts should be made to resolve grievances at the lowest level possible.

1. Consult with a building administrator.
2. Submit written grievance to a building administrator, who shall respond in writing within ten days

3. Contact: Coordinator of Student Services  
4001 Old Salem Road  
Englewood, Ohio 45322  
Phone: 832-5000

#### EDUCATIONAL RECORDS NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student education records. *Educational Records* include any records that contain information directly related to a student and maintained by Northmont City Schools or by a person acting for the Northmont City Schools.

##### *Access to Student Records:*

1. Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
2. Parents or eligible students should submit to the School Principal, (or appropriate school official), a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

##### *Right to Challenge:*

1. Parents or eligible students have the right to request the amendment of the student's records they believe are inaccurate.
2. They should write the School Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. If, as a result of the request for amendment, the school district decides to amend the challenged educational record, the parent or eligible student will be informed in writing.

##### *Release of Records:*

The right of disclosure of personally identifiable information contained in the student's educational records remains with the parent or eligible student except to the extent that FERPA authorizes disclosure without consent. Those FERPA exceptions are:

1. Disclosure to school officials and contracted agencies with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel);
2. A person serving on a School Board;
3. A person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);
4. Or a parent or student serving on an official committee, such as a grievance or disciplinary committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### DIRECTORY INFORMATION

*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 - unless parents have advised the school district that they do not want their student's information disclosed without prior written consent. The school has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address-Telephone Listing-Email address
- Weight and height of members of athletic teams
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Grade level
- Dates of attendance/graduation

If you do not want the school district to disclose directory information from your child's educational records without your prior written consent, you must notify the school district in writing within 15 school days of the start of school.

### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S.

Department of Education:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent;
8. Income, other than as required by law to determine program eligibility.

Opportunity to opt student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and;
3. Activities involving the collection, disclosure, or use of personal information obtained from student for marketing or to sell or otherwise distribute the information to others.

Inspect upon request and before the administration or use:

1. Protected information surveys for students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:  
 Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-4605

<b><u>NORTHMONT MIDDLE SCHOOL TIME SCHEDULE</u></b>					
<b><u>REGULAR SCHEDULE</u></b>		<b><u>2 HR. EARLY RELEASE</u></b>		<b><u>2 HR. DELAY</u></b>	
Warning Bell	7:44 am	Warning Bell	7:44 am	Warning Bell	9:44 am
T.A.R.G.E.T.	7:45 -7:57	T.A.R.G.E.T.	7:45-7:55	T.A.R.G.E.T.	9:45-9:55
1st period	8:00 - 8:43	1st period	7:58-8:24	1st period	9:58-10:24
2nd period	8:46 - 9:29	2nd period	8:27-8:53	2nd period	10:27-10:53
3rd period	9:32 - 10:15	3rd period	8:56-9:22	3rd period	10:56-11:22
4th period	10:18 -11:01	4th period	9:25-9:51	5A	11:25-11:55
5A	11:04-11:34	6th period	9:54-10:20	5B	11:55-12:25
5B	11:34-12:04	7th period	10:23-10:49	5C	12:25-12:55
5C	12:04-12:34	5A	10:52-11:22	4th period	12:58-1:25
6th period	12:37-1:20	5B	11:22-11:52	6th period	1:28-1:55
7th period	1:23 - 2:06	5C	11:52-12:22	7th period	1:58-2:25
8th period	2:10 - 2:55	8th period	12:25-12:55	8th period	2:28-2:55

**OneCallNow NOTIFICATION SYSTEM**

The Northmont School District will use the OneCallNow notification system to alert parents of important district and school announcements, delays, and closings. The contact phone numbers that parents provide to their children's individual schools are the numbers that will be used by the system. To update telephone contact numbers, please call your child's individual school.

**ATTENDANCE**

Students must be present the entire 7 hours-5 minutes in order to receive credit for a full day of attendance. Students who arrive late, leave early or leave and then return will have this time charged against their attendance.

In Ohio, children are required to attend school from age six to eighteen unless the pupil has graduated from high school, is employed on an age and schooling certificate, or has been determined to be incapable of profiting substantially from further instruction. While it is the school's duty to enforce the compulsory attendance law, responsibility for compliance with the law rests upon the parents, guardians, or other persons having control of the child. (Section 3321.01 of Ohio Revised Code.) For court purposes, three (3) unexcused tardies equal one (1) unexcused absence.

**ATTENDANCE PROCEDURE**

Parents are to call the attendance office when their child is going to be absent or tardy. This call should be made by 9:00 a.m. on the day of the absence.

If it is impossible for the parents to contact school on the day of absence, the student is required to bring a note from the parent upon return to school stating the reason for the absence or the absence will be unexcused.

**EXCUSED ABSENCE**

An excused absence is one in which the pupil, upon returning to school, may make up work missed and receive credit for it. An excused absence will be given for one of the following reasons:

1. Personal illness.
2. Illness or emergency in the immediate family requiring presence at home.
3. Death in the immediate family.
4. Absences with prior administrative approval.
5. Religious Holidays. (Please notify the secretary in advance.)

### UNEXCUSED ABSENCE

An unexcused absence is one in which the student has been absent with parental knowledge for reasons other than those stipulated for an excused absence. On any absence, if parental contact is not made by telephone or a written note the absence will be considered unexcused. A student receiving an unexcused absence will not be permitted to make up any assignments missed during the period of absence.

### LATE ARRIVAL TO SCHOOL

Excessive late arrivals to school are a sign of poor planning. The student who is continually late to school because of poor planning is cheating himself and infringing upon the rights of teachers and fellow students. Any student who arrives at school after the designated starting time must report to the office to sign in and receive an admission slip.

The policy on late arrivals permits a student to be considered excused if the lateness in arriving is a result of important appointments, illness, or emergencies, providing the school receives parental verification by telephone or note. All other late arrivals will be unexcused. Two common categories of late arrivals that are not excused, regardless of parental verification, are oversleeping and missing the school bus.

### EARLY DISMISSALS

Illness in School: Any student who becomes ill or has an accident requiring attention is to inform the teacher and report to the office immediately and must sign in the office on the clinic sheet. The clinic is for use only by those students ill enough to be sent home and the parents of those students in the clinic will be contacted. Students are not to call their parents to pick them up.

Other Reasons: If a student finds it necessary to leave school for reasons other than illness, a written request from the student's parents or guardian must be given to the office at the beginning of the day. The written request may be verified by a phone call to the home. The student will then be issued an early dismissal slip, which should be kept during the period of time the student is away from school and brought to the office on return to school. All early dismissals will be counted as a partial absence from school. Parents must come to the office and sign out students for their early dismissals.

### MAKE UP WORK (EXCUSED ABSENCE)

As a general rule, students will be allowed the number of days of absence plus one day to make up any work missed after any excused absence. (Example: If a student is absent three consecutive school days, he will have four days to complete any missed assignments. In this example, if the student is absent Monday, Tuesday, and Wednesday, he will have Thursday, Friday, Monday, and Tuesday to complete and turn in all assignments.) Some classroom teachers, due to the nature of the course work, may alter the above guidelines.

### MAKE UP WORK (OUT OF SCHOOL SUSPENSION)

Partial credit for work may be given during out of school suspension, if a student is suspended for 5 or more days. If a student is suspended for less than 5 days, no credit will be given for missed work. Students are strongly encouraged to complete homework and class assignments during such absence in order to keep abreast of the subject content assigned in their classes.

### EXTENDED ILLNESS

Home instruction may be provided for any student who, because of illness, will miss at least 20 consecutive days of school. A doctor must certify that this period of absence will be necessary. Application forms for this service can be obtained from the school office. There is no cost to the parents for this tutoring service.

### HOMEWORK REQUESTS

Requests for homework on absences longer than two days will be granted on the following basis: Requests made by 7:30 a.m. on the second day of absence can be picked up after 3:00 p.m. Homework is also available on the voice mail message of each teacher. Students are responsible for getting their own work after one or two day absences. Students are permitted the number of days of absence plus one day to complete any assignments missed during

any excused absence. **Parents are advised, however, not to confuse this homework-during-illness policy with the family vacation policy.**

**Also, if a student friend is to pick up the assignment/books, the parents of the absent student must make the contact.** Many students feel it is an imposition to have to carry their own books, instruments, etc. and then be asked to take home those of another student.

#### FAMILY VACATIONS

The school recommends that vacations be avoided during scheduled school days. Valuable educational time is lost with the possibility of a negative impact on student grades. The school does ask that parents pay close attention to the times that mid-term exams, final exams, and state testing takes place. It is recommended that a parent notify the building principal of the intent to remove their child(ren) from school for a family vacation. *The notification should be five (5) school days prior to the vacation.* The five days allows teaching staff the opportunity to share information regarding academic instruction and assignments that will be missed. A parent not alerting the building principal five (5) days prior to the family vacation may not have the opportunity to receive academic related information from the child's teacher(s). *Family vacations are not to exceed 10 days during a school year. Vacation days, with prior notification, will be considered excused absences.* Parents are also reminded of progress book, a web-based opportunity for both parent and student to review student work and assignments.

#### TAKE YOUR CHILD TO WORK DAY

Northmont Middle School honors participation in the nationally recognized "Take Your Child to Work Day" with the following stipulations:

A two-part packet must be picked up in the Guidance Office in advance. The permission form must be turned in to the Guidance Office prior to the designated Take Your Child to Work Day. No forms will be accepted the day of or in following days. The student must complete the report portion of the packet and turn in to their Target teacher on the day following the Work Day. Late reports will not be accepted. The student must go to work with either a parent or guardian, as this is the purpose of the day. They may go with a friend, neighbor or relative on the 8th grade Job Shadowing Day but not on Take Your Child to Work Day. Failure to complete the two-part packet as outlined will result in an unexcused absence for the day.

#### WITHDRAWAL PROCEDURE

A student who is withdrawing from school should report to the office at the beginning of the last full day in attendance. A withdrawal form will be given to the student to have each of the student's teachers sign. All fees and bills owed to the school must be taken care of before withdrawal will be considered complete and records transferred. The withdrawal form should be returned to the office during the last period the student will be in attendance. The parents should fill out a confidential release form at the time of withdrawal.

#### FEES

Report cards will be withheld for lack of fee payment for regular instruction, media, and textbook loss or damage. Lunchroom and other fees will remain separate from this procedure.

A specific, individual notice will be presented to each student/parent at least one week or more prior to report card day. This notice will contain a listing of the fees not paid and the invitation to apply for a reduction or waiver of the fees or to discuss a payment plan.

#### SCHOOL SUPPLIES

Supplies such as paper, pencils, pens, folders, calculators, book covers, and other items may be purchased in the main office.

#### VALUABLES AND MONEY

Students should exercise care with valuables brought to school and should never carry more money on their person than is needed for the school day. Valuables that must be brought to school can be

left in the office until needed. Girls should keep their purses with them at all times. Valuable articles such as radios, CD players, cell phones, pagers and tape recorders are NOT to be brought to school. The school will not be responsible for lost articles.

Students are responsible for all personal belongings during their physical education class period. A lock for their lockers is strongly recommended. Students should never leave money or other valuables unattended in the locker room

#### LOST AND FOUND

Many items are lost during the school year because of unnecessary carelessness. If personal articles are misplaced, students should check in the lost and found. All articles turned in to the office will be kept a reasonable time and then given away or destroyed. Students should ask a secretary in the office if they have lost something of value, as valuable articles will not be kept in the lost and found.

#### CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

#### TEXTBOOKS

The Northmont Board of Education free of charge provides textbooks used by the student body. These books should be handled with care and returned to the classroom teacher at the termination of the course. Students are personally responsible for covering and maintaining their textbooks. If a textbook is lost or damaged, the student to whom the book was issued will be charged to have the book repaired or replaced. Your name, written in ink, must be in each textbook. If books are lost, this fact should be reported immediately to the classroom teacher so that a new book may be issued.

#### AGENDAS

Students must keep their agendas in good condition. Pages should be clean and not torn or folded in any way. Hall pass pages must be intact. The handbook and code of conduct must be intact and not marked on or damaged. New agendas may be purchased in the main office for \$6.00.

#### LOCKERS

A locker with a combination lock is assigned to each student at the beginning of the year. Therefore, students are not permitted to carry backpacks, knapsacks, or book bags during the school day for safety reasons and to eliminate hallway congestion. Lock combinations are changed each year and the combination is issued only to those students who are responsible for that locker. Students are not permitted to change lockers without approval from the Assistant Principal. Lockers are the property of Northmont Middle School and are subject to inspection by authorized school personnel. The school is not responsible for items that are stolen from lockers. Students may put a combination lock on their locker if they give the Assistant Principal the combination or a key. Any locks that have not been approved by the Assistant Principal will be cut off and discarded.

#### VISITORS

All visitors are required by law to report to the office when entering the building. Parents are always welcome, but are required to make an appointment to see a teacher, the principal, or to visit their child's class.

#### VISITING OTHER NORTHMONT SCHOOLS

Middle school students are not permitted to visit our senior high school or any of the elementary schools for the purpose of looking around or visiting with friends or teachers. Please remember this and visit other schools only for valid reasons and report to the principal's office upon arrival.

### CAFETERIA REGULATIONS

The lunch period can best be described as a closed lunch period since some students will be in class while others are eating lunch. This makes it necessary to respect other students' rights by not making excessive disturbances on your way to and from the cafeteria.

There are separate lines in the cafeteria, all serving plate lunches and ala carte items. All lines are single file.

Students have the freedom to choose the table and the other students with whom they desire to eat lunch. After entering the cafeteria, all students are to be in line or at their table, not wandering from place to place. The students at each table will be held responsible for cleaning the table and floor surrounding it before being dismissed. Students are to return to your seat and stay there until excused by a supervisor.

Students who request to go outside must stay out the remainder of the lunch period. Students are permitted on the blacktop and on the sidewalk between the barriers. Students are not permitted to sit on the metal railing around the sidewalk.

See Category L of Code of Conduct for specific cafeteria/T-Bolt Cafe rules and consequences.

### BUS RIDER REGULATIONS

With the large number of middle school students in attendance, transportation can be a vast problem. We ask for your cooperation in knowing and obeying the rules and regulations that are established for your safety and convenience. Transportation policies that will be followed at Northmont Middle School are:

1. Non-bus students are not to enter the building before the bus students arrive.
2. Students are not permitted to drive motor vehicles to school.
3. Bikes are discouraged and will be allowed only by written requests from parents. The school is not responsible for bikes.
4. Those picking up students immediately after school are to enter and exit only the northeast entrance (band room door) of the north parking area.
5. Hitch-hiking is illegal and walking is discouraged.
6. All requests to ride other than the student's regularly assigned bus must be approved in advance by the Transportation Supervisor. Building administrators do not issue bus passes.

In addition to the Middle School policy, the Northmont Board of Education has a district policy to be followed by all students transported by bus. These rules are also contained in Revised Board Policy JFCC: STUDENT CONDUCT ON BUSES.

1. Students are required to ride only their assigned bus and to get on and off at their designated stop.
2. If a temporary or permanent bus or stop change is necessary, a parent must call the Transportation Supervisor at 832-5050 to make the request.
3. If it is necessary to cross the street after departing the bus, students are to cross in front of the bus after the driver gives a clear signal for them to cross.
4. Each student shall be assigned a residence side designated place of safety (safety spot.) Drivers must account for each student at the designated place of safety before leaving. Students are not to proceed to their residence until the bus has departed.
5. Upon boarding the bus, students must go directly to an available or assigned seat so the bus may safely resume motion.
6. The Northmont City School District is responsible for students once they board the bus, while parents are responsible for safety and supervision of their children to and from the bus stop and while waiting for the bus.
7. In the interest of safety for all students riding Northmont buses, students are not permitted to:
  - a. Put arms, head, or legs out of bus windows.
  - b. Throw or pass objects on, from, or into the bus.
  - c. Leave their seat while bus is in motion.

- d. Eat or drink on bus except as required for medical reasons.
  - e. Chew gum on bus.
  - f. Strike, push, or otherwise abuse another student while on the bus.
  - g. Yell, stamp feet, or clap hands. Sudden noises can cause accidents.
  - h. Have animals on the bus (snakes, mice, dogs, etc.).
  - i. Use abusive or profane language.
  - j. Bring glass containers or incendiary devices onto the bus.
  - k. Bring objects onto the bus that cannot be safely held on the lap without permission of bus driver.
  - l. Use tobacco on the bus.
  - m. Have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
8. Students must obey the bus driver.
  9. Students are to enter and leave the bus in an orderly single file.
  10. Students are to sit three to a seat and are not permitted to stand while en route.
  11. Students must obey the Student Rules of Conduct while riding the bus. Surveillance cameras may be used for documenting improper conduct.
  12. Students shall be at their bus stop approximately five minutes prior to the scheduled arrival time of the bus and wait in a location clear of traffic and away from the bus stop. Parents shall be responsible for the safety and conduct of students while going to and from pick-up points and for meeting the bus promptly.

ELECTRONIC TELECOMMUNICATION ACCEPTABLE USE POLICY (AUPIS)  
INTERNET/COMPUTER USE:

**I. General Information**

The Northmont City School District is pleased to offer students and staff member's access to the Internet, a global electronic information infrastructure that will enable all users to explore thousands of libraries, databases and web sites. The goal in providing this service is to promote educational excellence in schools and life-long learning in the community by facilitating resource sharing, innovation, and communication.

Together with global access to computers, information networks, and people on the Internet comes the availability of material that may not be considered to have educational value in a school setting. The Northmont City School District has taken precautions to avoid inappropriate material via the Internet, email or other forms of direct electronic communications by contracting through an independent Internet Service Provider for Internet filtering which blocks access to visual depictions deemed "obscene", "child pornography", or "harmful to minors". Also, while district teachers and other staff will make reasonable efforts to supervise students' use of the network and Internet access, they must have student and parent cooperation in exercising and promoting responsible use of this access. The district firmly believes that the valuable information available on this worldwide network far outweighs the risks and disadvantages of access.

**II. Terms and Conditions of Acceptable Use**

The use of the District's Internet is a privilege, not a right. The smooth operation of the Internet network relies upon the proper conduct of the end Users who must use it in support of the District's educational goals and mission. To that end, the District has established an Acceptable Use and Internet Safety Policy (AUPIS) which is set forth in this document so that Users are aware of the responsibilities they are about to acquire. In general, the AUPIS requires efficient, ethical, and legal utilization of network technology and associated resources in accordance with strict guidelines. Each User of the District's Internet (staff and/or student), as well as his or her parent/guardian if the User is under age 18, must read, understand, accept, and follow the terms and conditions of this AUPIS. Further, each user and his or her parent/guardian must also sign the Consent and Waiver attached to this document. Violating the AUPIS may result in the following:

- (a) Restriction, suspension, or revocation of Internet access;
- (b) District and/or school disciplinary action in accordance with the applicable policies and regulations of the Board of Education;

(c) Legal action, including but not limited to, criminal prosecution under appropriate state and federal law.

### **III. Services and Security**

Computers and all information, programs, software, and use privileges belong solely to the District and, therefore, are subject to review, monitoring, and inspection at any time without suspicion or cause. No user shall have an expectation of privacy for any information, including E-mail, contained in a District computer.

Opinions, advice, services, and all other information expressed by users, information providers, service providers, or other third party personnel through electronic telecommunications are those of the provider and not of the District. Use of any information obtained via the Internet is at the user's own risk. Users are urged to seek professional advice on specific or individual situations. The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for damages suffered by any user while on the system. These damages may include, by way of example only, loss of data, non-deliveries, mis-deliveries, or service interruptions caused by the system or other errors or omissions.

Security on any computer system is a high priority, especially when the system involves many users. If a user identifies any security problem with any of the hardware or services owned or operated by the District, he or she must notify the system administrator immediately.

### **IV. Electronic Mail (E-Mail)**

Electronic Mail is an electronic message sent by or to a user in correspondence with another person having Internet mail access. E-mail is not guaranteed to be private. The District may monitor all E-mail. All messages relating to or in support of illegal or unethical activities must be reported to the system administrator. Further, the District will report to the proper authorities any messages relating to or in support of illegal activities.

### **V. Modification of AUPIS**

Developments in technology or changes in the law may from time to time necessitate that changes be made to the Internet services provided or that modifications be made to this AUPIS.

Consequently, the District may modify and update this AUPIS as needed. Modifications to the AUPIS will be published in the Student Handbook and/or through an official communication from the administrative office.

### **MEDIA CENTER POLICIES**

1. Books may be taken from the media center only by using the proper borrowing procedure.
2. Up to two books may be checked out by a student at one time.
3. The due date is the last date stamped on the Date Due slip in the back of the book. Books may be checked out for three weeks.
4. Books and other materials may be renewed only when the books/materials are returned to the media center for renewal.
5. Reference books may be used in the media center or classroom. Reference books are available to be taken home on an overnight basis.
6. Books may be returned from 7:00 a.m. to 3:30 p.m. There is a designated place in the media center to return books.
7. There will be a five-cent fine charged for each school day a book is overdue. A fine of twenty-five cents per day is charged for a reference/overnight book that is not returned on time.
8. If a book is lost or damaged, the student will be required to pay for the cost of replacing the book or if damage is minimal, to pay for the cost of repairing the book. A student may not check out another book until a lost or damaged book is paid for.
9. Report cards will be held at the end of each quarter if there are any overdue books or fines.

### **STUDENT DRESS AND PERSONAL GROOMING**

While the Northmont School District accepts the concept of freedom of choice in student dress and personal grooming, it also realizes its responsibility in setting reasonable limits beyond which a

student's personal freedom is limited for the common good. The Board of Education accepts the following guidelines as a reasonable limitation of the student's freedom of choice in the selection of clothing and standards of personal grooming.

1. Any style of dress, which brings ridicule or disrespect to the national, ethnic, or religious origin of any student or employee of the Board of Education, will not be tolerated.
2. Any style of dress of personal grooming which tends to undermine or destroy established orderliness or discipline within the school will not be permitted.
3. Any style of dress that exceeds generally accepted standards of decency will not be tolerated.

The Northmont Board of Education, accepting the fact that standards of dress and personal grooming are subject to change, will review this policy on an annual basis.

1. Brief and revealing clothing. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Garments that are "see-through", cut low, or expose one's midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Short skirts and short shorts are not permitted, even with leggings or tights. Undergarments must not be visible.
2. Sagging pants. Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened. Pants are not to have straps or chains, even if by design.
3. Outerwear. Heavy coats and heavy jackets intended to be worn outdoors are not to be worn in classes. Students shall not wear hats in the district buildings except for a medical or religious purpose.
4. Vulgar, offensive messages. Students shall not wear items of clothing or jewelry that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence; or that are otherwise contrary to the school's educational mission.
5. Footwear must be worn at all times.
6. Billfolds with chains or chains as jewelry are not permitted.
7. Pajamas are not appropriate dress for school and are not permitted.
8. All clothes should be clean and in good repair. Clothing will not be torn, ripped or have holes, even if by design.
9. The administration has the right and responsibility to determine what is appropriate and acceptable attire.

Students violating these guidelines will make the necessary corrections or be sent home. Parents may be contacted.

#### STUDY HALL GUIDELINES

Students in study halls are to use their time efficiently. Students are to conduct themselves appropriately, as in any other classroom. Students must bring necessary study materials and supplies. Students must have their agendas with them in study hall. Student tutors can be made available. Educational Monitors work closely with teachers for the students' benefit.

#### COUNSELING AND GUIDANCE

The guidance counselor's position in the school is to serve the student in a helping capacity. Individual counseling and small group discussions will be available to all students when the need is indicated. Conferences with parents may be scheduled by calling the counselor for an appointment. The counselors will visit various classes throughout the year to present occupational and educational information. All eighth graders will begin their individual career plan, which will then be maintained throughout their high school years. The counselors coordinate a "Job Shadowing Day" for all eighth graders.

Counselor-student assignments are made on an alphabetical basis according to the last name of the student and will remain the same during the student's years at the middle school. The counselor assignments are as follows:

A - Go Mrs. Ferguson

Gr -O Ms. Wilson

P - Z Mr. Sells

#### PEER MEDIATION

Northmont City Schools understands that conflicts do exist among the youth in the Northmont student population. If these conflicts are not responded to in a positive and constructive way, they will escalate and do damage to members of the community. Peer mediation services are an effective way to deter violence and make the school and community a safer place for students and staff. Mediation services are an effective addition to our disciplinary procedures and provide an opportunity for students to manage their conflicts peacefully between themselves before the problem escalates. As a result, peer mediation services will be offered to students who are encountering conflicts both in and out of school. Students, staff, or parents can make referrals. Administrators may refer students to mediation as an alternative to discipline. If the students in conflict agree to the mediation, they will be scheduled for a mediation session at the earliest possible time.

#### HEALTH SERVICES

A clinic is available in the main office for students who become ill during the school day. Students are not permitted to sign in to the clinic between class periods. They must report to their next class and get a pass from that teacher excusing them to the clinic. Students are to write their names on the clinic sign-in clipboard upon their arrival to the office. Ill or injured students must report to the school nurse or office before calling home.

**Illness:** Students who are ill should consult with their parent or caregiver before coming to school. Please do not send a student to school that shows symptoms of contagious illness such as fever, vomiting, diarrhea, severe coughing, etc. Students with a fever of 100 degrees or more should remain at home for 24 hours after the fever has subsided. Students who develop contagious symptoms during the school day will be sent home. To prevent the spread of illness, parents must pick their ill student up from school in a timely manner.

**Emergency Medical Form:** State Law requires that an emergency medical authorization form be on file for each student. New forms are sent home for completion at the beginning of every year so that we have up to date emergency information and parental consent for emergency treatment. Parents are asked to keep this contact information up to date so that a parent may be reached in case of injury or illness.

**Medications:** Generally, students are not permitted to carry medication on their person at school. Medications should be taken at home not during school hours. If there are extenuating circumstances in which a student does need to take medication at school, the proper form must be completed. Medication forms may be found in the office, clinic or the Northmont website. Medication forms are current for only one school year. New forms must be completed at the beginning of each school year. Some medications are not school appropriate. These would include medications containing alcohol, nicotine, or narcotics (examples: Nyquil, Nicorette gum, Vicodin, Tylenol #3, Darvocet). For student safety, students should not attend school after major surgery while taking narcotic pain medication.

**Prescription Medication:** Both the parent and the physician must sign a prescription medication form. The medication must be in the original container. The original container must be labeled with a prescription label including the student's name, medication name, and medication dosage. Asthma inhalers and Epi-pens may be self-carried by the student with a completed form on file. Students may not self-carry any other medications.

**Over-the-Counter Medication:** By completing an over-the-counter medication form, parents can give their consent for the school nurse or other non-medical school personnel to provide their child with the following medications if needed: Acetaminophen (generic Tylenol), Ibuprofen (generic Advil) or antacid. These are the only over-the-counter medications provided by the district. The form must be signed by the parent. Consent by phone is not accepted. Students may not self-carry over-the-counter medications.

It is the position of the Northmont City School District that the management of pediculosis (lice) should not disrupt the educational process. Students found with live head lice will be referred to parents for treatment. Data does not support exclusion for nits.

#### SPEECH AND LANGUAGE PATHOLOGY

The Speech and Language Pathologist will organize, develop, and maintain the speech and language program at the middle school. The Speech and Language Pathologist strives to promote the student's academic, emotional, and social growth through the minimization and/or elimination of any speech and/or language defect(s) that interferes with the student's overall ability to communicate.

#### SCHOOL PSYCHOLOGICAL SERVICE

The school psychologist will assist the school staff in selecting students who can benefit from psychological services. Students identified to need services may, with parental consent, be evaluated to determine:

1. Intellectual functioning
2. Academic performance
3. Readiness for learning
4. Visual-motor-perceptual development
5. Proper educational placement
6. The need for outside-of-district services
7. Need for in-school special education services (Specific Learning Disabilities, Cognitive Disabilities, Multiple Disabilities)
8. Need for home instruction for emotional handicaps
9. The school psychologist may be available for individual student counseling or small-group counseling, as time permits. The school psychologist will serve as an additional consultant to parents to assist in working with individual student behavior.

#### CHEMICAL USE/DEPENDENCY SERVICES

The Northmont School District offers a comprehensive program for students who are experiencing problems with the use of mood-altering chemicals (alcohol, marijuana, stimulants, depressants, hallucinogens, inhalants, and narcotics). While some referrals to this program come after a violation of school rules, the vast majority of referrals come from parents and staff members who are concerned about a student. Such referrals are confidential and do not become a part of the student's cumulative record. Please remember that the use and/or possession of tobacco products on school property is a violation of school policy.

Students who have lived or are living in a home where a family member is chemically dependent are encouraged to talk with their counselor about support groups offered at the Middle School.

#### SALES

No student is to sell any products during the school day. Sales to be conducted at school, but after the school day, must have the principal's permission.

#### POLICY GOVERNING CIRCULATION OF UNOFFICIAL PUBLICATIONS

Unofficial Publications: Any student wishing to state his views in written or verbal form and distribute views to the student body on school property is subject to the following limitations:

1. Views should be presented in acceptable journalistic form. At no time should profanity or obscenities be used or inferred.
2. No views will be published which are libelous or slanderous.
3. Students distributing these publications must request permission from the administration twenty-four hours before distribution, and a copy of the material must be presented at this time.
4. All publications will be distributed at times and places as designated by the administration.

5. Students distributing these publications will be held responsible for cleaning up debris resulting from the distribution.
6. Publications not printed under school supervision shall not be sold to the student body.
7. All publications must bear the name or names of the writer, persons responsible for distribution, and publishing party.
8. All students failing to abide by these restrictions are subject to suspension or expulsion.

#### SCHOOL CLOSING/EARLY DISMISSALS (WEATHER RELATED)

Winter road conditions occasionally make it unsafe to transport our students at the regularly scheduled dismissal time. All weather related early dismissals will be two hours earlier than the regular dismissal time. Local radio and television stations will announce all early dismissals or closings. **Please do not call the school for this information.**

#### PROGRESS REPORTING

Interims and report cards are a means to report a student's progress throughout the school year. In addition, parents are encouraged to contact their child's team of teachers at any time.

#### GRADE AVERAGES

1. The following demarcations are applicable to letter grade averaging: F, below .6; D, .6-1.5; C, 1.6-2.5; B, 2.6-3.5; A, 3.6-4.0.
2. In averaging grades, an A is to count four points, B is to count three points, C is to count two points, D is to count one point, and F is zero.
3. Semester averages will not be recorded on progress reports. Each nine-week grade recorded on the report card shall be considered separate in value when averaged with other nine-week grades and/or exams.
4. When percentages are used to determine grades, the following are applicable:  

A = 90 - 100	B = 80-89	F = 59 and below
C = 70 - 79	D = 60-69	
5. **Student who quits** - The student who is earning an "F" during the second half of a course, after earning anywhere from an "A" to a "C" average for the first half of a course, will have such behavior brought to the attention of the counselor/administrator by their teacher immediately and a progress report will be sent to the parent/guardian. It is possible for a student to fail a course if progress is not made after a "quit letter" is sent.

#### HONOR ROLL

Scholarship is recognized and encouraged through an academic honor roll. The honor roll is compiled at the end of each grading period. The honor roll includes those students who have achieved a scholastic grade point average of 3.4 and above with no grade lower than a "C" in any subject.

#### PROMOTION POLICY

Students will be promoted to the next grade level following successful completion of the current year's work. "Successful completion" is defined as having passed at least three of the four academic courses. If the student is unable to make up the deficiency in summer program, the student may be retained, thus repeating the grade level that was not successfully completed. In all cases the principal will be responsible for making the final decision as to whether or not a student is qualified to move on to the next grade level.

#### DEFINITION OF SCHOOL SPONSORED ACTIVITIES

In the interpretation of the disciplinary policy it frequently becomes necessary to define where the responsibility of the school ends. To guide students, the following definition of school-sponsored activities is provided: any activity on school property or off school property but promoted by any school under the jurisdiction of the school and all rules of discipline and personal conduct are to be adhered to. Students violating school rules in these situations will be subject to disciplinary action.

The list of school-sponsored activities below may include but not be limited to the following:

All band, orchestra or chorus trips and contests  
All athletic events  
All dances  
All banquets/recognition ceremonies sponsored by school organizations  
All money raising activities sponsored by school organizations  
All intramural contests and practices  
All field trips, including Washington D.C. trip  
Back To School Night

#### INTRACURRICULAR ACTIVITIES

BAND - Admission is by approval of the director. Participation in the group may include several public performances and before or after school practices during the school year. An unexcused absence from a rehearsal or public performance may result in a lowered grade for the nine-week period in which it occurs. To receive credit for band, the student must complete four quarters of participation. An activity fee is required for participation in this organization.

CHORUS - Admission is by approval of the director. Participation in the group may include several public performances during the school year. An unexcused absence from a public performance may result in a lowered grade for the nine-week period in which it occurs. To receive credit for chorus, the student must complete four quarters of participation. An activity fee is required for participation in this organization.

ORCHESTRA - Admission is by approval of the director. Several performance events will be held during the year as well as some before school practices. An unexcused absence from a public performance may result in a lowered grade for the nine-week period in which it occurs. To receive credit for orchestra, the student must complete four quarters of participation. An activity fee is required for participation in this organization.

To participate in any of the above intracurricular activities, the student must be in attendance at school for a minimum of four periods on the date the contest or performance is held if school is in session. Participation in school-sponsored activities such as field trips is considered to constitute attendance at school. No such rule applies on days that school is not in session.

#### CO-CURRICULAR ACTIVITIES

The Northmont Middle School offers a wide variety of co-curricular activities. We encourage each student to become involved in at least one phase of our program.

New clubs may be formed with sufficient student interest and a faculty member sponsorship. All clubs must abide by established rules and regulations, which have been approved by the administration of the Middle School.

It is hoped that students will be able to arrange transportation so that they may participate in the co-curricular program. Seventh and eighth grade club activities will normally take place before the school day starts. Students coming to school before their classes start for an activity should not come before the stated time of that meeting. Students who stay for an activity after the school day has dismissed are requested to leave the building upon completion of that activity. Students are not to loiter in the building.

#### BEST OF THE BOLTS

The purpose of the "Best of the Bolts" program is to recognize students for outstanding achievement in the areas of Academics, Behavior and Attendance. At the end of each quarter, students will apply for one of three levels: GOLD, GREEN or WHITE. There will be an assembly to recognize those qualifying students and to celebrate their achievements. The students will receive either a Gold, Green or White "Best of the Bolts" card, which will entitle them to special privileges in the school.

<u>GOLD CARD</u>	<u>GREEN CARD</u>	<u>WHITE CARD</u>
All A's	All A's & B's (at least one A)	All C's or better and raise at least one grade while maintaining others.

REQUIREMENT FOR ALL CARDS: No more than 2 excused absences, 2 tardies, and 2 excused early dismissals. (Early dismissals and tardies count as 1/2 day absences, combined absences not to exceed 3 days). No Saturday Schools, ISS or OSS.

#### STUDENT COUNCIL

The student council is organized to provide experience in the democratic process, assist the school, provide for student expression, and promote the general welfare of the school. Seventh and eighth grade representatives will be elected in the fall of each school year and serve on the council for that year. These students must apply for the position of student council representative by filling out an application form and writing an essay about their qualifications. Teacher recommendations are also used in council selection.

#### THE THUNDER TIMES

The THUNDER TIMES is the school newspaper. The staff is made up of any seventh and eighth graders who have an interest in journalism and who might like to participate in such an activity. The THUNDER TIMES is printed throughout the year to keep students up-to-date on school news and activities. The staff includes artists, reporters, and anyone interested in putting out the news.

#### YEARBOOK

The Yearbook Staff of students prepares for publication of the T-Bolt, a yearbook published annually, which depicts Northmont Middle School life. Staff members are trained in photography, dark room techniques, layouts, graphics, and distribution methods. Because training in these areas is lengthy and demanding, students who are selected will hopefully serve on the staff throughout their seventh and eighth grade years. Even though the staff is limited to those selected, any student who possesses skill or knowledge in any of the above areas is cordially invited to contact the advisor.

#### SCIENCE OLYMPIAD

Science Olympiad is an organization that deals with all areas of science in team-oriented competitions. These areas of science span from building balsa bridges and battery buggies to studying snakes, rocks and/or stars. Students work in teams to study, build, and test the 25 events. Students also travel to several competitions throughout Ohio. Students can ask any science teacher for details.

#### MUSE MACHINE

Muse Machine memberships are available each year to seventh and eighth grade students interested in extending their educational experiences beyond the classroom into the various performing and visual arts. Eighth grade captains organize and lead the membership with four staff members as advisors. Programs are provided to facilitate learning in theater, opera, music, dance, and the visual arts. Four programs are brought into the school each year (during the school day) by small groups of performing professionals.

An Out-of-School Program is organized in collaboration with the Victoria Theatre, The Dayton Philharmonic, The Dayton Opera Association, the Dayton Ballet, The Dayton Contemporary Dance Company, The Human Race, and the Dayton Art Institute to allow students to attend the actual performances of these organizations. Members are also eligible to participate in an area-wide Muse musical and other activities throughout the year.

Memberships cost \$22.00, which includes all In-School programs and participation privileges in the Dayton Area Muse Machine activities. Out-of-School performance tickets will be sold at a reduced price to members.

#### CHESS CLUB

Students interested in chess will learn strategies and tactics, and develop good sportsmanship and the ability to analyze the game. There will be opportunities to compete with other NMS students and to participate in tournaments.

#### S.W.A.T. TEAM

S.W.A.T. Team stands for "Students Working to Assist Technology". Seventh and eighth graders are welcome to join this organization. The focus of this after-school club is on technical assistance and making projects on the computer. Students learn how to do computer troubleshooting so they can help other students and teachers, and take apart computers for maintenance purposes. Some of the projects they did last year included making family calendars, personal business cards, banners and posters, and digital movies. There is an intense training period at the beginning of the school year for two weeks every day after school. Throughout the rest of the year, this group meets periodically after school.

#### ATHLETICS

All students who have an interest in athletic competition are invited to participate. Interscholastic athletics are provided for boys in football, basketball, wrestling, cross country, and track. Only basketball has a limited team number due to the nature of the sport. Interscholastic athletics are provided for girls in volleyball, basketball, softball, cross country, and track. Volleyball, basketball and softball have a limited team number due to the nature of the sport.

A student enrolling in ninth grade for the first time must have received passing grades in 75% of those subjects carried the fourth quarter of their eighth grade year. All participants will receive an Athletic Code of Conduct explaining training rules and academic eligibility requirements.

#### ATHLETIC ADMISSIONS

All interested persons are invited to attend middle school athletic contests both at home and away. Admission to all home contests will be \$2.00 for students and \$4.00 for adults.

#### CHEERLEADING

The purpose of cheerleading is to promote and uphold spirit, to develop a sense of good sportsmanship among the students and to better relationships between schools during all athletic events. Students interested in cheerleading are required to attend a clinic that is held in the spring. 7th and 8th grade cheerleaders are then selected through a try-out selection process.

#### MEDIA CENTER AIDES

Seventh and eighth graders are invited to become student aides in the Media Center. Aides work in the Media Center instead of attending study hall. Student aides learn how to check books in and out, reshelve books, keep the shelves in proper order and assist other students in finding materials. Students also work in the computer lab. Awards are given at the end of the year to those students with a satisfactory work record.

#### DANCES

A number of dances will be held during the year, sponsored by various student groups. These dances will be closed to all but Northmont Middle School students. Parent chaperones are needed at each dance. Parents must arrange for transportation within 15 minutes after the dance ends.

**NORTHMONT CITY SCHOOL DISTRICT**  
**RULES OF STUDENT CONDUCT**  
**Northmont Middle School**  
**2009-2010**

The rules of conduct contained herein have been approved by the Board of Education and shall be in effect until the first day of school of the next school year. The purpose of this pamphlet is to inform you and your parents of the behaviors that are illegal and/or inappropriate while you are under the school's authority. It is your responsibility as a Northmont student to read these rules and to abide by them.

Students who choose to violate these rules will experience the consequences of their behavior. Students who are self-disciplined appreciate an orderly school climate that promotes freedom with responsibility and allows the pursuit of educational goals without interference from disruptive and irresponsible students.

**STUDENT RULES OF CONDUCT-FIRST WARNING:** Your possession of these rules and the fact that you have signed an acknowledgement of having had these rules reviewed with you by a school staff member constitutes a first warning. No further warnings will be given to you. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school sponsored activities, and when aboard a school bus or other Board owned vehicle. These rules are also applicable to any students (1) who make menacing threats to school personnel off of school property, and/or (2) who vandalize property of school personnel off of school property as specifically provided herein.

**STUDENT RIGHTS AND RESPONSIBILITIES:** All students have rights as bestowed to them by Ohio Law, the Constitution of the United States, the Board of Education, and their parents/guardians. In the exercise of these rights, students have basic responsibilities. Every right has a corresponding responsibility. A student may temporarily forfeit his/her right to educational opportunities when his/her conduct disrupts the educational process, deprives others of their basic right and violates the school rules established herein.

**ADMINISTRATION OF STUDENT RULES OF CONDUCT:** The building principal and/or his/her administrative designee shall administer the student rules of conduct according to the conditions and consequences outlined herein. He/she shall use his/her professional judgment in determining the most appropriate disciplinary action to be taken in each individual case. Video surveillance cameras are placed in the building in some areas and may be used in disciplinary action.

**METHODS OF DISCIPLINE:** Discipline will include, but not be limited to, the following: counseling by the staff and/or teams, denial of privileges, denial of participation in extra curricular activities, parent conferences, lunch and school detentions, Saturday morning discipline program, in-school suspension, out-of-school suspension, emergency removal, expulsion, or referral to juvenile court or legal authorities.

**Note:** A student shall be limited to being assigned six (6) SMDP for the school year. Additional SMDP days assigned shall be served by in-school or out-of-school suspension at the ratio of one (1) day SMDP equals two (2) days in/out-of-school. At the end of the school year if there are no remaining Saturdays to be assigned, students will receive one (1) day of in-school suspension for each Saturday. A student shall be limited to twenty (20) in-school suspension days. Additional days will be converted to out-of-school suspension. A student shall not be permitted to make up schoolwork missed because of an out-of-school suspension or expulsion.

**SCHOOL SPONSORED ACTIVITIES:** The rules of conduct listed herein apply to all school sponsored activities. The list of school sponsored activities will include, but not be limited to the following: all athletic events (home and away), all dances, after play parties, all banquets sponsored by school organizations, all intramural contests and practices, all field trips. A student who is suspended or expelled from school shall not be permitted to participate in or to attend a school sponsored activity.

**STUDENT RULES OF CONDUCT:** In determining the appropriate disciplinary action, it is necessary to classify the misbehavior of students according to the severity of the violation. Therefore, the following behavioral categories were established:

<b>Category "A"</b>	Illegal Behavior
<b>Category "B"</b>	Illegal Behavior
<b>Category "C"</b>	Illegal Behavior
<b>Category "D"</b>	School/Class Non-Attendance
<b>Category "E"</b>	Repeated Violations
<b>Category "F"</b>	Smoking Violations

<b>Category "G"</b>	Aiding and Abetting
<b>Category "H"</b>	Disruptive Behavior
<b>Category "I"</b>	Failure to Attend SMDP
<b>Category "J"</b>	Inappropriate Behavior
<b>Category "K"</b>	Inappropriate Behavior
<b>Category "L"</b>	Lockers, Search, Bus, Cafeteria Behavior
<b>Category "M"</b>	Excessive Unexcused Absences from School

### **DUE PROCESS**

The school administration will keep a discipline record on every student who violates a school rule listed herein. Procedural requirements will be implemented in conjunction with a suspension, expulsion or emergency removal as follows:

1. **SCHOOL SUSPENSION:** The superintendent, principal or assistant principal may suspend a student from school for disciplinary reasons outlined herein. No period of suspension is for more than ten school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than ten days remain in the school year. The superintendent may apply any or all of the period of suspension into the following year. The superintendent may require a student to perform community service in conjunction with or in place of a suspension. The following guidelines are followed for all suspensions:

- A. The student is informed in writing of the intended suspension and the reasons for the proposed action.
- B. The student is provided an opportunity for an informal hearing to challenge the reason for the intended suspension and explain his/her actions.
- C. An attempt will be made to notify the parent(s) by telephone if a suspension is issued. A conference may be arranged within seventy-two (72) hours to discuss the seriousness of the misbehavior and the action taken by the school.
- D. Within 24 hours of a suspension, a letter will be sent to the parent(s) stating the specific reasons for the suspension and including notice of the right to appeal such action.
- E. The parent(s) may appeal the suspension by the superintendent or principal by filing a notice of appeal in writing to the treasurer within fourteen (14) calendar days of the formal written notice of suspension. They may be granted a hearing before the Board's designee in order to be heard against the suspension. They may request that the hearing be held in executive (private) session. A representative of their choosing may represent them in the appeal proceedings.

2. **STUDENT EXPULSION:** At times, the behavior of a student can be considered so serious as to justify total removal from the educational program for a prolonged period of time. Actions meriting expulsion are outlined herein. Only the superintendent may expel a student. Expulsion is the removal of a student for more than ten school days, but not more than an additional eighty school days or not more than one year if dangerous weapon is involved. An expulsion can extend beyond the end of the school year if there are fewer school days than expulsion days remaining. The superintendent may apply any remaining part or all of the period of the expulsion to the following school year. The superintendent may require a student to perform community service in conjunction with or in place of an expulsion. The following guidelines are followed for all expulsions:

- A. The superintendent shall give the student and parent(s) written notice of the intended expulsion, including reasons for the intended expulsion.
- B. The student and parent(s) or representative have the opportunity to appear on request before the superintendent's designee to challenge the action or to otherwise explain the student's actions.
- C. The notice of intended expulsion shall state the time and place to appear before the superintendent's designee
- D. Within 24 hours of the expulsion, the superintendent shall notify in writing the parent(s) of the student and treasurer of the Board. The notice shall include the reasons for the expulsion, the right of the student or parent(s) to appeal to the Board's designee, the right to be represented at the appeal, and the right to request that the hearing be held in executive session.
- E. The parent(s) may appeal the expulsion by the superintendent by filing a notice of appeal in writing to the treasurer within fourteen (14) calendar days of the formal written notice of expulsion. They may be granted a hearing before the Board's designee in order to be heard against the expulsion. They may request that the hearing be held in executive (private) session. A representative of their choosing may represent them in the appeal proceedings.

3. **EMERGENCY REMOVAL OF A STUDENT:** If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the superintendent, principal, or assistant principal may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student and treasurer of the Board. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the superintendent's designee.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension, or expulsion. In all cases of normal disciplinary procedures in which a student is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process requirements do not apply.

#### **PERMANENT EXCLUSION**

Permanent exclusion from school may result for 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:

- A. 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, and/or
  - B. 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.

#### **PROHIBITION AGAINST DANGEROUS WEAPONS**

The Board is committed to providing the students and staff of the Northmont City School District with an educational environment, which is free of the dangers of firearms, knives, and other dangerous weapons in the schools.

A "firearm" includes 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 by federal law. 18 U.S.C. Sections 921-924), which includes but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, or rocket having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

A "knife" includes any cutting instrument consisting of a sharp blade fastened to a handle.

Students are prohibited from bringing any firearm or knife to school. Students are also prohibited from possessing any firearm or knife at school which firearm or knife was initially brought onto school property by another person. For purposes of this prohibition, "school" includes any school operated by the Board, any other property owned and controlled by the Board, including school vehicles, or any school-sponsored activity.

Any student who brings a firearm or knife to school or possesses a firearm or knife at school shall be expelled from school for a period of one calendar year. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred. Procedures for notices, hearings and appeals applicable to expulsions of up to 80 days apply to expulsions for violations of this rule.

The superintendent or designee may reduce the required one-year expulsion on a case-by-case basis in accordance with state law, considering the following factors:

1. The student's age and grade level;
2. Academic and extracurricular record of the student;
3. Prior disciplinary record of the student;
4. Aggravating and/or mitigating circumstances related to the offense; and/or
5. The probable dangers to the health and safety of other students or staff posed by the offense.

Students who possess, use or convey look-alike weapons or other dangerous weapons such as (but not limited to) metal knuckles, razors, clubs, chains, or stun guns may be subject to expulsion from school for up to 80 days under Category "A" - Illegal Behavior.

#### **CATEGORY "A"-ILLEGAL BEHAVIOR**

Students behaving in an illegal manner, Category "A," will be suspended from school for ten (10) school days and a letter recommending expulsion will be sent to the Superintendent of Schools. The school will refer these cases to the proper legal authorities.

**UNAUTHORIZED FIRES:** A student shall NOT burn or attempt to burn any building or property owned or leased by the Board of Education, nor shall a student set any unauthorized fires on school property. A student is responsible for restitution of all damages incurred by the school. A student may not be permitted to attend school until full restitution is made to the treasurer of the school district.

**ASSAULT:** A student shall NOT act or behave in such a way as to cause or attempt to cause physical injury to other students, visitors or staff members of the school district, NOR shall any student encourage another person to commit the offense of assault.

**DANGEROUS WEAPONS OR LOOK-ALIKE WEAPONS:** A student shall not use, handle, have on his/her person, have easy access to, transmit, convey or conceal any weapon, look-alike weapon or any object that could be considered a dangerous weapon capable of inflicting bodily injury, such as (but not limited to) look-alike firearms, look-alike knives, look-alike explosive devices, metal knuckles, razors, box cutters, clubs, chains, or stun guns.

**FALSE ALARMS:** A student shall NOT initiate an alarm for fire, an impending bomb explosion, emergency call (911), or other catastrophe without just cause and without notifying the principal of his/her actions.

**UNAUTHORIZED ENTRY:** A student shall not enter a school building or other Board owned facility that has been locked and secured from student and public use without administrative or staff approval.

#### **CATEGORY "B"-ILLEGAL BEHAVIOR**

Students behaving in an illegal manner, Category "B," will be suspended from school for ten (10) school days. A letter recommending expulsion will be sent to the superintendent unless the student and parents elect (within the ten (10) day suspension period) to be involved in the Alternative to Expulsion Program. Involvement in the Alternative to Expulsion Program consists of both parents and the student being involved in an assessment interview and following through on the recommendations which result from the assessment. The Northmont School District policy on chemical use and chemical dependency and the general conditions of the Alternative to Expulsion Program are on file in the principal's office and may be reviewed upon request. The Alternative to Expulsion Program may not be offered to a student who violates Category "B" for the second time during the school year. The Alternative to Expulsion Program is not offered to any student selling, giving away or intending to sell or give away any type of mood-altering chemical or substance. The school will refer these cases to the proper legal authorities. Note: Northmont will work with various police agencies to deter the use/possession of drugs. Canine units may be periodically used to make searches.

**MOOD ALTERING CHEMICALS OR SUBSTANCES:** Any and all mood-altering chemicals, drugs, alcoholic beverages, medications and drug-like substances must be prescribed by the student's personal physician and be authorized by the school nurse's office before such a substance is permitted for personal use or possession by a student at school.

No student shall use, use and come on school grounds that day, have on his person or possession, have within his assigned school locker, automobile, be within easy access of, be under the influence of, sell, intend to sell, transport, give away or conceal any unauthorized mood-altering chemical or substance. Those substances included as mood-altering chemicals include, but are not limited to the following: stimulants such as diet medications, caffeine pills, amphetamines, cocaine, crack, etc.; depressants such as alcohol, barbiturates, sleeping medications, tranquilizers, muscle relaxants, etc. Narcotics such as heroin, steroids, morphine, codeine, etc.; hallucinogens such as LSD, PCP, peyote, psilocybin; marijuana or any of its derivatives including hashish or marijuana seeds; inhalants such as butyl nitrite, thinners, solvents, correction fluid and aerosols. Specifically included in this category are look-alike, counterfeit or "bootleg" substances that are represented as any of the above stated mood-altering chemicals when in fact they are not, or which are mood-altering chemicals falsely represented to be a different substance. Ohio State law (Section 2925.01(P) of the Ohio Revised Code) and House Bill 435 mandates that every school district notify students that involvement (as specified above) with look-alike counterfeit or "bootleg" substances is punishable by criminal prosecution.

**DRUG PARAPHERNALIA:** No student shall use, have on his person or possession, have within his assigned school locker, be within easy access of, sell, intend to sell, transport, give away, make drug paraphernalia, or conceal any article or paraphernalia that is commonly associated with or reasonably construed to be used for the use of any mood-altering chemical as defined under "Mood-Altering Chemicals or Substances." Such articles or paraphernalia will include but not be limited to: pipes, articles adapted to be used pipes, bongs.

**ALCOHOL ON THE BREATH:** No student shall come to school, remain at school, or attend any school sponsored activity with the smell of alcohol on his/her breath or showing signs of consumption regardless of when or where the alcoholic beverage was consumed.

#### **CATEGORY "C"-ILLEGAL BEHAVIOR**

Students behaving in an illegal manner, Category "C," will be suspended from school for one (1) to ten (10) school days. A letter recommending expulsion may be sent to the superintendent. A second violation in this category during the school year will result in a ten (10) day suspension and a letter recommending expulsion will be sent to the superintendent. The school may refer these cases to the proper legal authorities.

**POSSESSION OF OVER-THE-COUNTER DRUGS/MEDICATIONS AND PRESCRIBED MEDICATIONS:** No student shall use or possess any over-the-counter drug or substance, and are to follow the proper check-in procedures for prescribed medications stated in the student handbook. Over-the-counter substances include, but are not limited to: aspirin, Tylenol, Midol, pain-relief products, cough medicines, cough drops, herbal medications and vitamins.

**DESTRUCTION OF PROPERTY:** A student shall NOT cause or attempt to cause damage to school property or private property on or off of school premises or at a school activity off school grounds. A student is responsible for all restitution when damage occurs. A student may not be permitted to return to school until full restitution is made to the treasurer of the school district.

**EXTORTION:** A student shall NOT gain any money or thing of value from any person unless both parties enter into the agreement freely and without the presence of an implied or expressed threat.

**FIREWORKS, EXPLOSIVES, SMOKE BOMBS, AND STINK BOMBS:** A student shall NOT have on his person, have easy access to, transmit, conceal, use or threaten use of fireworks, smoke bombs, stink bombs, mace (chemical or pepper), live ammunition/bullets, explosives or other such devices capable of inflicting bodily injury or disrupting the educational process.

**FORGERY:** A student shall NOT falsify school forms, school records, correspondence, examination papers, parking permits, or other school data not herein listed.

**HAZING:** A student shall NOT plan, encourage, or engage in any hazing of another student or students. Student organizations are not permitted to haze members of their organization. Hazing may result in the person(s) or organization being liable for civil or criminal penalties in accordance with Ohio law.

**STEALING:** A student shall NOT take, acquire, or attempt to acquire the property of others without the consent of the owner.

#### **CATEGORY "D"- SCHOOL/CLASS ATTENDANCE**

**NON-ATTENDANCE:** Regular school and class attendance are required. No student shall fail to attend school or class without appropriate reason or permission from school officials.

NOTE: Excessive unexcused absences may result in expulsion as provided in Category "M" herein.

**CLASS CUTTING:** A student shall NOT cut any class, study hall, library, homeroom, field trip, etc. for which they have been scheduled. This includes not attending a class after it has been added following a schedule change. Class cutting means you are in the building or on school grounds, but not in class.

**LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION:** A student is considered to be on school grounds and under the direction of school authorities upon boarding the school bus and upon driving on to school grounds. Students are not permitted to leave their school grounds until the end of the school day unless they have an early dismissal approved by an administrator. Students are to remain within the specific boundaries of their school building and grounds as specified for use. Students are not permitted to visit the Middle and Senior High School. Students are not to be in the parking lots at any time without administrative approval.

Boundaries for the Middle School:

North side- sidewalks

South side- sidewalks

East side - not permitted on this side of the building unless accompanied by a staff member

West side- east fence of the tennis courts.

Students violating Category "D," will be disciplined as follows:

- 1st violation:** One (1) or two (2) SMDP
- 2nd violation:** Three (3) days in-school suspension
- 3rd violation:** Five (5) days in-school suspension
- 4th violation:** Three (3) days out-of-school suspension
- 5th violation:** Five (5) days out-of-school suspension
- 6th violation:** Reclassify to repeated violations

#### **CATEGORY "E"-REPEATED VIOLATIONS OF SCHOOL RULES**

A student shall not repeatedly violate the school rules listed herein. Students who repeatedly violate school rules will be suspended for one (1) to ten (10) school days and a letter recommending expulsion may be sent to the Superintendent of Schools.

#### **CATEGORY "F"-USE OF TOBACCO PRODUCTS**

Students shall NOT use tobacco products. Senate Bill 339 No Smoking Law states, "Health professionals have determined the use of tobacco products or look-alike tobacco products can be detrimental to one's health" and the Board of Education wishes to encourage good health practices among the students of this district. Therefore, the Board prohibits the smoking, use, or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, snuff, and any other tobacco, by any student in any area under the control of the school district or at any school sponsored activity supervised by any school within the district. Violations of said policy will follow the rules of conduct.

**1st violation:** Ten (10) school days suspension or a three (3) day suspension if the student and parent agree to the alternate to suspension program. The alternate to suspension program must be approved by the school administration. A written agreement will be signed by the student, parent and administration related to the guidelines to be followed for the alternate to suspension program.

**2nd violation:** Ten (10) school days suspension and a letter recommending expulsion will be sent to the superintendent.

#### **POSSESSION OF TOBACCO PRODUCTS**

A student shall NOT have on his person, be within easy access to, sell, give away or conceal tobacco or look-alike products.

**1st violation:** Three (3) school days suspension

**2nd violation:** Five (5) school days suspension

**3rd violation:** Ten (10) school days suspension

#### **CATEGORY "G"-AIDING AND ABETTING**

A student shall NOT, in any way, aid or abet another student in violating the Rules of Conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated.

#### **CATEGORY "H"-DISRUPTIVE BEHAVIOR**

Students behaving in a disruptive manner will be suspended for one (1) to ten (10) days and a letter of recommendation for expulsion may be sent to the superintendent.

**1st violation:** 1-5 days in-school suspension OR 1-10 day's out-of-school suspension and a letter of recommendation for expulsion may be sent to the superintendent.

**Other violations:** 1-10 day's out-of-school suspension and a letter of recommendation for expulsion may be sent to the superintendent.

**DISRESPECT:** A student shall NOT intimidate, make obscene gestures, sexually harass, insult, verbally abuse or abuse in writing any student, employee of the Board of Education or a visitor in the school.

**HARASSMENT, INTIMIDATION, OR BULLYING:** Pursuant to Board policy, a student shall not harass, intimidate, or bully another student. Such prohibited activities include any intentional written, verbal, or physical act a student exhibits toward another particular student on more than one occasion, and the behavior (1) causes mental or physical harm to the other student, and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student. Other acts of harassment, intimidation, or bullying that do not fall within the above stated definition may be disciplined under Category "H."

**FIGHTING:** A student shall NOT fight. Fighting is defined as the willful act of hostile bodily contact. Students who refuse to leave the scene of a fight will be considered insubordinate. **Students will be suspended out of school for fighting.**

**ENDANGERMENT:** A student shall not act in any way that causes or may cause bodily harm to another student, employee of the Board of Education, a visitor or oneself.

**MENACING THREATS:** A student shall not (1) threaten to cause physical harm to any student, school personnel, or any visitor in a school building or on school property; or (2) threaten physical harm to the property of such persons. In addition to verbal threats, the prohibition includes threats by any means, including but not limited to threats made in writing, by E-mail, by telephone, or by any electronic recording device. Student threats against school personnel are prohibited even if made or received off of school property.

**INDUCING PANIC:** A student shall not disrupt school or any school sponsored activity by doing any of the following: (1) starting or spreading a rumor of an alleged fire, explosion, crime, or other catastrophe, knowing that such rumor is false; or (2) committing or threatening to commit any act that is likely to cause serious inconvenience, alarm or panic at school or at any school sponsored activity.

**GANG ACTIVITY:** Students are prohibited from engaging in any act or behavior that communicates in any manner the recruitment, initiation, coercion, hazing, intimidation, revenge, retribution or retaliation for gang membership or gang related activity. This includes disruption of school or school-sponsored activities, on school grounds or in vehicles.

**INSUBORDINATION:** A student shall NOT disregard or refuse to obey directions or a reasonable request given by school personnel.

**INAPPROPRIATE SEXUAL BEHAVIOR:** A student shall not act in an inappropriate sexual manner at school or any school sponsored activity.

**GAMBLING:** No form of gambling is permitted in school. Gambling paraphernalia is not to be brought to school. Playing cards are considered to be gambling paraphernalia. A student possessing gambling paraphernalia on school property will have those items confiscated.

#### **CATEGORY "I"-FAILURE TO SERVE SATURDAY MORNING DISCIPLINE PROGRAM**

An unexcused absence to SMDP will result in:

- 1st violation:** One (1) day of out-of-school suspension.  
**2<sup>nd</sup> and 3<sup>rd</sup> violation:** Three (3) days out-of-school suspension.  
**4th and 5<sup>th</sup> violation:** Five (5) days out-of-school suspension.  
**6th violation:** Reclassify as repeated violations.

#### **CATEGORY "J"-INAPPROPRIATE BEHAVIOR**

Students behaving in an inappropriate manner, Category "J," will be disciplined as follows:

- 1st violation:** One (1) OR Two (2) SMDP  
**2nd & 3rd violation:** Three (3) days in-school suspension  
**4th violation:** Three (3) days out-of-school suspension  
**5th violation:** Reclassify as repeated violations

**CLASS DISRUPTION:** Students must abide by all classroom rules so as not to interrupt the educational process of the classroom.

**LOITERING:** Is defined as the willful presence in a school building, locker room, restricted area of a school building or school grounds at an unauthorized time, including lunch time. This includes excessive absence from the classroom (even when given permission) and the excessive presence of a student outside the cafeteria during the lunch period. Also, excessive presence in the restroom for purposes other than the expected use of the restroom. Examples of loitering in the restroom are: more than one person in a stall at the same time, not using the facilities, talking or waiting for a friend beyond a reasonable time, and any other inappropriate behavior that is not considered to be acceptable for restroom use.

**TRESPASSING:** A student shall NOT attempt to, and/or enter a locker, classroom, or closed or restricted area without proper authorization. Middle school students are not to be in the building ten (10) minutes before or after their school day without permission. Students are not permitted to visit other Northmont school buildings during that building's school hours and/or be on the premises of that building.

**GENERAL ABUSE OF PEERS:** A student shall not intimidate, insult, bully, verbally abuse or abuse in writing any other peer, participate in unauthorized touching, pushing, shoving, slapping, coercion, or threat of harassment.

**FRAUD:** Fraud would include, but not be limited to, improper use or assignment of free/reduced lunch privilege.

#### **CATEGORY "K"-INAPPROPRIATE BEHAVIOR**

**UNACCEPTABLE BEHAVIOR:** Will include, but not be limited to: public displays of affection, **having open bottles or containers in lockers**, possession of pornographic materials, rolling papers, roach clips, lighters and matches, laser light pointers, any unapproved sales, any willful display of pictures, drawings, or magazines which portray drugs, alcohol or sexual connotations, use of profanity and general "horseplay."

**FAILURE TO SERVE SCHOOL DETENTION:** **A student shall serve a school detention within the time given.**

**FAILURE TO SERVE LUNCH DETENTION:** A student shall serve lunch detention as assigned by the teacher or administrator.

**FALSIFIED INFORMATION:** A student shall not falsify any information on notes, admit slips, early dismissals, hall passes, research passes, etc.

**ELECTRONIC/COMMUNICATION DEVICES:** A student shall not use any type of communication devices such as beepers, pagers, cell phones, and walkie-talkies, radios, video games, CD players, Ipods, MP3 players, or other such devices from the time the student enters the building to when they leave the building at the end of the school day. If such devices are brought to school, they must be turned off, stored out of sight, and not used during the regular school day. Such devices that are lost or stolen are not the school's responsibility. Flash drives are to contain only school related documents. They are not to be used to download or upload non-school related files, documents, music, pictures or other media, while at school.

**INAPPROPRIATE DRESS:** A student shall not violate the student dress code as published in the student handbook. The wearing of hats, headbands, or any head covering is prohibited. Hats are to be stored in student lockers during the school day. In addition, a student shall not wear or display clothing, sunglasses, jewelry (including any "spiked" jewelry) or other items of expression, which advertise or promote a drug substance, drug paraphernalia, alcohol, or sexually suggestive or inappropriate references. Pants must be pulled up to the waist at all times. Teachers who observe inappropriate clothing or jewelry may assign a detention and/or ask the student to correct the problem. Dangerous jewelry and vulgar clothing will be referred to an administrator.

Violations of the above -

**1st & 2nd violations:** One (1) SMDP  
**3rd violation:** Two (2) SMDP  
**4th violation:** Two (2) days in-school suspension.  
**5th violation:** Three (3) days in-school suspension.  
**6th violation:** Five (5) days in-school suspension  
**7th violation:** Three (3) days out-of-school suspension  
**8th violation:** Reclassify as "Repeated Violations"

**FAILURE TO SIGN IN WHEN TARDY TO SCHOOL:** Any student who arrives at school within thirty (30) minutes after the designated starting time will be considered tardy, excused or unexcused, to school. All unexcused tardies of thirty (30) minutes or more may be classified as truant. The student must report directly to the attendance office to sign in and receive a tardy to school slip. The penalties for failing to sign in are:

**1st violation:** One (1) SMDP  
**2nd violation:** Behavior will be reclassified as Insubordination, Category "H."

**EXCESSIVE UNEXCUSED TARDINESS TO SCHOOL:** Unexcused tardiness to school will be considered excessive on the **fourth unexcused** tardy of the semester. A student's tardiness to school will be considered excused when the tardiness is the result of illness, an emergency or an appointment with a doctor, dentist or optometrist, providing the school receives parental verification by telephone or in writing. Excessive unexcused tardies may lower a student's grades.

Students who arrive between 7:50-7:55 a.m. will be counted as tardy to class. Students who arrive after 7:55 a.m. will be counted as tardy to school. Violations of unexcused tardiness to school:

**3rd violation:** Parent notification.

Office Referrals for each semester

**1st referral:** Two (2) lunch detentions

**2<sup>nd</sup> & 3<sup>rd</sup> referral:** One (1) SMDP each

**4th referral:** Two (2) SMDP's

**5th referral:** Two (2) days in-school suspension

**6th referral:** Three (3) days in-school suspension.

**7th referral:** Five (5) days in-school suspension.

**8th referral:** Three (3) days out-of-school suspension.

**9th referral:** Reclassify as "Repeated Violations".

**EXCESSIVE UNEXCUSED CLASS TARDINESS:** A student who comes to class after the time for class to begin is considered to be unexcused tardy unless he/she has an excused pass given to him/her by a staff member. A student shall be considered tardy if they are not in the classroom when the bell rings. Unexcused class tardiness will be considered excessive on the fourth tardy of the semester.

Violations for middle school students:

**4th tardy to class:** Teacher assigned lunch detention.

**5<sup>th</sup> tardy:** Teacher assigned school detention. Teacher to notify parent or guardian.

**6<sup>th</sup> tardy:** Two teacher assigned school detentions. Teacher to notify parent or guardian.

**7 or more tardies** will be referred to the office.

Office referrals for the year:

**1st referral:** One (1) Saturday Morning Discipline Program.

**2nd referral:** Two (2) Saturday Morning Discipline Programs.

**3rd referral:** Two (2) days in-school suspension.

**4th referral:** Three (3) days in-school suspension.

**5th referral:** Five (5) days in-school suspension.

**6th referral:** Three (3) days out of-school suspension.

**7th referral:** Will be reclassified to Repeated Violations.

**UNOFFICIAL PUBLICATIONS:** A student shall not distribute publications at school, which do not follow the guidelines governing the circulation of publications as written in the student handbook. Students who violate these guidelines may be suspended from school from one (1) to ten (10) school days and a letter recommending expulsion may be sent to the superintendent.

**CHEATING:** Students shall not cheat. Cheating shall include but not be limited to plagiarism, copying homework, copying computer disks, using cheat sheets, obtaining answers from another student on a test or quiz, allowing other students to use your materials with the intent to cheat, and any attempt to alter grading procedures.

**1st violation:** Student given zero on test, quiz, or assignment and parent notification

**2nd violation:** Consequences for first violation plus students will be assigned two (2) SMDP's.

**3rd violation:** Three (3) days in-school suspension

**4<sup>th</sup> violation:** Five (5) days in-school suspension

**5<sup>th</sup> violation:** Reclassified as Category "E" Repeated Violations of School Rules.

**CHEWING GUM:** Students are NOT to possess or chew gum in the building before, during or after the regular school day.

**1st & 2nd:** Teacher assigned lunch detention

**3rd violation:** Reclassify as "Unacceptable Behavior"

**THE FOLLOWING USES OF THE INTERNET ARE STRICTLY PROHIBITED:**

1. Providing your network account and/or password to others;
2. Providing on-line your home address, phone number, or photograph, or the home address, phone number or photograph of others;
3. Using the account of another user, with or without permission;
4. Using the network without staff monitoring or supervision;
5. Gaining or attempting to gain unauthorized access to resources or entities (commonly referred to as "hacking");
6. Invading the privacy of others by accessing and/or vandalizing their computerized data;
7. Introducing a computer virus onto the network or any district computer;
8. Installing or copying any software and/or other material on the hard drive of the system without the permission or under the supervision of the teacher or system administrator or in violation of the copyright law;
9. Degrading or disrupting equipment or system performance;
10. Wasting technology resources including bandwidth, file space, and printers;

11. Using the system to access or distribute and/or viewing inappropriate material or advising others how to access inappropriate material;
12. Using the system to access any area of the Internet that would be offensive in accordance with the applicable policies and regulations of the Board of Education;
13. Using any form of obscene, harassing, threatening, defamatory, or abusive language online;
14. Violation of trademark/copyright laws, license agreements, or other contracts;
15. Using the network for financial gain, for commercial activity or for any illegal activity;
16. Posting personal communication without the author's consent;
17. Substituting someone else's name on an E-mail communication;
18. Sending any communication that is inconsistent with the applicable policies and regulations of the Board of Education and/or that suggests, for example, pornography, unethical or illegal solicitation, racism, or sexism;
19. Using the Internet without having signed the AUPIS consent and waiver;
20. Possessing any data in paper, magnetic disk, or other form which violates the terms and conditions of this AUPIS or current copyright laws restrictions;
21. Any action by a user that is determined by the classroom teacher or the district administration to constitute inappropriate use of the Internet. Inappropriate use is defined as any violation of this AUPIS or any use that is inconsistent with the educational goals of the district.

Students who violate these guidelines may receive school discipline and/or termination of Internet privileges at school.

#### **CATEGORY "L"-LOCKERS, SEARCH, SCHOOL BUS, CAFETERIA AND HALLWAY BEHAVIOR**

**LOCKERS:** Students are advised that school lockers are the property of the Northmont City School District and are subject to inspection and search by authorized school personnel. Students are responsible for any and all contents found in their lockers and may be held liable for any violations of school rules that occur in their assigned locker. No student should be sharing a locker without the written permission of the administration. Sharing lockers does not excuse either student from being responsible for the contents within the locker at all times. Because students have assigned lockers, Students are not permitted to carry backpacks, knapsacks, or book bags during the school day for safety reasons and to eliminate hallway congestion.

Students are NOT to obtain the combination or gain access to another student's locker nor tamper with locker mechanisms. Once assigned a locker, students may not move to another locker without authorization from an administrator. Students are not to tamper with combination lock mechanisms and/or attempt to "set" lock for quick opening (students will be responsible for restitution if damage occurs as a result of tampering with locker mechanism). All violations will be classified as "Unacceptable Behavior" unless theft is involved.

**SEARCH:** Students are advised that lockers are the property of the Board of Education and that the lockers and the contents thereof are subject to random searches at any time without regard to any reasonable suspicion. A student shall not refuse a search or impede a search of his person, including without limitation, his briefcase, pocketbook, locker, desk, and automobile if such automobile is parked on school grounds. Refusal to be searched or impeding such a search will result in the administration calling the parent and/or police to assist in the search. When the administration believes a student is concealing evidence of a crime upon his person or property, the police may be asked to conduct the search.

**SCHOOL BUS:** All the rules listed herein and their consequences apply to students when aboard a school bus. The school bus driver, like the classroom teacher, is an employee of the Board of Education and has the right and responsibility to enforce the student rules of conduct and to report to the principal or assistant principal all violations of these rules. Students who violate the rules of conduct while riding the school bus will be disciplined according to the penalty assigned the violation as found in student rules of conduct booklet. A student may be denied the privilege of riding the bus by the principal or his designee for a minimum of one (1) day to a maximum of ten (10) school days. Repeated violations of these categories may result in the student being expelled from the bus for the remainder of the quarter or semester.

**NOTE: Bus video camera tapes may be used to determine possible discipline for students.**

#### **CAFETERIA GUIDELINES:**

1. No line cutting. Saving a place in line for a friend is not permitted.
2. Trash should be placed in containers.
3. The tables and area should be free of debris and the tables cleaned before leaving. If you sit at a table that is not cleared, it becomes your responsibility to clear the table.
4. Students cannot loiter in any entryway to the cafeteria.
5. Students are to remain in the cafeteria, outside on the west side of the building next to the tennis courts, or in the gym as directed.

6. Do not throw food or any other object in the cafeteria.
  7. All food and trays are to be kept in the cafeteria. Food is not to be taken into hallways or classrooms. No food is to be removed from serving areas and/or vending machines without proper payment made. Sharing an 'all-you-can-eat' item is prohibited.
  8. No walking or standing on furniture.
  9. Students may not bring in or have delivered food from a restaurant.
  10. Students may not leave the cafeteria without a pass or permission of a lunchroom monitor.
  11. Students may not habitually request money (panhandle) from other students.
  12. Chairs are not to be moved from one table to another.
  13. No student is to bother another student's food or drink in any way.
  14. There is to be no whistling, pounding on tables, stamping feet, or creating other loud noises.
- Students misbehaving during lunch may be given: Lunch detentions, SMDPs, in-school suspension or out-of-school suspension.

**HALLWAY BEHAVIOR EXPECTATIONS:**

1. Walk on the right; don't run.
  2. Stay in your team hallway.
  3. Stay to the side.
  4. Keep hands, feet, and objects to self.
  5. Speak in normal volume.
  6. Use appropriate language only.
- Students misbehaving in the hallway may be given: School detentions, SMDP's, in-school suspension or out-of-school suspension.

**CATEGORY "M"-EXCESSIVE UNEXCUSED ABSENCES FROM SCHOOL**

Notwithstanding the penalties set forth in Category "D" herein, students who continue unexcused absences after being notified in writing by the District Attendance Officer regarding their excessive non-attendance may be subject to expulsion from school. In addition, such students may be referred to the Juvenile Court.

**FIELD TRIPS**

8th Grade Washington D.C. trip, all field trips for 8<sup>th</sup> graders not going to DC, and all other school field trips (both 7<sup>th</sup> and 8<sup>th</sup>) guidelines:

Participation in all trips is a privilege, not a right. Therefore, any student who accumulates any of the following disciplines will not be permitted to participate in field trips:

- Out of school suspension: 1 or more days up to and including the date of departure.
- In school suspension: 10 or more days assigned prior to the date of departure.
- Saturday Schools: 6 assigned prior to the date of departure.
- School Detentions: 15 assigned prior to the date of departure.

*Note: Any student removed from the trip for disciplinary reasons will receive a full refund of any money paid toward the trip to that date.*



