

STUDENT HANDBOOK 2011-2012

4916 NATIONAL ROAD  
CLAYTON, OHIO  
OFFICE  
(937) 832-6000

ATTENDANCE  
(937) 832-6068

This agenda belongs to:

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Dear Student:

I want to take this opportunity to welcome you to Northmont High School and wish you success in the 2011-2012 school year.

Over the years, Northmont High School has built a tradition of excellence in all areas. The academic program has been designed to serve students with a range of abilities, interests, and aspirations. The student activities program has been recognized for outstanding performances in athletics, drama, music and student publications, as well as for its diversity. The teaching staff possesses the educational degrees and years of experience to deliver a quality educational program.

Even though the community has provided the financial resources to support an outstanding curriculum, an award winning student activities program, and a well qualified staff, you are the needed ingredient to ensure success. You must become involved in your school by taking your studies seriously, participating and assuming leadership roles in student activities, and cooperating with your teachers. Through your involvement, you can prepare for life's future challenges, as well as maintain the tradition of excellence at Northmont High School.

This publication is more than a handbook. It has been prepared to promote your understanding of the operation of the high school and with the addition of the planner, to make a positive impact on student achievement. Please read this information carefully and then share it with your parents. Please sign the back of this page and return it to your teacher. The greater your understanding of school rules and operational procedures, the greater the possibilities for a successful school year. It is your responsibility to read this publication and then to abide by the rules and policies stated therein.

On behalf of the entire staff at Northmont High School, I look forward to this school year and helping you pursue your personal goals.

Sincerely,

George Caras  
Principal

NORTHMONT CITY SCHOOL DISTRICT  
ACKNOWLEDGMENT OF STUDENT RULES OF CONDUCT

All students will receive a copy of the student rules of conduct, which states the behavioral expectations for all students.

“These rules of conduct apply to regular school, all school sponsored activities, extracurricular activities, summer school and night school programs.” The Rules of Student Conduct also apply to student misconduct, regardless of where it occurs, that is directed at a district official or employee or the property of an official or employee.

I acknowledge having received a copy of the Student Rules of Conduct; having the Rules reviewed with me by school personnel; being instructed to read and study the Rules; and, being told to share them with my parents for their review and general information.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT LAST NAME

\_\_\_\_\_  
SCHOOL I.D.

## BOARD OF EDUCATION

832-5000

Mrs. Linda Blum	Board President
Mr. Bruce Clapp	Board Vice-President
Dr. Gary Davenport	Board Member
Mr. Thomas Walker	Board Member
Mrs. Jane Woodie	Board Member
Mrs. Sandra Harris	Treasurer
Mr. Casey Clapp	Student Board Representative

## CENTRAL OFFICE ADMINISTRATION

832-5000

Dr. Sarah Zatik	Superintendent
Mrs. Amy Sipes	Director of Human Resources
Mr. Robert McClintock	Asst. Superintendent - Business Manager
Ms. Debbie Baker	Dir. Curriculum/Instruction/Technology
Mrs. Leslie Hobbs	Coordinator of Student Services
Mrs. Pam Pearson	Director of Food Services
Mr. John Blessing	Director of Operations
Mr. John Gossett	Transportation Supervisor (832-5067)

## HIGH SCHOOL ADMINISTRATION

832-6000

Mr. George Caras	Principal - 832-6012
Mr. Greg Behrens	Asst. Principal - 832-6540
Mr. Jason Inkrott	Asst. Principal - 832-6007
Mr. Chad Kaltenbach	Asst. Principal - 832-6005
Ms. Robin Spiller	Asst. Principal/Athletic Dir.-832-6013

## HIGH SCHOOL SPECIAL SERVICES

Mr. Tony DiSabatino	School Psychologist - 832-6073
Mrs. Linda Hager	School Psychologist - 832-6049
Mrs. Amy Phelps	Health Services/Safety Coord. - 832-6060
Mr. Joe Hartenstein	Attendance Officer - 832-6024
Mrs. Sheree Coffman	Student Asst. Coordinator - 832-6065
Dr. Janet Peterson	Media Specialist - 832-6031
Mrs. Kim Look	Cafeteria Food Manager - 832-6027
Mr. Jeffrey Holp	Head Custodian - 832-6028

## DEPARTMENT CHAIRPERSONS

Mr. Glenn Patton	Counseling Services - 832-6020
Mr. Robin Dakin	Art - 832-6551
Mr. Mark Barnhil	Music - 832-6538
Mrs. Juliette Schmalhofer	Language Arts – 832-6587
Ms. Janelle Hayes	Foreign Language – 832-6565
Mr. Rusty Rizzotte	Mathematics – 832-6607
Mr. Jim Smith	Physical Education – 832-6681
Mr. Clifton Martin	Science - 832-6594
Mr. Chuck Harlow	Social Studies – 832-6570
Mrs. Susan Webb	Special Education - 832-6545

Mr. Sam Pfeffer  
Mr. Eric Wagner

Applied Tech - 832-6604  
Business – 832-6600

#### ADMINISTRATIVE DISCIPLINE ASSIGNMENTS

Mr. Jason Inkrott      A - G  
Mr. Greg Behrens      H- O  
Mr. Chad Kaltenbach   P – Z

#### STUDENT SERVICES

Cafeteria: Northmont Senior High School operates on a closed lunch schedule. No student will be permitted to leave school grounds to obtain their noon meal or bring their meal in from local restaurants. The primary functions of the cafeteria are to serve lunches of a maximum nutritional value at a minimum cost and to provide an atmosphere conducive to social interaction among members of the student body and the faculty. Considerable money has been expended to attain these objectives. The student body is requested to make use of the facilities in an appropriate manner. All items on the menu are sold on an ala carte basis, thus permitting each student to select only those items which they wish to eat. In addition to the ala carte lunch program, students may purchase a plate lunch, or if desired, bring their own lunch. Students who bring their lunch may obtain milk and other food items in the cafeteria. The following are suggestions for cafeteria procedures:

1. Four serving lines plus a deli and snack line are operated to serve the greatest number of students in the shortest amount of time.
2. Students should take their place in the lunch line, move quickly through the line and to a table. Students should not cut into the lunch line.
3. Our cafeteria is operated on a cash on account debit card system. Students may put money on their accounts before school or during any serving time. Parents may make credit card deposits through lunch deposit at [www.lunchdeposit.com](http://www.lunchdeposit.com). You may also use cash at any time.
4. The cafeteria has a limited seating capacity. Students are encouraged to socialize without interfering with those entering the cafeteria. Card playing is prohibited in the high school building. This rule applies to the cafeteria.
5. Each student is responsible for keeping the tables and chairs clean and orderly.
6. Each student is responsible for taking his/her trash/tray to proper containers.
7. Students are not to go beyond the red line on the east end of the patio area.

Vending Machines: Access to food and beverages will be available during the lunch periods and after school. We ask that the student body please keep the school clean and throw all trash in the trash receptacles. The administration reserves the right to turn off any machines when there is improper use or excess trash in the school building.

Boundaries During Lunch Period: During each lunch period, one-third of all students are at lunch while the remaining two-thirds are in classes or study hall. In order to maintain a proper instructional

environment, it will be necessary to restrict students from certain portions of the building and grounds during lunch periods. The lunch area is considered to be: the cafeteria, commons, patio outside the commons on the concrete area and the hallway from commons to restrooms. Students are not to go beyond the red line on the east end of the patio area. Students violating this restriction will be considered to be in an unauthorized area, subject to loitering violation in the Code of Conduct.

**Free and Reduced Lunch Programs: The Northmont City School district will provide free or reduced price lunches to all students who qualify for these programs. Students who desire to apply for the free or reduced price lunch program may obtain application papers through the main office of the senior high school. Requests of this nature are handled on a confidential basis.**

**Media Center: Northmont Senior High School provides a Media Center for the convenience of all students to aid in completing assignments or for pleasure reading. Students will find books, magazines, newspapers, a coin operated copy machine, and computer software. The media center staff is available to assist each student in locating the materials and to answer questions. A three week loan period will be allowed on most books and magazines. Some materials are available for overnight loan. Students not returning materials to the media center according to the established due date will be charged a fine based upon the following schedule:**

Three week materials \$.05 per day

Overnight materials \$.25 per day

A student having overdue materials or owing a fine will not be permitted to borrow another book until the book is returned and all fines are paid. Students' report cards will be held when fines of \$.50 or more are owed. If a book is lost or damaged, the parents will be asked to pay for the cost of replacing the book or if damage is minimal, to pay for the cost of repairing the book. Students who have a pass to the IMC should report directly to study hall at the beginning of the period. Passes should be obtained from classroom teachers only when IMC resources are needed. Students with IMC passes should report to study hall before coming to the IMC. Immediately upon entering the IMC, all students should sign the notebook kept at the checkout desk. (This includes students who have a teacher pass to use the computer lab.) The IMC is a quiet place for individual research and pleasure reading. When a student is in the IMC they are expected to use IMC resources. The IMC is not to be used as a study hall or cafeteria (No food or drink is to be brought into the IMC!) Students behaving in a disruptive manner (as defined in the Student Rules of Conduct) will lose the privilege of using the IMC for one (1) to five (5) days or be assigned detention at the discretion of the IMC staff. A second violation of these rules will be a referral to their administrator and may result in loss of IMC privileges for a quarter. The IMC is open to students from 7:00 to 4:00 each day.

**Student lockers: Each student attending Northmont Senior High School will be loaned a hall locker by the Northmont Board of Education. The locker will be assigned by the school administration for the storage of coats, textbooks, and other education related materials. In addition to these hall lockers, students participating in special programs may be assigned a locker for use while participating in the special program. Lockers are**

to be kept locked at all times. Each student is personally responsible for keeping lockers clean and orderly. All lockers are subject to inspection by school personnel without prior notice. Locker assignments can not be changed without authorization from the main office. Students are responsible for the lock and keys to the locker to which they are assigned. A fee of \$2.00 will be assessed for the first lost key. A fee of \$5.00 will be assessed for additional lost keys.

Textbooks: Textbooks used by the student body are provided by the Northmont Board of Education. These books should be handled with care and returned to the classroom teacher at the termination of the course. Each student to whom the book was issued will be charged to have the book repaired or replaced. If the books are lost, this fact should be reported immediately to the classroom teacher so another book may be issued.

Work permits – Age & schooling certificate: The superintendent of schools shall not issue an age and schooling certificate (work permit) until he has received, examined, approved and filed the following information:

The student when making an application for an age and schooling certificate (work permit) should:

1. Secure the proper forms from the office of the school you attend.
2. Fill out the application for employment certificate and have your parents or guardian and issuing person sign it.
3. Bring documented evidence of legal proof of age to the Principal's Office at the High School. Evidence of age can be presented in the manner of your (a) birth certificate, (b) a passport showing the date and place of birth which has been filed with a registrar of passports at a port of entry of the United States, or (c) Baptism or other religious record showing place and date of birth.
4. Have your employer fill out and sign the pledge of employer form.
5. The principal of your local school, fills out and signs the school record form.
6. Physician's certificate - have the physician's certificate completed by one of the following: the family physician or the employer's physician. Bring all completed forms to the Principal's Office at the high school between the hours of 7:30 a.m. and 3:30 p.m., Monday through Friday. No applications will be processed after 3:30 p.m. Check to make sure all forms are filled out completely, and signed by the appropriate persons. Bring documented proof of age, drivers license will not be accepted.

### COUNSELING SERVICES

The high school's counselors work to enhance your learning experience at Northmont. They assist you in planning for success during your high school and post-high school experience. This includes gaining a better understanding of yourself and others, developing responsibility and self-discipline, learning how to solve problems and make decisions, and setting and achieving goals. The counselors work with you and your parents, teachers, and administrators in helping you to be successful in school.

Your counselor can help you:

- . plan your high school course work
- . plan your next step in education after high school
- . find financial aid and scholarships for college
- . research a possible career
- . find employment
- . take college courses while in high school
- . evaluate your skills through testing and inventories
- . learn about and apply to the Miami Valley Career Technology Center
- . improve your study skills
- . solve personal problems and conflicts with others
- . arrange conferences with your teachers
- . learn about military opportunities after high school
- . find a tutor
- . find an appropriate summer learning experience

Counseling staff: Counselor assignments are made according to the first letter of your last name:

A - C	Mrs. Kessler - 832-6021
D - Ha	Mrs. Peters - 832-6019
Hb - L	Mrs. Marsden - 832-6018
M - P	Mr. Sommer - 832-6023
Q - S	Mr. McIntire - 832-6022
T - Z	Mr. Patton - 832-6020

Seeing your counselor: You may stop by the counseling center with a pass to see your counselor. If he or she is assisting another student or family, please make an appointment to return to the counseling center during a study hall or lunch period. Each counselor has an appointment book where you can record your appointment. The counseling center secretaries can help you schedule an appointment. Your parents may contact your counselor by calling the direct line listed above during the counseling center office hours of 7:35 am to 3:00 pm.

Post-secondary enrollment options: If you wish to take college classes while enrolled at Northmont, you should inform your counselor no later than March 30 of the school year preceding the year that you intend to take the college courses. Information on this program will be presented to you during orientation to scheduling each year.

Home instruction: If you are absent from school for twenty or more consecutive days for either physical or emotional reasons, you may apply for home instruction. You may secure an application from your counselor. Upon approval of the application, the administrative staff will secure a tutor to work with you and your teachers during your absence. This service is provided at no cost to your family.

Homework assignments: You or your parents may request homework assignments via teacher voice mail listed on the back.

Schedule adjustments and changes: Considerable time and effort are expended by students, counselors, and administrators in developing student schedules for each quarter of the school year. Student choices are made on the basis of thorough student orientation, examination of the program of studies, and opportunities for student, counselor, teacher and parent input. At the time student schedules are finalized, it becomes the responsibility of the student to attend, participate in, and successfully complete all scheduled classes.

School personnel recognizes that a student may have selected courses inappropriate for the student's personal or educational goals. For this reason, guidelines have been established for the processing of necessary schedule changes and adjustments.

Dropping classes: A student may initiate a schedule adjustment by following the procedures indicated below:

1. The student should obtain a "request for schedule adjustment" from the counseling center. This form should be properly completed with all required statements and signatures and returned to the appropriate counselor. Requests for teacher changes will not be considered.
2. It is the student's responsibility to attend the class in question during the period of time that the request is being reviewed by the counselor.
3. The counselor reviews the request using the following criteria:
  - A. No more than one credit may be dropped from or added to the schedule.
  - B. The minimum number of credits remaining on the schedule after the change must be equal to one-fourth (1/4) of the credit total required for the student to graduate.
  - C. The student should be enrolled in course work totaling a minimum of one & one fourth (1 1/4) credit each quarter. (Students needing to maintain eligibility for extracurricular activities are encouraged to be enrolled in 1.5 credit each quarter.)

A student who is permitted to withdraw from a course no later than

1. the tenth (10) school day of a semester course or
2. the twentieth (20th) school day of a year course

will receive a grade of "W" and no credit on the final grade card.

Students who are permitted to withdraw from a course after the above stated deadlines will receive a final grade of "F" and the grade will be used in calculation of the cumulative point average. This course will become part of the permanent record and will be posted on all transcripts. Partial credit will not be issued. Credit will be issued only upon completion of the course requirements as stated in the Northmont Program of Studies Booklet.

Adding classes: Students may be permitted to add courses to their schedule by contacting their counselor and requesting to add a class. Once school begins, many class changes cannot be accommodated due to classes being full and course conflicts. In adding classes to student schedules, the following time frame will apply.

Students may not add a class after: The tenth (10th) school day of a semester course or the twentieth (20th) school day of a year course.

Course movement within a department - teacher initiated:

1. The classroom teacher and student discuss the possibility of being misplaced in the present course. Consideration will be given to the change providing the student has demonstrated satisfactory effort and behavior and is attaining below average grades.
2. The classroom teacher will initiate and discuss with the student's guidance counselor the need of a course/level change.

3. The counselor will review the situation with the student and give to that student the “request for schedule adjustment” form. This form should be properly completed with all required statements and signatures and returned to his/her counselor.

4. This necessary movement of a course/level needs to occur by the end of the first nine weeks. Any other course movement needs to follow the above procedure and have administrative approval.

Progress book: The Parent Access feature of the district’s electronic grade book, Progress Book, allows parents to view information about their children such as current grades, attendance, assignments, and teacher messages. Parents will be provided a unique user name and password that will allow them to access this feature through any Internet connection. Contact: Amy Mangen - 832-5085

Student transcripts: Transcripts (records of the courses you have taken and your grades) are issued through the counseling center. If you transfer to another school, a transcript will be forwarded by the counseling center to that school upon their request. If you are a senior submitting an application to a college or university, complete the application, bring it with your application fee to the counseling center, and complete a transcript request form (available in the counseling center). Your application and transcript will then be mailed from the counseling center. Please allow at least two days for this process, longer if a recommendation from your counselor is needed. When you apply to a college electronically, be sure to request that a transcript be sent from the counseling center.

Psychological services: Many students have problems or concerns which require specialized assistance. The Northmont School District employ school psychologists to provide psychological services to students of the senior high school. Appointments with a school psychologist can be arranged through the counseling center. Services by a school psychologist are provided on a confidential basis.

Peer mediation services: 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 and before they escalate. 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. If the students in conflict agree to the mediation, they will be scheduled for a mediation session at the earliest possible time. Administrators may refer students to mediation in lieu of, or as an alternative to discipline.

Chemical abuse/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, staff members, and peers who are concerned about a student's behavior. Such referrals are confidential and do not become a part of the student's cumulative record. Referrals can be made directly to the student assistance coordinator, Sheree Coffman, 832-6065 or through any staff member.

Surveys: Northmont City Schools will periodically administer tobacco, alcohol and other drug use surveys to students in the middle school and high school to determine the progress of our prevention programs and to see which areas need additional attention. Parents have the right to inspect, upon request, a survey created by a third party before the survey is administered or distributed by the school to the student. The parent will have access to the survey within a reasonable period of time after the building principal receives the request. Parents wishing to pursue this investigation should contact the building principal to make arrangements. A parent can, upon inspection and review, refuse to have his/her child participate in the survey.

## COUNSELING DATES FOR 2011-2012:

Aug. 23	7:50 am	First day of school for 9 <sup>th</sup> grade students and students new to Northmont only
Aug. 23	6:30 pm	Open House
Aug. 24	7:50 am	All students in attendance. Normal school day
Sept. 1		Orientation of freshmen to counseling services
Sept. 7		Last day to drop/add first semester courses
Sept. 15		Senior college prep orientation
Sept. 21		Last day to drop/add year courses
Sept. 26 & 28		Orientation of Juniors to PSAT & college week
Sept. 29		Sophomore orientation to MVCTC
Oct. 3-7		Orientation of seniors to College Week
Oct. 15	8:00 am	PSAT testing
Oct. 24 - 28		Ohio Graduation Tests, grade 11 - 12
Oct. 31 – Nov. 4		Ohio Graduation Tests make-ups
Oct. 31 – Nov. 4		College Week
Nov. 14 - 22		Career & college planning program for juniors
Dec. 6		Sophomore Career Day at MVCTC
Dec. 8	4:30-7:00 pm	MVCTC Open House
Dec. 8	7:00 pm	Parent financial aid night in auditorium
Jan. 10	7:00 pm	Eighth grade parent meeting in auditorium
Jan. 30		Last day to drop/add second semester courses
Feb. 6		Orientation of juniors to scheduling for 2012-2013
Feb. 8 - 9		Collection of junior schedule requests
Feb. 13		Orientation of sophomores to scheduling 2012-2013
Feb. 15 - 16		Collection of sophomore schedule requests
Feb. 21		Orientation of freshmen to scheduling 2012-2013
Feb. 23 - 24		Collection of freshmen schedule requests
March 12 -16		OGT tests, grades 10-11-12
March 19 -23		OGT test make-ups
March 30		PSEO intent form deadline for 2011-2012
April 2 -6		Career planning program for freshmen
April 10	7:30 am	Post-secondary options parent meeting Lecture A
April 11	7:00 pm	Post-secondary options parent meeting Lecture A
April 12	2:00 pm	Post-secondary options parent meeting Lecture A
May 7 -18		Advanced placement tests
May 3	7:00 pm	Senior recognition night in auditorium
May 17		Senior exit survey
June 9	8:00 am	ACT test at Northmont

American College Test (ACT) 2011-2012:

Test Date	Regular Reg. Deadline	Late Reg. Deadline
September 10	August 12	August 26
October 22	September 16	September 30
December 10	November 4	November 18
February 11	January 13	January 20
April 14	March 9	March 23
June 9	May 4	May 18

Northmont High School is a test center for the June 9 ACT.

The College Board SAT I (SAT) 2011-2012:

Test Date	Regular Reg. Deadline	Late Reg. Deadline
October 1	September 9	September 21
November 5	October 7	October 21
December 3	November 8	November 20
January 28	December 30	January 13
March 10	February 10	February 24
May 5	April 6	April 20
June 2	May 8	May 22

The Northmont High School code for both the ACT and SAT is 361192.

Two-Hour Release Days for 2011-2012 School Year:

Sept. 14, Oct. 12, Dec. 7, Jan. 25, Feb. 29, April 11

### HEALTH SERVICES

Health Clinic: The clinic is located on the main floor near the main office.

Students who need to visit the clinic should report to their scheduled class and get a pass from the teacher excusing them to the clinic. If the clinic is closed, ill students may go to the attendance office. All ill or injured students must report to the school nurse or secretary before going 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 who 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 medications 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, medication forms are available in the main office, clinic, or Northmont web site. Medication forms are current for only one school year. New forms must be completed at the beginning of every 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:** A prescription medication form must be signed by both the parent and the physician. The medication must be in the original container. Do not send medications in plastic bags or any other type of 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 son or daughter with the following medications if needed: Acetaminophen (generic Tylenol), Ibuprofen (generic Advil) or antacid. These are the only over the counter medications the district provides. The form must be signed by the parent. Consent by phone is not accepted. Students may not self carry over the counter medications.

**Passes for Medical Needs:** If a student has a major medical need, a restroom, hall, or water bottle pass may be issued for a specified amount of time. The student should bring in a doctor's note for approval of a special pass. Physicians should be made aware the High School does not have elevators. Ill or injured students will have to maneuver stairs and crowded hallways. Parents should contact the school nurse in regard to students who have medical needs.

**Speech and hearing therapy:** Speech therapy and hearing screening services are provided for all students by the Northmont Board of Education. Students needing speech or hearing screening are normally referred for evaluation to the speech pathologist through the counseling center, or from individual faculty members. Periodically, students will be tested to determine their needs for these services. As a general rule, speech or hearing problems are correctable and should be dealt with immediately.

#### DAILY PROCEDURE

**Announcements:** Announcements will be read over the public address system each day. Forms are available in the Main Office and they must be completed and turned into the office not later than 7:45 a.m. the day the announcement is to be read. The announcement form should include the date or dates to be read. Generally, announcements will not be read for more than two consecutive days. Weekly announcements will also be placed on the message boards in the commons, cafeteria and gym lobby. Students have a responsibility to each other to remain quiet during announcements. Not all announcements will concern all students; however, some announcements will pertain to the entire student body. At the conclusion of announcements, it is frequently necessary to call students to the office. If your name is called, report to the office immediately. No announcements will be read to a specific individual (i.e. dedications).

**Hall Conduct:** While hall conduct is supervised by the faculty and administration, each student should assume the responsibility for

his/her own conduct. Students should not run, yell, push, wrestle, loiter, or make unnecessary noise during the class changes. Please remember that during your lunch period, classes are in session. Noise in the halls and courtyard at that time is particularly disruptive and will not be tolerated. Students who become overly amorous present an embarrassing appearance to those around them. School is definitely not the place for public display of affection. Students not able to set reasonable limits on their behavior will be creating a situation where limits must be set for them. Do not create a situation which will be embarrassing to you or to others.

Building Use Beyond Normal School Hours: Curricular activities at Northmont Senior High School conclude at 2:55 p.m. Students shall exit the building in a timely manner (3:35 p.m.)\* Students participating in an extracurricular activity in the school building should restrict their activities to the assigned area. All activities held after normal school hours are subject to all regulations in effect during the school day plus the following stipulations:

1. Extracurricular activities should not interfere with the routine activities of the custodial staff. There shall be no athletic conditioning in the halls such as running until 4:00 p.m.
  2. All groups desiring to hold after-school meetings should notify the Director of Student activities by the Wednesday of the preceding week and be assigned a meeting place.
  3. All after-school meetings must be attended by the faculty sponsor of the organization.
  4. All extracurricular activities should be concluded and all students should be out of the building by 10:00 p.m.
  5. The building is to be closed on Sunday unless permission is granted.
- \*Any student remaining in the building after normal school hours and not under the direct supervision of a staff member may be disciplined under the Code of Conduct Category "K" unacceptable behavior.

#### BUILDING PERMIT SYSTEM

All students are to have some form of permit when out of class or study hall. Passes or permits will be issued only by a teacher or office personnel. The following are the major passes or permits which can be issued:

1. Hall Pass: Issued by classroom teachers and office personnel to students who need to be in the halls during class time. Students wanting permission to go to other rooms in the building from study hall, such as to the counseling center, MUST obtain a pass from the person in charge of that area. Hall passes are to be used for emergency situations only.
2. Permanent Early Dismissal Permit (Flash Card): This permit is issued to all students working through co-op programs. Students seeking a permanent early dismissal for the purpose of work must possess a valid work permit before the dismissal slip is used. This permit will be issued only upon the request of a vocational coordinator and should be carried at all times. A permanent early dismissal is a privilege and may be revoked at any time. Flash cards

will NOT be issued because of study halls.

3. Request for Counseling: This permit will be issued through the Counseling Center and will be completed by the student. This pass is only valid when signed by the guidance secretary or one of the guidance counselors.

4. Withdrawal Form: This form can be obtained from the Counseling Center by a student who is withdrawing from school. Transcripts will not be issued for students who fail to complete the withdrawal procedure and pay school fees owed to the district.

#### 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 extracurricular programs and all regulations affecting students.

#### 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 Procedures listed below are 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. Every effort should be made to resolve grievances at the lowest level possible.

Step 1: The student should consult privately with the senior high school principal concerning their grievance.

Step 2: If the grievance has not been resolved at Step 1, the student should submit their grievance, in writing, to the senior high school principal. The principal will issue a written response within ten (10) days.

Step 3: If the grievance has not been resolved at Step 2, the student hearing officer listed below should be contacted:

Amy Sipes

4001 Old Salem Rd.

Englewood, OH 45322 (937) 832-5007

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/or 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 this 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.

## DRESS AND PERSONAL GROOMING

The Northmont School District is committed to the belief that a fundamental objective of public education is the development, in each child, the ability to order their own lives within a democratic society. We believe that in line with this basic concept, students working with their parents should be permitted to determine their own style of 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 the 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 or standard of personal grooming which is potentially harmful or tends to destroy standards of health or safety will not be permitted.
3. Any style of dress or personal grooming which tends to undermine orderliness or discipline within the school will not be condoned.
4. Any style of dress which exceeds generally accepted standards of decency will not be tolerated.

5. Any style of dress or standard of personal grooming which can be described as fad, or attempt at the commercial exploitation of the student body, will not be condoned.

6. A student shall not wear or display clothing, jewelry, or other items of expression which advertise or promote a drug substance, drug paraphernalia, alcohol, depicts violence, weapons, gang related activities, or make a sexual reference. The Northmont Board of Education empowers the superintendent of schools and the building principals to develop the necessary rules and regulations for the implementation of this policy. The staff and administration are responsible for the enforcement of this policy. 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. The administration accepts the fact that no policy or interpretation of the policy can be sufficiently comprehensive to cover all situations. As the necessity arises for further definition of board policy or clarification of the established limitations, the student body will be informed. The following items of wearing apparel should not be worn (all tops should have 2 straps at least 3" wide) during the academic school day:

1. Halters, tube tops, or spaghetti type tops
2. Shirts, blouses, tank tops, shorts or other clothing that exposes excessive amounts of chest, back, side, midriff, or thigh may not be worn. Garments must meet when standing.
3. Heel plates or Heelys shoes.
4. Sun glasses - other than for medical reasons
5. Hats, Sweatbands or any type of head covering - other than for religious or medical reasons - male and female. Students may be asked to store hats in lockers.
6. Clothing will not be ripped or have holes above mid thigh, even by design.
7. Clothing should be worn in a manner not to show undergarments.
8. 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.
9. Any accessory that may be used as a weapon or may be used to inflict personal harm (i.e. chains (including wallet chains), handcuffs, studded wrist bands or gloves, etc.)

All members of the student body and their parents should be aware that while certain forms of dress are acceptable, they are not necessarily considered to be appropriate for school wear (i.e. length of clothing). The administration will communicate with each parent what it considers to be appropriate school wear. Students violating these restrictions will be dealt with according to the Student Rules of Conduct.

#### CIRCULATION OF PUBLICATIONS

Policy Governing Circulation of 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 presented at that 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 all 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 and must be approved by the administration or their designee.
8. All students failing to abide by these restrictions are subject to suspension or expulsion.
9. Student Journalism: Official student publications (newspapers, yearbook) are a part of the school curriculum and editorial control remains with school authorities. These publications are a school forum and not a public forum.

#### PARKING LOT/MOTOR VEHICLE POLICY

Students who have a need to drive to school may be issued a parking permit (registration and driver's license must be presented on each vehicle). Since there are limited student parking spaces, students with a special need will have priority. Parking permits will be issued on the following basis:

1. Vocational students with outside jobs.
2. Students involved in after school activities that meet regularly.
3. Permits will be sold on a first come first serve basis. Permits will be limited. Sharing of parking passes will not be allowed.
4. Students who have a job that requires going straight to the job from school. A non-refundable fee will be charged accordingly:
  - \$20 if purchased during Quarter 1
  - \$15 if purchased during Quarter 2
  - \$10 if purchased during Quarter 3
  - \$ 5 if purchased during Quarter 4

Students who do not purchase a parking permit but may wish to drive occasionally may purchase a one-day permit, before school begins in the morning for \$1.00. A student may do this up to five times. There will be a replacement fee charged for lost parking permits. All fees owed to the school must be paid before the parking application will be considered. Students failing to abide by the following policies will be dealt with according to the discipline code:

1. Vehicles operated by students may be parked only in designated student parking spaces during school (marked in yellow).
2. Improper driving conduct upon entering or leaving school grounds will be sufficient reason to have driving privileges suspended.
3. Students will not sit in or go to their automobile or be on the parking lot premises any time during the school day without authorization by an administrator. (Loitering)

4. Students will not tamper with any motor vehicle on school grounds.
5. The Board of Education has employed a security guard for duty in our parking lots. This security person is there for the safety and security of all students and cars; however, the Northmont Board of Education and the high school administration cannot assume responsibility for theft or damage of student vehicles.
6. Students must stop when requested by school personnel and produce the proper permits excusing them for leaving school grounds. (Insub.)
7. The no smoking policy will be enforced on parking lot premises.
8. Any student exercising the privilege of parking on school grounds is considered to have given implied consent to a search of such automobile at anytime the school administration has reasonable cause/suspicion to believe drugs, drug paraphernalia, alcoholic beverages, stolen property, or dangerous weapons have been brought to school.
9. When so requested, a student shall not refuse to open or unlock the car. Students refusing to open or unlock the automobile will be categorized as insubordinate as outlined in the Student Rules of Conduct.
10. All student vehicles on school property must be registered with the Main Office and have their parking tag displayed from the rear view mirror at all times.
11. Students are to report license number or vehicle changes to the Main Office.
12. Any student who uses his/her vehicle (or allows it to be used by another student) to aid in the violation of any school rule (truancy, drinking, smoking, loitering etc.) may lose the privilege to operate or park any vehicle on school property. The student may also forfeit his/her parking permit and any parking fee which has been paid. Students under the age of 18 are required to successfully complete a driver education course before obtaining an Ohio driver's license. This course may be completed at a commercial driver training school.

#### BUS RIDER REGULATIONS

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 manager 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 the 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 the 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.
13. The bus driver or bus assistant has the authority to enforce all rules governing appropriate behavior and to report violations to the administrator.
14. Violations of these rules will follow the disciplinary procedure outlined in the Student Rules of Conduct.

Procedure for handling disciplinary problems on the bus:

1. Students who violate any bus regulations will be dealt with according to the discipline code following their referral to administration by the bus driver. The privilege of riding the bus may be withdrawn by the superintendent of school or building administrator.
2. Students who violate regulations may be taken directly to their building administrator. This conduct will be handled in the same manner as in a classroom.
3. The bus driver may use and apply such amount of force and restraint as is necessary to quell a disturbance threatening physical injury to others on the bus.

## ATTENDANCE POLICY

The Ohio School Law relating to school attendance reads as follows: "Every parent, guardian, or other person having charge of any child between the ages of six and eighteen years, must send each child to a public, private, or parochial school for the full time that school is in session. Such attendance must begin with the first week of the school term unless the child is excused upon satisfactory evidence showing either that bodily or emotional condition of the child does not permit his/her attendance at school." It is the policy of Northmont Senior High School to promote good attendance by accounting for every student each day. This goal is best accomplished by direct telephone communication between the school and the home. Parents of absent students should call the high school office to advise the school of the absence. The school will initiate calls to the homes of all students whose parents have not called by 10:00 a.m. Assuming that parental contact is made and the excuse is acceptable, no further communication is necessary. If no contact is made by phone, it is the responsibility of the student to present a written excuse to the attendance office on the day he/she returns to school. A written valid excuse must be submitted within two school days in order for the absence to change from UNEXCUSED to an EXCUSED absence. A physicians' statement may be requested at the discretion of the administration. Student absences that do not follow this procedure will be considered unexcused.

**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. If parental contact is not made by telephone or 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.

**Excused Absence:** An excused absence will be given for one of the following reasons with an explanation:

1. Personal illness.
2. Illness and/or emergency in the immediate family where it is necessary for the student to remain home and care for the family. A general explanation of the specific details may be requested.
3. Death in the immediate family.
4. Absences which have been sanctioned by the principal before the absence occurs. Students receiving an excused absence are permitted to make up all work missed during their absence. Students must make up all work within the time allotted for make-up work; in determining this, the following formula will be used: number of consecutive days of absence, plus one day, equals the time allowed. Exception: Long term assignments and pre-planned tests make-up will be at the discretion of the classroom teacher.

## TARDINESS

**Excessive Unexcused Tardiness to School:** A student who comes to school after 7:56 a.m. is considered to have an unexcused tardy unless the lateness in arriving is the result of illness, an emergency, or an appointment with your doctor, dentist or optometrist, providing the school receives parental verification by telephone or in writing upon or before the arrival of the student to school. All other

tardiness will be unexcused. Two common categories of tardiness which are not excused regardless of parental verification, are oversleeping and automobile trouble. Disciplinary action for excessive tardiness to school is listed in the Student Rules of Conduct.

**Excessive Unexcused Class Tardiness:** A student who comes to class after the time for class to begin is considered to be an 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 third tardy of the semester. Disciplinary action for excessive class tardiness is listed in the Student Rules of Conduct.

**Early Dismissal Permit:** Issued through the attendance office to students leaving the school grounds for a short period of time. This permit will be in response to the written request of a parent. As a general rule, requests for an early dismissal which cannot be confirmed by telephone will not be granted. Student should present their request for an early dismissal to the Attendance Office between 7:30 and 7:50 a.m. on the day the dismissal is to be issued. Any request for an early dismissal by phone on the day of the request will be referred to an administrator. Permits must be picked up in the attendance office prior to leaving.

**Truancy:** A student is considered to be truant when he/she is absent from school without the knowledge of his parents or school officials. Truancy is a serious violation of the state compulsory attendance laws and will result in unexcused absence, disciplinary action, and possible legal action through the Montgomery County Courts.

**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 in writing of the intent to remove their child(ren) from school for a family vacation. The written notification should be received five (5) 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) school 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.

**College Visitation:** Senior students planning on attending college are encouraged to visit colleges as part of their selection process. These visits are to be made when possible on weekends or after school hours. Should it become necessary to visit a college that will require an absence from school, prior permission for the absence must be obtained from a senior high school administrator. Permission will be granted when making an official visit to the campus to conduct school related business with a representative of the college. In addition, dated documentation from the college visit must be submitted to the attendance office within

two day's after the absence. Requests to view campuses that do not involve official business will not be approved as these visits can be conducted on the weekends. College visits that do not receive prior permission will be classified as "unexcused absence".

#### DETENTION ROOM POLICY

Detention Room Policy: Detentions will be held on Tuesday, Wednesday, and Thursday in the afternoon 3:05 to 3:35 and Tuesday and Thursday morning from 7:05 to 7:35. The teacher assigning the detention will give the student a slip indicating the reason for the detention, the room number it should be served in and the reason for the detention. Students have one week/3 detention days within which they are to serve their detention. Transportation should be arranged to pick students up by 3:45 p.m. Students remaining in the building after 3:45 are subject to disciplinary action.

#### HOMEWORK EXPECTATION

All students in Northmont Senior High School are expected to engage in a systematic study program in addition to study halls during the regular school day. Parents are frequently led to believe that students can carry their school work successfully without doing work at home. This idea is erroneous and should be dispelled. The first responsibility of each student is to maintain an acceptable academic record. Each student is encouraged to limit his extracurricular activities and employment to a reasonable level which will not interfere with his academic achievement. When grades fall below a "C" average, parents are encouraged to contact the teacher involved. Parents may arrange conferences with school personnel by telephoning the guidance office 832-6014.

#### STUDY HALL REGULATIONS

It is recognized that students should be provided with in-school study time as well as systematic home study. A majority of the student body will be assigned to one or more study halls during the school day. When your schedule designates a study hall, report to the assigned area. The rules to be observed in study hall are:

1. There will be no talking during study hall.
2. Students will not be permitted to study in the hallway outside the study hall.
3. As a general rule, hall passes and restroom passes will be given during study hall on as-needed-basis. This privilege should not be abused.
4. Students will have assigned seats in the study hall.

#### CLASSIFICATION OF STUDENTS

All senior high school students will be assigned to a class standing according to the following credits:

- Sophomore Five (5) units
- Junior Ten (10) units
- Senior Fifteen(15) units

## GRADING POLICY

The individual teacher is given the responsibility of determining each student's nine week grade on the basis of test results, homework, classroom participation, research projects, and general classroom performance. It is the responsibility of each student to put forth maximum effort to meet the requirements established by the classroom teacher. Northmont Senior High will use the following grading system in all subject areas:

Grade	GPA Point Value (1.0)	QPA Adv./Honors Point Value (1.1)	QPA AP Point Value (1.2)
A	4.0	4.4	4.8
B	3.0	3.3	3.6
C	2.0	2.2	2.4
D	1.0	1.1	1.2
F	0	0	0

The following demarcations are used to determine letter grades:

A = 3.6 - 4.0

B = 2.6 - 3.5

C = 1.6 - 2.5

D = 0.6 - 1.5

F = less than 0.6

In computing final grades, the hundredth decimal place should be rounded off to the nearest tenth. (Example: 3.55 is rounded off to a 3.6 which is an A; 2.46 is rounded off to a 2.5 which is a C.) Each nine weeks (quarter) grade equals 40% of the semester grade and the semester exam is 20% of the semester classes, the student must pass two of the three grades and accumulate 3 points to earn semester credit. In year long classes, the final grade is determined by the four quarter grades, the semester exam, and the final exam. A total of 6 points must be earned to pass the course. These points must be earned over the course of both semesters or the student must pass two of the three grades second semester to receive credit.

Northmont Honor Society: All students achieving a grade point average of 3.2 with no grade lower than a "C" during a grading period will be recognized for excellent academic achievement. (QPA does not compute for Honor Society. QPA is for class rank only.) Students in grades 9, 10, and 11 achieving this honor during each quarter of the school year will be recognized for their achievement (quarter grades will not be rounded). Each senior maintaining a 3.2 cumulative GPA average during the first seven semesters of his high school career and receiving no final grade below a "C" will be recognized as graduating with academic distinction at the annual commencement exercises.

## GRADUATION REQUIREMENTS

Before a student receives his/her diploma from Northmont Senior High School, he/she must meet certain minimum standards as established by the State of Ohio, Board of Education of Northmont City Schools, and the administrative staff of Northmont Senior High School. Please read these requirements carefully and plan your high school program accordingly. In order to graduate from Northmont Senior High School, a student shall satisfactorily complete the following:

1. Accumulation of 21 credits.
2. Four (4) units of credit in English.
3. Three (3) units of credit in Social Studies to include: (1/2) World History I, (1/2) World History II (1) American History, (1/2) Government, (1/2) elective.
4. Three (3) units of credit in Mathematics.
5. Three (3) units of Science (1 Physical, 1 Life, 1 Elective).
6. One-half (1/2) unit of credit in Health.
7. One-half (1/2) unit of credit in Physical Education.
8. Enrollment in a minimum of 5.50 units of credit per year for Freshmen, Sophomores, Juniors, and 5 units of credit per year for Seniors. The final minimum number of credits for seniors is at the discretion of the administration.
9. (1) unit or (2) half units must include Business, Technology, Fine Arts, or Foreign Language.

At the time of graduation, each student is expected to have fulfilled all financial obligations. Each student is personally responsible for periodically evaluating his/her present and future program of studies to insure that all minimum standards are met prior to graduation.

State Testing: A series of state and federal laws have resulted in the creation of various state mandated test requirements for high school graduation. The Ohio Graduation Test is a requirement for graduation. The test consists of 5 parts (Reading, Math, Writing, Science and Social Studies). Beginning the fourth Monday in October (Oct. 24), all 11-12 graders that have not passed a part of the OGT will take the test not passed. In March, all sophomores will take the OGT for the first time. In addition, all 11-12 graders still needing to pass a section of the OGT will take the test in March. Summer opportunities to take the OGT are available. Failure to pass any section of these tests for your specific graduation class will result in no diploma being awarded, even if all graduation requirements have been met. Appropriate and timely intervention initiatives have been incorporated into our curriculum and instructional practices in an effort to prepare and provide remediation for students. Students who have not passed all sections of OGT or graduation tests may not participate in Commencement.

Requirements for earning an Honors Diploma: A student may earn an honors diploma by meeting the following:

1. Passage of all the Ohio Graduation Test.
2. Completion of the Northmont Board of Education requirements for graduation.
3. Meet seven of the following eight criteria for the College Preparatory Curriculum.
  - A. 4 units of English
  - B. 4 units of Math including Algebra I, Algebra II, and Geometry. For the class of 2011& beyond an additional higher level math credit is needed.
  - C. 4 units of Science including at least one in a Life Science and one in a Physical Science. For the class of 2011& beyond an additional science credit is needed and the total of 4 science must include physics and chemistry.
  - D. 4 units of Social Studies For the class of 2011 & beyond an additional social studies credit is needed.
  - E. 3 units of one Foreign Language or 2 units each of two Foreign Languages
  - F. 1 unit of Fine Arts
  - G. Maintain an overall GPA of 3.5 up to the last grading period of the senior year.
  - H. Obtain an ACT composite score of 27 or obtain an SAT score of 1210

Early Graduation of Students: The rules governing early graduation are included in Northmont Board Policy IGCB and governed by Ohio Revised Coded and Ohio Administrative Code. Students who desire to graduate in less than four years must submit a written request to their counselor at least one full semester prior to their intended date of graduation.

Participation in Graduation Ceremonies: Any student having successfully completed all requirements for graduation is eligible to participate in the graduation exercise conducted by Northmont Senior High School.

1. Successful completion of all requirements established by the State of Ohio Department of Education and the Northmont Board of Education.
2. Students graduating early must have filed the required application papers.
3. All financial obligations to the High School or Board of Education must be paid prior to graduation practice.
4. All disciplinary obligations must be satisfactorily completed.
5. Participating in the graduation rehearsal is required for participation in the graduation ceremonies.
6. Students participating in the ceremony must wear the prescribed cap and gown or obtain authorization from the high school principal to deviate from the prescribed attire.
7. Completion of the application for graduation form.

#### CUMULATIVE RECORD

A cumulative record is kept for each student in the Northmont School system. This record is extremely important to the student. Prospective employers, colleges, universities, and trade schools will consult this record frequently throughout your adult life. Each student should make a genuine effort to build a record of which they can be proud and one that will offer the opportunities desired by the student. Parents and students have the right to review their official school records. Upon completion of the forms requesting the opportunity to review records, available in the guidance, an appointment will be made with your guidance counselor for the purpose of formally reviewing your records. School records will not be released to any agency without signed authorization from the student or his/her parents.

#### FEES

Student fees are due at the beginning of the school year. Grade cards, credits, and transcripts will be held each grading period if fees have not been paid by the end of the first quarter. Fee money is utilized to purchase consumables, workbooks, and lab materials necessary to our curriculum and educational programs. All fees owed must be paid before a parking application will be considered.

#### MISCELLANEOUS POLICIES

Disaster Drills: Before the first disaster drill of the year, students will receive instruction on the correct procedures to follow during the drill. Students should take all disaster drills seriously. Listen carefully to all instructions, move quickly and in an orderly fashion.

Fundraising Projects: All fundraising projects are to be approved

by the faculty sponsor and the director of student activities. In all cases where door-to-door solicitation for financial gain is involved, final approval must come from the superintendent of schools. Approval for a fund raising project for one year is not meant to infer automatic acceptance in following years. Each group is responsible for any cleanup in conjunction with their activity.

**Grade Reporting Procedure:** Northmont Senior High School will issue grades on a quarterly basis. Approximately one week after the close of each grading period, grade sheets will be issued to the students. These grade sheets will reflect academic grades, effort evaluation and attendance information. It is the personal responsibility of each student to see that their parents receive these grade sheets. In addition to these grade reports, midterm progress reports will be mailed.

**Telephone:** As a general rule, incoming telephone calls will not be referred to students except in an emergency. In case of an emergency during the school day, contact 832-6000. Cell phones are not to be displayed/used upon entering the building in the morning until 2:55. Appropriate discipline will be administered (Cat. "K").

**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:** Senior High students are not to visit our Middle School or any of the elementary schools for the purpose of looking around or visiting with friends. Each school is concerned with its own student body and does not appreciate uninvited guests. Please remember this and visit other schools only for valid reasons and report to the principal's office upon arrival.

### 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 discounts and privileges in the school and at various area retailers. Listed below are the qualifications for the different levels of achievement and the discount and privileges that each card entitles the holder to receive:

**Gold Card:** All A's, one B/no office discipline/ no more than 2 excused absences, 2 tardies, and 2 excused early dismissals. (E.D.'s & tardies count as 1/2 day absences, combined absences not to exceed 3 days.)

**Green Card:** Any combination of A's and B's with at least (1) A/behavior and attendance the same as Gold Card.

**White Card:** All C's or better or raise 3 course grades while dropping in no others/behavior and attendance the same as Gold Card.

All three levels will receive a "Best of the Bolts" T-shirt and the same area business discounts. The rest of the incentives for each card are as follows:

**Gold Card:** Exempt 2 exams (\*must receive gold card 2 consecutive quarters/must have A or B in class at time of the exam or if a grade of

C or less must have approval of parent and teacher), free parking for the following quarter, 1 academic day (must be applied for and approved), athletic tickets to 2 home games, 2 no-homework passes, 10% school store discount, \$5 yearbook discount (one per year), free admission to plays/musicals, cafeteria discounts, ticket for “Best of the Bolts” drawing. Green Card: Exempt 1 exam (\*must receive green card or combination of green and gold card 2 consecutive quarters/ must have A or B in class at time of the exam or if a grade C or less must have approval of parent and teacher), 50% reimbursement on next quarter’s parking fee, athletic ticket to 1 home game, 1 no-homework pass, 10% school store discount, \$5 yearbook discount, free admission to plays/musicals, cafeteria discounts and ticket for “Best of the Bolts” drawing. White Card: Athletic pass for 1 game at half price, 1 no-homework pass, 10% school store discount, \$5 yearbook discount, free admission to plays, musicals, cafeteria discounts and ticket for “Best of the Bolts” drawing.\*(quarters 4 & 1 for mid-term exam, quarters 2 & 3 for final exam)

### SPORTSMANSHIP

Sportsmanship, ethics and integrity is the number one priority of the Northmont Athletic Department. It is the responsibility of the coaches, students, parents, fans, spirit groups, media, officials, administrators and board of education to provide examples of good sportsmanship, acceptable and unacceptable behavior, and ways to promote good sportsmanship. Participation in athletic contests is a privilege. Each student athlete is expected to conduct herself or himself in an exemplary manner while participating

### EXTRA-CURRICULAR ACTIVITIES

It is the belief of the faculty and administration of Northmont Senior High School that a sound educational program should include a wide variety of extracurricular activities. Each student is encouraged to become involved in the extracurricular program in accordance with their interests and available time. Your active participation in this program can contribute to your growth as an individual and to the total image of your school. To assist each student in making intelligent choices of the extracurricular activities in which they wish to become involved, the following club descriptions are provided. If more specific information is desired, the advisor of the various organizations or the Assistant Principal in charge of Student Activities should be consulted. Athletics: A wide variety of athletic activities are made available to the student body of Northmont Senior High School. During the school year, basketball, bowling, cross country, gymnastics, soccer, softball, swimming, tennis, track, and volleyball will be available to girls. Boys will have the opportunity to participate in baseball, basketball, bowling, cross country, football, golf, soccer, swimming, tennis, track and wrestling. Athletic Insurance: The school does not provide insurance for students. Parents must assume the responsibility for providing insurance for all students including those who participate in the athletic program. Board of Education policy now requires a student to have insurance to compete in the athletic program. Extracurricular Activity Fees: All students who participate in

the athletic program during the school year must pay an extracurricular activity fee. This fee goes to help pay the cost of the operation of the program and must be paid before the first official contest in that sport. Students may apply for free or reduced extracurricular fees by obtaining an application form in the Principal's Office.

**Athletic Eligibility:** A pupil, to be eligible during any grading period, must have been in school and received passing grades during the immediately preceding grading period in subjects which count for five (5) credits per year toward graduation unless he/she has just been promoted into the ninth grade. A student enrolling in ninth grade for the first time must have received passing grades in 75% of those subjects carried the 4th quarter of their 8th grade year. Thereafter, in order to be eligible, a student in grades 9-12 must meet the requirements found in OHSAA Bylaw 4 which says "A high school student/athlete must in the immediately preceding grading period receive a passing grade in a minimum of five (5) courses worth 1/4 credit or more that count towards graduation." Physical Education activity classes, Heritage of Movement and PE Survey are excluded towards eligibility. The quarter grades when combined must be a total grade point average of at least 1.0 on a four point scale. Scholastic deficiencies at the end of a grading period cannot be removed by summer school, night school, tutoring, or examination other than that accorded every other student because of illness certified by a physician and must be concluded within seven days from the close of the grading period. Also, a pupil must have maintained from the beginning of the grading period up to the end of the week preceding that in which the contest occurs, passing grades in subjects which count for five (5) credits per year toward graduation. No special recitations or test or other considerations may be given for the purpose of making a pupil eligible. Any athlete that is ineligible for three (3) consecutive weeks will be denied participation in the activity until such time as he/she is able to meet the eligibility requirements. Eligibility is determined weekly and the eligibility term each week runs from Sunday midnight to the following Sunday midnight. Refer to Athletic Code of Conduct.

**Athletic Attendance:** To participate in an athletic event, the athlete must be in attendance at school for a minimum of three periods on the date the athletic contest is held if school is in session. Participation in school sponsored activities such as field trips is considered to constitute attendance at school.

**Athletic Travel:** All participants will be under the supervision of the coaching staff to and from all contests. The only exception would be if the coach releases the athlete directly to the athlete's parents or legal guardian. These releases must be approved in writing to the athletic administrator.

**Athletic Training Rules:** The athletic department has established training rules which are to be followed during the athlete's season of participation and throughout the school year (see Extracurricular Code of Conduct Booklet). Season of participation is defined as being from the date practice begins until the coach releases the team after their final participation.

**Northmont Cheerleaders:** Varsity, reserve and freshman cheerleaders are selected each year. To be eligible to try out, students must attend the required practice sessions and meet the academic eligibility requirements. All cheerleaders will follow the same eligibility and training rules as the athletes. Selection of the

cheerleaders will be made by the cheerleader coach or designee after having observed each candidate in practice sessions and tryouts.

Conduct During Athletic Events: Students are responsible for their actions at athletic events at home or away. Several schools in our area have had serious problems with fighting and vandalism at these events. In an attempt to assist our students in avoiding difficulties of this nature, the following suggestions are made:

1. Find a seat in the bleachers and remain in your seat while the game is in progress. People come to see the game, not you.
  2. Stay on the Northmont side of the stands during and after the athletic contest. You only invite trouble when you are roaming on the visitor's side.
  3. Exhibit good sportsmanship at all times, regardless of the score. Be humble in victory and proud in defeat.
  4. If someone is obviously trying to pick a fight with you, do your utmost to avoid a situation of this nature. If you allow yourself to get involved, you are as guilty as if you had started the fight.
- Remember, in all situations, you are responsible for your actions. If good sportsmanship prevails, there will be no problem.

Art Club: Open to all students interested in the visual arts. Meetings are held after school. R. Dakin 832-6551

Academic Challenge Team: The Academic Challenge Team is made up of players in grades 9 - 12. It is part of a GWOC league where students compete against other schools by using academic skills in a wide variety of categories such as History, Literature, Math, Fine Arts, and the Sciences. Mr. David Jones - 775-2138

Dash of the Pen: This club publishes a creative arts magazine providing students opportunities to have their writing, artwork and photography published. Students are the editors, selectors, designers, artists, photographers and writers who make the magazine. D. Landis - 832-6588, M. McMonigle - 832-6629

Drama Club: Drama Club is organized to meet the needs and interests of the Northmont student body interested in the area of dramatics. Drama Club produces three shows each school year and students may join at any point during the year. M. Strader - 832-6622

Diversity Club: This club is for students who are interested in working towards guiding the student body from stereotyping to a true understanding and appreciation of multiple perspectives and increasing student awareness of the importance of tolerance in today's global climate. J. Hellerstein- 832-6611

Fencing Club: The Fencing Club is for all students interested in the art of fencing. Students joining the club should have successfully completed Fencing I before joining. T. Reynolds – 832-6000

French Club: The French Club is open to all students enrolled in one of the four units of French available at the high school. This organization attempts to develop an awareness of and an appreciation for the cultural heritage of the French speaking countries. Activities center around the language, customs, music, and art currently prevalent in these countries.

Z. Mezache - 832-6596

Mock Trial: Students are selected each year to make up two mock trial teams. The Mock Trial Program teaches students about constitutional processes and laws, and provides an opportunity for

students to participate in an actual trial of a case before judges and attorneys. M. Craddick - 832-6549

Muse Machine: Muse Machine is a fine arts organization open to all high school students. Members attend out-of-school and in-school programs which promote theater, opera, philharmonic, dance, and visual arts events. E. McCord 832-6615

Interact to Reach Out: Interact to Reach Out is a community service organization that focuses on student involvement in community volunteer activities. Interact to Reach Out is open to all students and meets twice a month. J. Hartenstein - 832-6024

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 buggles to studying snakes, rocks and/or stars. We will also travel to several competitions throughout Ohio. The teams meet on Wednesday after school starting in early October. We meet on Tuesday evenings as competitions get closer. Ask your science teacher for details. T. Wilson 832-6000

Students Against Destructive Decisions: S.A.D.D. is an organization that meets regularly throughout the school year for the purpose of promoting good decision making. It provides programs educating students to the problems associated with destructive decisions, and counseling students on how to avoid peer pressure. S. Coffman 832-6065

Spanish Club: The Spanish Club is open to all students enrolled in one of the four units of Spanish available at the high school. This organization attempts to develop an awareness of and an appreciation for the cultural heritage of the Spanish speaking countries. Activities center around the language, customs, music, and art currently prevalent in these countries. J. Hayes 832-6565

Student Government: The purpose of Northmont High School Student Government is:

A. To serve as a crucial link between the student body and the administration, through which both groups may better understand the needs, concerns, and goals of each other.

B. To encourage student involvement in helping to solve the problems which face the school.

C. To provide fresh and innovative programs which will enhance the atmosphere, making the total educational experience diverse, enjoyable, and rewarding. A student may become a member and may exercise his/her right to vote in the organization in one of two ways:

1. Five (5) representatives and two (2) alternates shall be elected from each of the senior, junior, sophomore, and freshman classes.
  2. All class officers from each grade will also be representatives.
- Student government shall meet at least twice a month for a regular time to be established as soon as possible at the beginning of the new school year. Student attendance at all regular meetings is encouraged. A certain amount of time during each meeting is provided for input and communications from members of the student body.

J. Marshall - 832-6623

Volleyball Club: Volleyball Club tryouts are held in March and are open to all male students who meet the academic eligibility requirements. The club participates in a league of other high schools.

Establishing New Clubs: Students interested in establishing new clubs to be sponsored by the high school should present their request in writing to the Director of Student Activities. Upon the receipt of such a request, an appointment will be scheduled to discuss the proposal.

Policies Governing School Dances: During the school year,

various organizations will sponsor school dances. These dances are for senior high school students and are closed to the general public.

Individuals who have withdrawn from school or are under suspension or expulsion from school are not permitted to attend school dances.

Students who bring a date from another school will assume full responsibility for their guest's behavior. A letter for non Northmont students must be on file for that student to enter; a photo ID is required. Under no circumstances will students attend school dances after having consumed an alcoholic beverage or with alcoholic beverages in their possession. As a general rule, school dances will begin at 8:00 p.m. and conclude at 11:00 p.m.

#### 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 which 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: 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: 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 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, antisocial, 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. 20202-46

#### ONE CALL NOW 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 contact your child's individual school. To opt out of the notification system, please call 877-698-3262

There will be a WARNING BELL that will sound two minutes prior to the tardy bell for each period. All students are to be moving to class at the sound of the warning bell. High traffic areas may be cleared earlier.

#### Regular Bell Schedule

Period 1	7:50 - 8:45
	8:40 – 8:45 Morning Announcements
Period 2	8:51 - 9:41
Period 3	9:47 - 10:37
Period 4	10:43 - 11:33
Period 5	11:39 - 1:03
	A) 11:39 - 12:03
	B) 12:09 - 12:33
	C) 12:39 - 1:03
Period 6	1:09 – 1:59
Period 7	2:05 - 2:55

#### 2 Hour Delay Bell Schedule

Period 1	31 min.	9:50 - 10:21
Period 2	30 min.	10:27 - 10:57
Period 3	30 min.	11:03 - 11:33
Period 5	Regular time and length	
Period 4	32 min.	1:09 - 1:41
Period 6	31 min.	1:47 - 2:18
Period 7	32 min.	2:24 - 2:55

#### 2 Hour Early Release Bell Schedule

Period 1	33 min.	7:50 - 8:23
Period 2	32 min.	8:29 - 9:01
Period 3	32 min.	9:07 - 9:39
Period 4	32 min.	9:45 - 10:17
Period 6	32 min.	10:23 - 10:55
Period 7	32 min.	11:01 - 11:33

After 7th period, students go to 5th period at regular time and length.

## RULES OF STUDENT CONDUCT

20010-2011

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 is to inform you and your parents of the behaviors which 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. The rules of student conduct also apply to student misconduct, regardless of where it occurs, that is directed at a district official or employee or the property of an official or employee.

Student rules of conduct – first warning: Your possession of these rules and the fact that you have signed an acknowledgment 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 apply to all Northmont City Schools' students, including CTC students. These rules are also applicable to any students who make menacing threats to school personnel off 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. Video surveillance cameras are placed in the building in some areas and may be used in disciplinary action. Also, Alcohol Breathalyzer detection may be used.

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.

Consequences for misconduct: Discipline will include, but not be limited to, the following: counseling by the staff, denial of privileges, denial of participation in an extra curricular activity, parent conferences, detention, Saturday morning/Wednesday afternoon discipline program, out-of-school suspension, emergency removal, expulsion, or referral to juvenile court, school resource officer or legal authorities.

Note: Students are strongly encouraged to complete assignments during such absence in order to keep abreast of the subject content assigned in their classes. The Principal may allow students to earn partial credit for completed assignments during the suspension. Expulsion may result in the loss of credit courses being taken at Northmont, or CTC. A student shall be limited to being assigned six (6)

SMDP for the school year. Additional SMDP days assigned shall be served out-of-school at the ratio of one SMDP equals one (1) day out-of-school. At the end of the school year if there are no remaining Saturdays to be assigned, students will be suspended out-of-school one (1) day for each Saturday.

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: band camp, all band trips and contests, all athletic events home and away, all dances, after play parties, graduation rehearsal and ceremony, all banquets sponsored by school organizations, all intramural contests and practices, all field trips and night school. A student who is suspended or expelled from school shall not be on any school property and is not 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:

Category "A" Illegal Behavior

Category "B" Illegal Behavior

Category "C" Illegal Behavior

Category "D" School/Class Non-Attendance

Category "E" Repeated Violations

Category "F" Smoking Violations

Category "G" Aiding and Abetting

Category "H" Disruptive Conduct

Category "I" Failure to Attend SMDP

Category "J" Inappropriate Behavior

Category "K" Inappropriate Behavior

Category "L" Lockers, Search, Bus Behavior

Category "M" 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. Student 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. Withdrawal from school will not prevent an expulsion. The superintendent will initiate expulsion proceedings against a student who has committed an act that warrants expulsion even if the student withdraws before expulsion hearings. A student who commits an act that inflicts serious physical harm to persons or property, if it was committed at school, on other school property, or at a school activity, event or program may be expelled for one year. Students may be expelled for up to one year for firearm related or knife related incidents occurring off school property while at an

interscholastic competition, extracurricular event or other school sponsored activity. 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 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. The student may be excluded from school during the appeal process. Appeal of the decision of the Board's designee may be made to the Court of Common Pleas.

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 a 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 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. The student may be excluded from school during the appeal process. Appeal of the decision of the Board's designee may be made to the Court of Common Pleas.

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.

4. 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. 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 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 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, box cutters or stun guns may be subject to expulsion from school for up to 80 days under Category “A” - Illegal Behavior.

Extracurricular activities: Students may be removed from extracurricular activities when the student’s presence poses continuing danger to persons or property or an on-going threat of disruption in such setting. If a student is removed from extracurricular activity, such removal may include all extracurricular activities.

Students suspended or expelled from school are banned from extracurricular activities. Students may also be suspended from extracurricular activities for violation of the student code of conduct.

**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 may 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, clubs, chains, or stun guns/Tasers.

**NOTE:** Penalties regarding possessing, using, or bringing to school

any firearms, knives, or other destructive devices are specifically referenced in "PROHIBITION AGAINST DANGEROUS WEAPONS."

**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 rooms thereof), 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, which may include outside counseling sessions. 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 may 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 including drugs, prescription drugs, 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, designer drugs, or any of its derivatives including hashish or marijuana seeds; inhalants such as butyl nitrite, thinners, solvents, 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 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 as pipes, bongs.

**ALCOHOL/MARIJUANA ON THE BREATH:** No student shall come to school, remain at school, or attend any school sponsored activity with the smell of alcohol/marijuana on his/her breath/person or showing signs of consumption regardless of when or where the marijuana/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 of Schools. 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 of Schools. The school may refer these cases to the proper legal authorities.

**POSSESSION OF OVER THE COUNTER DRUGS/ MEDICATIONS AND PRESCRIBED MEDICATIONS:** No students shall use or possess any prescribed medications or over-the-counter drugs. Students are to follow the proper check-in procedures for prescribed medications stated in the Health Clinic Section of the student handbook, pp. 14-15. Over-the-counter substances include, but are not limited to: aspirin, Tylenol, Midol, pain-relief products, cough medicines, herbal medications, and vitamins. All medications must be in control of the school nurse or their designee.

**DESTRUCTION OF PROPERTY:** A student shall not cause or attempt to cause damage to school property, including computer hardware and software or private property on 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), explosives or other such devices capable of inflicting bodily injury or disrupting the educational process.

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

**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.

**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, attempt to acquire, or possess the property of Northmont High School students or others without the consent of the owner. This includes property of Northmont City Schools.

**VIOLATION OF THE ACCEPTABLE USE POLICY:** A student shall not use the computer system to access or distribute and/or view inappropriate material or advise others how to access inappropriate material.

**CATEGORY "D" SCHOOL/CLASS NONATTENDANCE:** Regular school and class attendance are required. No student shall fail to regularly attend school or class without appropriate reason or permission from school officials.

Category "D," will be disciplined as follows:

1st violation: Two (2) SMDP

2nd violation: Three (3) SMDP

3rd violation: Three (3) days out-of-school suspension

4th violation: Five (5) days out-of-school suspension

5th violation: Reclassified to repeated violations

**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.

**NONATTENDANCE:** A student shall not miss school without parent or school knowledge.

**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 School. Students are not to be in the parking lots at any time without administrative approval.

Boundaries for the Senior High:

North side - south side of Route 40

South side - driveway and sidewalks

East side - east side driveway by auditorium

West side - east side of Crestway Drive

**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. 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 alternative 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.

Note: The school may refer these cases to proper legal authorities.

**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 CONDUCT:** Students behaving in a disruptive manner will be suspended for one (1) to ten (10) school days and a letter recommending expulsion may be sent to the Superintendent of Schools.

**DISRUPTIVE BEHAVIOR:** A student shall not act in a manner that disrupts the orderly school environment. This includes instigating, inciting and promoting a fight.

**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 or implied 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.

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

**FIGHTING:** A student shall not fight. Fighting is defined as the willful act of hostile bodily contact.

**ENDANGERMENT:** A student shall not act in any way that causes or may cause bodily harm to oneself, another student, employee of the Board of Education or a visitor. This includes wearing or possession of spiked jewelry and/or laser pointers.

**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.

**HARASSMENT, INTIMIDATION, OR BULLYING:** Pursuant to Board policy, a student shall not harass, intimidate, or bully another student, including violence within a dating relationship. 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 the category "H" offense of "Disrespect".

#### **CATEGORY "I" FAILURE TO SERVE SATURDAY MORNING/WEDNESDAY AFTERNOON DISCIPLINE PROGRAM:**

Failure to report to the discipline program will result in an out-of-school suspension.

1st violation: Three (3) days out-of-school suspension

2nd violation: Three (3) days out-of-school suspension

3rd violation: Three (3) days out-of-school suspension

4th violation: Five (5) days out-of-school suspension

5th violation: Reclassified as repeated violation

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

1st violation: Two (2) SMDP

2nd violation: Three (3) SMDP

3rd violation: Three (3) days out-of-school suspension

4th violation: Five (5) days out-of-school suspension

5th violation: Reclassified as repeated violations

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

This includes the disruption caused by cell phones, beepers, or any other communication device making a noise/or being used within the classroom.

**HALLWAY DISRUPTION:** Students must abide by all hallway rules so as not to disrupt the hallway. While hall conduct is supervised by the faculty and administration, each student should assume the responsibility for his/her own conduct. Students should not run, yell, push, wrestle, loiter or make unnecessary noise during the class changes. Please remember that during your lunch period,

classes are in session. Noise in the halls and courtyard at that time is particularly disruptive and will not be tolerated. Students who become overly amorous present an embarrassing appearance to those around them. School is definitely not the place for public display of affection. Students not able to set reasonable limits on their behavior will be creating a situation where limits must be set for them. Do not create a situation which will be embarrassing to you or to others.

**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 the excessive presence of a student in a restroom during the lunch period or class period 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, sitting on the floor and heaters 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, closed or restricted area without proper authorization. Senior High students are not to be in the building fifteen (15) minutes before or after their school day without permission. Students are not permitted to visit other school buildings during school hours.

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

**CATEGORY "K" INAPPROPRIATE BEHAVIOR:** Students behaving in an inappropriate manner, Category "K," will be disciplined according to the following procedures:

1st violation: One (1) SMDP

2nd violation: Two (2) SMDP

3rd violation: Three (3) days out-of-school suspension.

4th violation: Five (5) days out-of-school suspension.

5th violation: Reclassified as repeated violations.

**UNACCEPTABLE BEHAVIOR:** Will include, but not be limited to: use of profanity, public display of affection, bringing bottles, cans or containers to school, possession of pornographic materials, lighters or matches, falsification of permission slips (notes, admission slips, early dismissals, hall passes, research passes, abuse of the permit system), parking illegally, any unapproved sales, any willful display of pictures, drawings, or magazines which portray drugs, alcohol, or sexual connotations, engage in conversations pertaining to the use of drugs and alcohol and general "horseplay." Displaying or using cell phones, 2-way devices, MP3, other communication devices (outside the classroom), radio, CD players, headphones, video games video and other cameras during the school day shall not be used. This includes the following cafeteria guidelines:

**CAFETERIA GUIDELINES:**

1. No line cutting.

2. Trash and trays should be placed in trash containers.

3. The tables and area should be free of debris 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, commons, or patio area (not beyond the red line).

6. Do not throw food or any other object in the cafeteria.
7. All food and trays are to be kept in the cafeteria and commons areas. Food is not to be taken into hallways or classrooms.
8. No walking or standing on furniture.
9. Students may not bring in or have delivered food or beverages from a restaurant.
10. Transfer or misuse of free and reduced lunch cards will be re-classified as Forgery/Fraud.
11. Use of another student's ID number will be re-classified as stealing.

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

1st violation: One (1) SMDP

2nd violation: One (1) SMDP

3rd violation: Two (2) SMDP

4th violation: Two (2) days out-of-school suspension

5th violation: Three (3) days out-of-school suspension and 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, Cat. "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 within two school days. All other tardiness will be unexcused. Students will be permitted to make up work missed as a result of the first unexcused tardy of a semester. Further unexcused tardies during a semester will result in the loss of the privilege to make up work. Excessive unexcused tardies may lower a student's grades. Parking and riding to school in an automobile is a privilege. A loss of this privilege will occur beginning with the fifth violation of this policy.

Violations:

3rd violation: Parent notification.

4th violation: Office referral for the year.

Tardiness will affect the privilege of driving to school as follows:

1st referral: Administrative conference.

2nd referral: One (1) SMDP and five (5) days parking privileges.

3rd referral: Two (2) SMDP and five (5) days parking privileges.

4th referral: Two (2) SMDP and five (5) days parking privileges.

5th referral: Two (2) days out-of-school suspension and ten (10) days parking privileges.

6<sup>th</sup> referral: Three (3) days out-of-school suspension and ten (10) days parking privileges. Reclassified as repeated violations and student will lose driving privileges.

**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 third tardy of the semester.

Violations for Senior High students:

3rd & 4th class tardy: Teacher assigned detention. Office referral for the year will begin on the 5th tardy.

1st referral: One (1) SMDP

2nd referral: Two (2) SMDP

3rd referral: Two (2) SMDP

4th referral: Two (2) days out-of-school suspension

5th referral: Three (3) days out-of-school suspension

6th referral: Reclassified as repeated violations.

INAPPROPRIATE DRESS: A student shall not violate the dress code as published in the Student Handbook on page 18.

1<sup>st</sup> violation: Verbal warning; student must correct the violation or office referral.

2<sup>nd</sup> violation: Detention; student must correct the violation or office referral.

3<sup>rd</sup> violation: Office referral.

1<sup>st</sup> office referral: One (1) SMDP

2<sup>nd</sup> office referral: Two (2) SMDP

3<sup>rd</sup> office referral: Three (3) days out-of-school suspension.

UNOFFICIAL PUBLICATIONS: A student shall not distribute publications at school which do not follow the guidelines governing the circulation of publications as written in this 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 of Schools.

VIOLATION OF MOTOR VEHICLE POLICY: Driving to school and parking on school property is a privilege. A student shall not violate the motor vehicle policy as published in this handbook. All cars must be registered and display the school's parking permit. Failure to do so will be regarded as insubordination. The reckless operation of a motor vehicle on school property will not be tolerated. Students must follow all parking lot regulations as determined by the administration. Failure to do so may result in loss of driving privileges and other disciplinary action. Northmont City Schools are not responsible for theft or damage to any vehicle in the parking lot.

1st violation: Loss of driving privileges for ten (10) days and parental contact and/or other disciplinary action.

2nd violation: Loss of driving privileges for ten (10) to twenty (20) days and parental and/or other disciplinary action.

3rd violation: Loss of driving privileges for the remainder of the school year & parental contact/or other disciplinary action.

Any student who uses his/her vehicle (or allows it to be used by another student) to aid in the violation of any school rule (truancy, drinking, smoking, etc.) may lose the privilege to operate or park any vehicle on school property. The student may also forfeit his/her parking permit and any parking fee which had been paid.

ACADEMIC MISCONDUCT: A student shall not engage in academic misconduct to include but not limited to cheating, any action designed to improve grades and scores, plagiarism, forgery, or possession/transmission of unauthorized information (e.g. tests or exams). Will include but not limited to transmission of information via use of cell phone, PDA, MP3, calculator or similar devices.

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

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

3rd violation: Reclassified as Category "E" Repeated Violations of School Rules.

**CATEGORY "L" LOCKERS, SEARCH, SCHOOL BUS 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 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. Students are to use only the lockers provided by the school.

**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 nor impede a search of his person, including without limitation, his backpack, 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. A student may be denied the privilege of riding the bus by the principal or his designee.

**CATEGORY "M" EXCESSIVE UNEXCUSED ABSENCES FROM SCHOOL:** Notwithstanding the penalties set forth in Category "C" 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. For court purposes, (3) unexcused tardies equal (1) unexcused absence.

**CATEGORY "N" VIOLATION OF THE ACCEPTABLE USE POLICY**

Violating the AUPIS may result in the following:

- (a) District and/or school disciplinary action in accordance with the applicable policies, student code of conduct and regulations of the Board of Education.
- (b) Restriction, suspension, or revocation of Internet access.
- (c) Legal action, including but not limited to, criminal prosecution under appropriate state and federal law.

ACCEPTABLE USE  
and  
INTERNET SAFETY POLICY  
for

Internet/Online Services/School District Network, Computers, and all other  
Technology Equipment

I. General Information

The Northmont City School District is pleased to offer students and staff members access to technology including access to computer systems within the Northmont City School District, certain educational equipment, and access to the Internet for the purpose of productivity, research, curriculum delivery, professional development activities and electronic storage in the pursuit of learning. 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. Technology and the Internet are integral components of a high quality education in today’s world. They are no longer optional instructional resources. It is the expectation that all students will be instructed in responsible use and have access to technology and the Internet. The district firmly believes that the valuable information available on this worldwide network far outweigh the risks and disadvantages of access.

II. Terms and Conditions of Acceptable Use and Internet Safety

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 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. Personal Responsibility

By using Northmont City School District equipment the student agrees not only to follow the rules in this Policy and Agreement, but also to report misuse of any equipment including the network and the Internet to a teacher or building principal. Misuse means any violation of this policy, Board of Education Policy, or any other use that is not included in the policy, but has the effect of harming you, another person, or his/her property. It shall be the responsibility of the user:

- a. To use the network and all technology equipment only for appropriate purposes.
- b. To reimburse the district for any damage or loss incurred as a result of inappropriate use.
- c. To be a courteous computer user by preventing the use of any obscene, vulgar, abusive, or disrespectful language and/or images or any other material etc.

### IV. Acceptable Use

The Northmont City School District is providing access to its technology resources, computers, network, and the Internet for educational purposes only. If the student has doubt about whether a contemplated activity is educational the student should ask the teacher or building principal if a use is appropriate.

THE FOLLOWING USES OF TECHNOLOGY AND THE INTERNET ARE STRICTLY PROHIBITED:

1. Providing a network account and/or password to others;
2. Providing on-line your address, phone number, or photograph, or any one else's;
3. Using the account of another user with or without permission;
4. Revealing private information about a user to others. Private information includes, but is not limited to, a person's password, social security number, credit card number or other confidential information that has the potential to harm yourself or others or to violate the law if shared;
5. Posting personal communication without the author's consent;
6. Substituting someone else's name on any electronic communication;
7. Students using the network without staff monitoring or supervision;
8. Gaining or attempting to gain unauthorized access to resources or entities (commonly referred to as "hacking");
9. Invading the privacy of others by accessing and/or vandalizing their computerized data and/or equipment
10. Introducing a computer virus onto the network or any district computer;
11. Installing or copying of any software and/or other material on the hard drive of the system without the permission of the CIT Department;
12. Degrading or disrupting equipment or system performance;

13. Wasting technology resources, including bandwidth, file space, and printers;
14. Using the system to access, distribute and/or view inappropriate material or advising others how to access inappropriate material;
15. Using any form of obscene, harassing, threatening, defamatory or abusive language, picture, or video on any device;
16. Viewing, downloading, or sending any material that is threatening, pornographic, obscene, disruptive, or sexually explicit or that could be construed as harassment or disparagement to others based on their race, national origin, citizenship status, gender, sexual orientation, age, disability, religion, or political beliefs, or anything inconsistent with the applicable policies and regulations of the Board of Education;
17. Violation of trademark/copyright laws, license agreements, or other contracts;
18. Possessing any data in paper, magnetic disk, or other form which violates the terms and conditions of this AUPIS or current copyright law restrictions;
19. Using the network for financial gain, for commercial activity or for any illegal activity;
20. Using the Internet without having signed the AUPIS consent and waiver;
21. Any action by a user, which is determined by the classroom teacher or the district administration to constitute inappropriate use of the Internet and/or technology equipment. Inappropriate use is defined as any violation of this AUPIS or any use that is inconsistent with the educational goals of the district.

#### V. Services and Security

Computers, technology equipment 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 electronic communication and/or Email, contained in/on a district computer, server or any other equipment. 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. Any action by a student deemed by their classroom teacher or a system administrator to constitute an inappropriate use of technology at Northmont City Schools or to improperly restrict or inhibit others from using and enjoying the network is a violation of this AUPIS.

Be aware that network usage is not private. School faculty and administrators do have access to your files and information regarding your activities on the network. The district will be monitoring all district technology equipment and information it contains or links to with or without the user's knowledge.

#### **VI. Email**

Electronic mail is an electronic message sent by or to a user in correspondence with another person having Internet mail access. Email is not guaranteed to be private. All Email may be monitored by the district. 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.

#### **VII. Internet Safety/Protection**

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all district provided Internet access that block and/or filter visual depictions that are obscene, pornographic, and/or are harmful to minors; or depicts, describes, or represents in a deliberately offensive way, with respect to what is suitable for minors. Notwithstanding blocking and/or filtering the visual depictions prohibited in the Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Children's Internet Protection Act. The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. This compliance includes educating minors with regards to appropriate online behavior, to include: interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. Likewise, the Board will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the internet safety policy and will provide reasonable public notice regarding that meeting.

#### **VIII. Modifications 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.

Northmont City School District

ACCEPTABLE USE and INTERNET SAFETY POLICY -- CONSENT AND  
WAIVER

STUDENT USER (UNDER AGE 18)

I hereby acknowledge that I have read and understand the Northmont City School District's Acceptable Use and Internet Safety Policy (AUPIS) relating to the use of technology equipment and the Internet, and I agree that I will abide by such policy. I understand that any violation of the AUPIS may result in the suspension or revocation of my access privileges as well as other disciplinary or legal action.  
Date: \_\_\_\_\_

Student User (under age 18) Print Name  
\_\_\_\_\_

Student ID Number (under age 18)  
\_\_\_\_\_

PARENT OR GUARDIAN (IF THE USER IS UNDER AGE 18):

I acknowledge that I have read and understand the Northmont City School District's Acceptable Use and Internet Safety Policy (AUPIS) relating to the use of the Internet and technology equipment, I have discussed the AUPIS with my child, and I give permission for my child to use the Internet in accordance with such policy. I understand that any violation by my child of the AUPIS may result in the suspension or revocation of his or her access privileges as well as other disciplinary or legal action.

I acknowledge that it is impossible for the Northmont City School District or its Internet provider to restrict access to all inappropriate or controversial materials or control totally the accuracy, quality, or content of the information to which my child may obtain access through the Internet. I agree, individually and on behalf of my child, that I will not hold the Northmont City School District, its teachers, or administrators liable for any materials distributed or acquired from the Internet, and I will hold harmless and indemnify the district, its teachers, and administrators for any claims, losses, costs, or damages, including reasonable attorney's fees, relating to or arising out of my child's violation of the terms and conditions of the AUPIS.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I do not give permission for the above-named student to have access to the Internet.

Parent /Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Northmont City School District

ACCEPTABLE USE and INTERNET SAFETY POLICY -- CONSENT AND  
WAIVER  
STAFF, NON-STUDENT USER OR STUDENT USER AGE 18 OR OLDER:

I hereby acknowledge that I have read and understand the Northmont City School District's Acceptable Use and Internet Safety Policy (AUPIS) relating to the use of the Internet and technology equipment, and I agree that I will abide by such policy. I understand that any violation of the (AUPIS) may result in the suspension or revocation of my access privileges as well as legal action. I acknowledge that it is impossible for the Northmont City School District or its Internet provider to restrict access to all inappropriate or controversial materials or to control totally the accuracy, quality, or content of the information to which I may obtain access through the Internet. I agree that I will not hold the Northmont City School District, its teachers or administrators liable for any materials distributed or acquired from the Internet, and I will hold harmless and indemnify the district, its teachers and administrators for any claims, losses, costs, or damages, including reasonable attorney's fees, relating to or arising out of my violation of the terms and conditions of the (AUPIS).

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Staff, Non-Student User or Student User age 18 or older

\_\_\_\_\_  
Print Name of Staff, Non-Student User or Student User age 18 or older

\_\_\_\_\_  
Student ID Number

Northmont City School District  
MODEL RELEASE

Northmont City School District retains all rights to publish your child's photograph or videotaped image for public relations and/or school-related purposes in publications, videos, or on the district or school website(s). Your child's name will not be associated with the picture without your written permission. Also, you agree to indemnify and hold the said school district harmless against any liability associated with the publication, distribution and/or transmission of these photographs or videos.

If you disagree with the above statement, check the box below, sign this document and return it to your child's building.

I do not grant permission to the Northmont City School District to publish my child's photograph or videotaped image for public relations and/or school-related purposes in publications, videos, or on the District and/or school website(s).

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Print the legal name of the student

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Date

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Student ID (Lunch) number

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Signature of student

---

Address

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Print the legal name of the parent or guardian

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Signature of parent or guardian if participant is a minor

<b>HIGH SCHOOL VOICE MAIL NUMBERS</b>
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832-6530-Abels, C. 832-6550-Abels, K. 832-6559-Adams, M. 832-6533-Allemang, S. 832-6538-Barnhill, M. 832-6539-Beck, K. 832-6033-Blankenship, J. 832-6626-Bower, S. 832-6621-Bowman, T. 832-6542-Brown, B. 832-6610-Brown, C. 832-6571-Brumbaugh, A. 832-6531 Burke, L. 832-6560-Burkhardt, A. 832-6577-Conway, S. 832-6067-Cornett, R. 832-6549-Craddick, M. 832-6551-Dakin, R. 832-6047-Decker, B. 832-6579-DeGrazia, N. 832-6558-Drouhard, A. 832-6576-Espy, D. 832-6642-Fancett, K. 832-6052-Forest, T. 832-6075-Galaise, C. 832-6566-Gravitt, D. 832-6585-Griffin, J. 832-6564-Grote, M. 832-5928-Hagens, M. 832-6570-Harlow, C. 832-6565-Hayes, J. 832-6624-Heitkamp, S. 832-6611-Hellerstein, J.	832-6616-Henderson, R. 832-6574-Henry, J. 832-6602-Hryb, K. 832-6580-Jones, K. 832-6637-Jones, T. 832-6659-Kincaid, M. 832-6660-Kincaid, R. 832-6.598-Kincer, S 832-6583-King, D. 832-6556-Klosky, A. 832-6584-Knotts, K. 832-6534-Kutter, A. 832-6588-Landis, D. 832-6599-Lemming, M. 832-6527-Lounsbury, R. 832-6593-Maiken, M. 832-6594-Martin, C. 832-6623 Marshall, J. 832-6615 McCord, E. 832-6074-McDermott, M. 832-6632-McFarlane, C. 832-6595-McInnes, M. 832-6629-McMonigle, M. 832-6554-Meade, S. 832-6591-Meyer, T. 832-6596-Mezache, Z. 832-6609-Morvatz, M. 832-6572-Newman, E. 832-6603-Patrizio, W. 832-6004-Pfeffer, S. 832-6607-Rizzotte, R. 832-6628-Rutledge, A. 832-6273-Sarver, A.	832-6612-Saul, S. 832-6613-Schaefer, L. 832-8687-Schmalhofer, J. 832-6614-Schneider, L. 832-6597-Schulte, J. 832-6586-Shaltry, M. 832-6589-Shock, R. 832-6618-Slentz, T. 832-6681 Smith, J. 832-6619-Smith, L. 832-6620-Smith, M 832-6573-Snowden, E. 832-6622-Strader, M 832-6625-Thomas, L. 832-6288-Troehler, K. 832-6057-Utacht, E. 832-6600-Wagner, E. 832-6547-Walter, S. 832-6631-Zender, A. <u>Tutors</u> 832-6058-Cox, S. 832-6633-Ginsburg, D. 832-6634-Patterson, E. 832-6635-Pfeffer, L.
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