

As the parents of \_\_\_\_\_,  
acknowledge that we have read the current Nelsonville-York High  
School Agenda.

Signed,

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

All students must have in their file an Emergency Medical Authorization Form (EMF) filled out by a parent/guardian. Please return the EMF with this parent acknowledgment page to your homeroom teacher.



**Nelsonville-York  
High School  
1 Buckeye Drive  
Nelsonville, Ohio 45764  
Phone (740) 753-1964  
Fax (740) 753-1420  
[www.nelsonvilleyork.k12.oh.us](http://www.nelsonvilleyork.k12.oh.us)  
Facebook: Nelsonville-York High School Principal  
Twitter: @NYHSPrincipal  
Instagram: @NYHSPrincipal  
District Phone # (740) 753-4441**

**Student Planner 2018-2019**

**This belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Homeroom \_\_\_\_\_

## **Welcome**

Dear Student:

On behalf of our entire staff, we welcome you to Nelsonville-York High School.

We have a comprehensive education program available, supplemented by a wide range of extra-curricular and co-curricular activities. The staff and I are here to help you make the most of these important high school years.

This handbook answers the most frequently asked questions and concerns you might have about our school. Keep it as a handy reference guide to help you make your days at Nelsonville-York High School more productive.

Please do not hesitate to stop in and say hello or to share concerns or questions with me. My goal is to make our high school the best it can be. Your thoughts and input are always welcome.

Sincerely,

Ms. Elise Stephan

Principal

## Table of Contents

School Calendar	4
Vision Statement	5
Bell Schedules	6
Test Dates	8
Student Council	9
Class Officers	10
Honor Society Members	11
Club and Activities	12
Courses offered at NYHS	13
Student Handbook	15
Safety Drills	16
Attendance	26
Dress Code	32
Athletic Eligibility	33
Good Sportsmanship	34
Discipline	38
Code of Conduct	43

A full copy of this handbook is posted on the district's web site.

### Board of Education

President	Micah Covert
Member	Andrea Conner
Member	Gary Edwards
Member	Dave Kline
Member	Tanyah Stone
Superintendent	Mick McClelland

### School Calendar 2018-19

<u>Date</u>	<u>Events</u>
August 15	New Teacher Orientation Day
August 16	Teacher Orientation Day
August 17	Teacher In-service – No Classes
August 20	1 <sup>st</sup> Day of Classes
September 3	Labor Day – No Classes
October 17	End of 1 <sup>st</sup> Grading Period
November 12	Veteran’s Day (celebrated) – No classes
November 20	Last Day of classes before Thanksgiving Break
November 27	Classes Resume
December 21	End of 2 <sup>nd</sup> Grading Period
December 21	Last Day of classes before Winter Break
January 7	Classes Resume
January 7	2 <sup>nd</sup> Semester Begins
January 21	MLK, Jr. Day - No Classes
February 18	President’s Day – No Classes
March 14	End of 3 <sup>rd</sup> Grading Period
April 12	Last day of classes before Spring Break
April 23	Classes Resume
May 26	Graduation - 7:00 p.m.
May 27	Memorial Day – No classes
May 28	Last Day of Classes End of 4 <sup>th</sup> Grading Period
May 29	Teacher Record Day

## **Nelsonville-York High School**

### **Vision Statement**

We educate each student to become a global citizen who is serious about learning, is appreciative of the arts, is culturally aware of social issues, and is sensitive to the diversity among us. As a global citizen, a Nelsonville-York student will be:

#### **A Responsible Community Member**

- Possesses integrity and a well-developed work ethic
- Respects self, others and the environment
- Values diversity
- Is character driven and goal oriented
- Contributes to society through service and civic duty
- Promotes positive health and wellness through responsible decision making

#### **A Collaborative Team Member**

- Respects others' opinions and contributions
- Contributes to teamwork and/or demonstrates leadership qualities
- Displays open mindedness and is flexible
- Expresses individuality and is passionate about beliefs

#### **A Comprehensive Problem Solver**

- Thinks creatively, critically and independently
- Identifies problems and accesses resources
- Creates and implements a plan of action
- Reflects, evaluates and plans next steps

#### **An Effective Communicator**

- Listens actively
- Writes well for various purposes
- Adapts public speaking to different audiences
- Interprets and conveys information logically

#### **A Proficient Technology User**

- Navigates a variety of tools efficiently and creatively
- Uses technology morally and ethically
- Chooses appropriate resources according to the task

Each student will receive a well-rounded educational experience that will support the transition from student to global citizen.

### Daily Bell Schedule

First Bell		7:30
Period 1		7:34-8:22
Period 2		8:25-9:08
Period 3		9:11-9:54
Period 4		9:57-10:40
Period 5		10:43-11:26
Period 6	First Lunch	11:29-12:12
Period 7	Second Lunch	12:15-12:58
Period 8		1:01-1:44
Period 9		1:47-2:30

### Early Release Schedule

First Bell		7:30
Period 1		7:34-8:06
Period 2		8:09-8:39
Period 3		8:42-9:12
Period 4		9:15-9:45
Period 8		9:48-10:18
Period 9		10:21-10:51
Period 5		10:54-11:24
Period 6	First Lunch	11:27-11:57
Period 7	Second Lunch	12:00-12:30

### One-Hour Afternoon Activity Schedule

Period 6		11:29-11:59
Period 7		12:02-12:32
Period 8		12:35-1:03
Period 9		1:06-1:34
Activity		1:37-2:30



### **Pep-Assembly Schedule**

**Periods 1-5 are the same as regular schedule**

Period 6	11:29-12:07
Period 7	12:10-12:48
Period 8	12:51-1:29
Period 9	1:32-2:10
PEP Assembly	2:10-2:30

### **One-Hour Delay Schedule**

First Bell	8:30
Period 1	8:34-9:06
Period 2	9:09-9:41
Period 3	9:44-10:16
Period 4	10:19-10:51
Period 5	10:54-11:26

**Resume Regular Daily Bell Schedule**

### **Two-Hour Delay Schedule**

First Bell	9:30
Period 1	9:34 - 10:06
Period 2	10:09 - 10:39
Period 3	10:42 - 11:12
Period 5	11:15 - 11:45
Period 6	First Lunch 11:48 - 12:18
Period 7	Second Lunch 12:21 - 12:51
Period 4	12:54 - 1:24
Period 8	1:27 - 1:57
Period 9	2:00 - 2:30

**National Testing Dates  
2018-2019**

**SAT**

August 25, 2018  
October 6, 2018  
November 3, 2018  
December 1, 2018  
March 9, 2019  
May 4, 2019  
June 1, 2019

**ACT**

September 8, 2018  
October 27, 2018  
December 8, 2018  
February 9, 2019  
April 13, 2019  
June 8, 2019  
July 13, 2019

**State Testing Dates  
2018-2019**

All state testing will be announced once testing schedules have been developed. These will be posted on the high school website as well as Facebook and Twitter pages.

**Student Council  
2018-2019**

**Seniors**

Elizabeth Alvis  
Rachel Bahl  
Morgan Clark  
Kyla Henderson  
Allison McWilliams  
Raven Warren

**Sophomores**

Stacey Bahl  
Madison Booth  
Zander Clark  
Mya Cook  
Breanna Edwards  
Krista Goosman

**Juniors**

Isabella Anderson  
Alexis Bennett  
Xander Black  
Corrine Jones  
Alison Loge  
Grace Sinnott

**Freshmen**

Sophie Anderson  
Brody McDonald  
Shane Meek  
Advisor - Mrs. Starlin

Nelsonville-York is proud of our student council that acts in the interest of the students and works with the teachers and administration to improve the quality of education and the high school experience for all.

## **2018-2019 Class Officers**

### **Senior Class**

President – Travis Meeks  
Vice President – Zach Redecker  
Secretary – Madison Campbell  
Treasurer – Logan Altier  
Advisor - Mrs. Joyce and Ms. Cangemi

### **Junior Class**

President – Mitchell Keplar  
Vice President – Keegan Wilburn  
Secretary – Mackenzie Campbell  
Treasurer – Haley Hurd  
Advisor – Mrs. Puia

### **Sophomore Class**

President – Ethan Gail  
Vice President – Kevin Lehman  
Secretary – Emily McWilliams  
Treasurer – Christain Wiseman  
Advisor – Mrs. Starlin

### **Freshmen Class**

President – Jack McDonald  
Vice President – Josiah Lent  
Secretary – Nevaeh Sherin  
Treasurer – Georgia Godenschwager  
Advisor – Mr. Conroy

**National Honor Society  
2018-2019**

**Officers**

President – Allison McWilliams  
Vice President – Braden Henderson  
Secretary – Kyla Henderson  
Treasurer – Justin Perry  
Parliamentarian – Jameela Mumtaz  
Historian – Madison Campbell

**Seniors**

Elizabeth Alvis  
Audrey Bohyer  
Madison Campbell  
Owen Campbell  
Mollie Coy  
Braden Henderson  
Kyla Henderson  
Mary-Kate McCulloch  
Allison McWilliams  
Jameela Mumtaz  
Justin Perry  
Kaila Rife  
Reece Robson  
Collin Yinger

**Juniors**

Alexis Bennett  
Brittlyn Call  
Lillian Dong  
Brienne Glenn  
Corrine Jones  
Jocelyn Heller  
Mitche Keplar  
Allison Loge  
Mikey Seel  
Sierra Six  
Grace Sinnott  
Brayden Tomlin  
Chloe Wickman  
Clay Williams

## **Clubs/Activities & Advisors**

### **Band**

Mrs. Paris – Advisor  
Mrs.Paris@nybucks.org

### **Choir**

Mrs. Eller – Advisor  
Mrs.Eller@nybucks.org

### **History Club**

Mrs. Angle – Advisor  
Mrs.Angle@nybucks.org

### **National Honor Society**

Mrs. Cangemi –Advisor  
Ms.Cangemi@nybucks.org

### **Quill and Scroll**

Mrs. Joyce - Advisor  
Mrs.Joyce@nybucks.org

### **Quiz Bowl**

Mr. Peyton – Advisor  
Mr.Peyton@nybucks.org

### **Spanish Club**

Mrs. Covert – Advisor  
Mrs.Covert@nybucks.org

### **Spanish Honorary Club**

Mrs. Covert - Advisor  
Mrs.Covert@nybucks.org

### **STEM Club**

Mr. Conroy – Advisor  
Mr.Conroy@nybucks.org

### **Yearbook**

Mrs. Joyce – Advisor  
Mrs.Joyce@nybucks.org

Absenteeism	When ill, call the school at 753-1964 and bring a note when you return.
Address/Phone Change	Guidance, Principal's Secretary
College Info	Guidance Office
Withdraw	Guidance, Principal's Secretary
Employment	Guidance Counselor
Work Permits	Principal's Secretary
Illness in School	Get a note from your teacher, report to the Principal's Secretary
Locker Problems	Principal's Secretary
Lost & Found	Main Office
Personal Problems	Guidance Counselor
Schedule Changes	Guidance Counselor
Scholarships	Guidance Counselor
Study Problems	Guidance Counselor
Tardiness	Principal's Secretary
Bus Pass	Principal's Secretary

**Courses Offered at  
Nelsonville-York High School**

<b>Language Arts</b>	<b>Credit</b>	<b>Social Studies</b>	<b>Credit</b>
Adv. English I	1	American Legal System	½
English I	1	Ancient Greece/Rome	½
Adv. English II	1	Economics	½
English II	1	Government	½
Adv. English III	1	Psychology I	½
English III	1	Psychology II	½
Adv. English IV	1	Sociology	½
English IV	1	U.S. History	1
		Vietnam War Era	½
		World History	1
<b>Mathematics</b>		<b>Business</b>	
Algebra I	1	Adv. Business	1
Adv. Algebra I	1	Computer App I	1
Algebra II	1	Computer Skills	½
Adv. Algebra II	1	Digital Marketing	1
Calculus	1	Program/Game Design	1
College Prep	1	Small Business Mgmt	1
Geometry	1	Word Processing	½
Adv. Geometry	1		
Financial Algebra	1		
Pre-Calculus	1		
<b>Science</b>			
Anatomy & Phys.	1		
Astronomy	1		
Adv. Biology I	1		
Biology I	1		
Biology II	1		
Chemistry I	1		
Chemistry II	1		
Environmental Science	1		
Adv. Physical Science	1		
Physical Science	1		
Physics	1		

<b>Electives</b>	<b>Credit</b>	<b>Fine Arts</b>	<b>Credit</b>
ACT Prep	½	Art	½
Child Development	1	Art I	¼
Creative Writing	½	Art II	¼
Drafting I	1	Advanced Choir	½
Drafting II	1	Advanced Drawing	½
Drafting III	1	Advanced Mixed Media	½
Drafting IV	1	Band	½
Evolution of Games	½	High School Choir	½
Film in America	½	Music Theory	½
Food & Fitness	1	Piano I	½
Harry Potter and Elementary Literature	½	Piano II	½
Holocaust Studies	½		
Industrial Tech	½	<b>Foreign Language</b>	
Literature and Media	½	Spanish I	1
Public Speaking	½	Spanish II	1
Publications I	1	Spanish III	1
Publications II	1	Spanish IV	1
Publications III	1		
Publications IV	1	<b>Physical Education</b>	
Screenwriting	½	Health	½
Skills for Success	½	Physical Education 9	¼
Sports Literature	½	Physical Education 10	¼
Teen Novel	½	P.E. Leadership	¼
Woods I	1	Weight Training	¼
Woods II	1		
Woods III	1		



### **Hallway Safety and Courtesy**

All students should follow a few simple rules of common courtesy.

1. Keep to the right in going through the hallway and doorways.
2. Be careful not to block traffic at the water fountains or in doorways.
3. Loud and boisterous talking indicates the lack of good manners.
4. Please do not discard waste paper or pop cans in the hallways - carry it to a wastebasket or recycling container.
5. Running, jumping, horseplay or any other form of unsafe conduct is prohibited.

### **Hall Passes**

Hall passes are required for all students out of class or study hall. Hall passes from class should be kept to a minimum. Should a teacher detain a student causing tardiness to his/her next class, the student should request a pass with the teacher's signature. It will be the student's responsibility to obtain such a pass.

### **Care of Building**

This building has been provided for your use and enjoyment. We must take care of it. In case of damage, the person responsible will be required to pay for damages.

### **Phone Usage**

Students are not called to the office for a phone call except in an emergency. General messages are delivered to students during the day at the convenience of office personnel.

### **Electronic Device Restriction**

Students are not permitted to use CD players, MP3 players, IPODs, televisions, electronic games, cellular phones or computers unless authorized by a teacher. Students are prohibited to use recording devices in the classroom except pursuant to the instructions of a teacher. Reported infractions will follow the discipline code procedure. Such items are held in the Principal's office until retrieved by a parent.

### **School Fees**

Students enrolled in Nelsonville-York City Schools will be furnished basic textbooks without cost; however, a fee for consumable materials and supplies used will be established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates. An updated list of fees is issued to the students on the first day of school.

1. Due to the schedule changes the first week, fees are not collected until a fee schedule is issued (sometime in September).
2. Payments are made if needed. See the Principal's Secretary in the office for details.
3. All students will receive a receipt within 24 hours of money deposited at the office. If for some reason they do not, they can request a copy from the office.

### **Student Personal Property**

Do not bring articles of great expense to school at any time. Students are responsible for any personal property brought onto school grounds.

### **Locker Usage**

Lockers are assigned on the first day of school. Lockers provide protection for your books, school supplies, and personal items. Sharing your locker combination with other students destroys the purpose for which the locker was intended. Locks are not to be set for quick opening.

Lockers are the property of the Nelsonville-York School District and are subject to inspection by authorized school personnel. Students are responsible for the contents found in their locker. Students should use only the locker they are assigned and under no circumstances may they occupy an empty or unassigned locker without approval from the Principal.

The school will not be responsible for stolen items. Students are responsible for the condition and appearance of their lockers.

### **Search and Seizure**

The Nelsonville-York Board of Education and administration reserve the right to search lockers, desks, persons and personal belongings of students on school grounds or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. All searches may be conducted with or without the consent of the student. It should be clearly understood that a search might take place any time there is a reasonable suspicion that a student has violated the law or school rules. The police K-9 unit may conduct searches on school property or functions at the request of the school administration, law enforcement agency, and/or combination of both. Video surveillance of the hallways, classrooms, entrance, and other school property may be utilized for protection of students and/or employees, their property, and the school's property.

### **Lockdown Procedure**

In the event that the school population is threatened by actions of an individual or individuals, we will react immediately to protect our students and staff.

If a potential or real threat develops that necessitates keeping students in classrooms (a lockdown), the school population will be notified over the P.A. System. Upon hearing a statement, teachers will keep all students in their classrooms. We will remain in lockdown mode until a recognizable school staff person directs you to resume normal activities.

### **Fire Drills**

Drills for evacuating the building in an orderly and quiet manner in case of fire or other emergencies are held according to instructions throughout the school year.

Each student will walk rapidly and without talking to the designated exit and proceed to a safe distance from the building. Before leaving the building, teachers and

students must see that all windows and doors are closed and lights are turned off. Each teacher and student should become familiar with the various exits in the high school building. Evacuation procedures are posted in each room.

#### **Tornado Drills**

When a Tornado Warning occurs, a warning will be transmitted as quickly as possible to the entire building. The public address system will announce that a tornado warning has been issued and everyone should go to designated areas immediately. Stay CALM and QUIET and LISTEN for instructions.

#### **TEACHERS**

1. Take grade books to check attendance.
2. Make special provisions for handicapped children.
3. Indicate your area of safety as posted in each room.

#### **STUDENTS**

1. Sit on the floor and place your head between your knees and place both hands on the back of your head (hands locked at back on neck.)
2. If there is no time to put into effect the regular tornado plan - go to inside wall of the room and lie down on the floor under a desk or a heavy piece of furniture.

#### **Graduation Requirements**

Twenty-one (21) units of credit are required for graduation for all students (including students attending the Tri-County Career Center). In addition, a student must earn a minimum of 18 points on the seven end-of-course exams (Algebra I, Biology, English I and II, Geometry, US Government and US History). This must include at least four points on the math tests, four points on the English tests and six points on the science and social studies tests. If necessary, end-of-course exam retakes will take place during a student's junior and/or senior year for those who have less than 17 total points and/or who have not met the required points in a subject area.

The following **minimum requirements** have been adopted by the Nelsonville-York Board of Education and will meet the minimum requirements as established by the Ohio Department of Education and the North Central Association of Colleges and Schools for graduation from high school. The subjects required are:

English	4 units
Mathematics	4 units
Science	3 units
Social Studies	3 units
Health, Phys. Ed.	1 unit
Fine Arts	2 semesters
Electives	5 units

#### **Commencement**

Only student who have completed all requirements for high school graduation before the day of commencement are eligible to participate in commencement exercises. It is

the student's responsibility to see that all requirements for graduation are met. Students with outstanding fees, failing grades or incompletes in required subjects and owed attendance or discipline will not be able to participate in commencement exercises.

#### **Dress Code for Commencement**

1. No jeans.
2. Men wear dress slacks, dress shoes (no sneaker, Vans, Converse or boots), dress shirt and tie.
3. Women wear dresses, skirts or slacks with blouses and dress shoes (no flip flops).
4. Cap decorations must only be on top of the cap and must not exceed two inches in height.

#### **Tri-County Career Center**

Students who plan to attend the Tri-County Career Center during their junior and senior years should meet the following requirements during their freshman and sophomore years:

1. One-half unit of physical education
2. One-half unit of health
3. Two units of social studies
4. Two units of English
5. Two units of math
6. Two units of science

#### **Minimum Student Load**

A student must carry at least 5 1/4 credits (minimum) each semester with no more than 2 full time study halls at any time.

#### **Honors Diploma**

Seniors are eligible for the Academic Diploma with Honors by fulfilling 7 of the following 8 criteria:

1. English - 4 units
2. Math - 4 units (including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content)
3. Science – 4 units (including physics and chemistry)
4. Social Studies – 4 units
5. Foreign Language - 3 units (must include no less than 2 units for which credit is sought) i.e., 3 units of one language or 2 units each of two languages
6. Fine Arts - 1 unit
7. Grade Point Average – 3.5 on a 4.0 scale
8. ACT/SAT Score – 27 ACT/ 1210 SAT (excluding scores from the writing sections)

Seniors are eligible for the **Career-Technical Diploma with Honors** by fulfilling 7 of the following 8 criteria:

1. English - 4 units
2. Math - 4 units (including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content)
3. Science – 4 units (including physics and chemistry)
4. Social Studies – 4 units
5. Electives – 4 units of Career Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.
6. Grade Point Average – 3.5 on a 4.0 scale
7. ACT/SAT Score – 27 ACT/ 1210 SAT (excluding scores from the writing sections)
8. Additional Assessment – Achieve the proficiency benchmark established for the appropriate Ohio Career-technical Competency Assessment or the equivalent.

#### **Credits Earned**

Student classification is determined by the number of credits a student has at the beginning of the school year. All students must also have met the attendance requirements.

1. A senior -16 credits earned
2. A junior - 10 credits earned
3. A sophomore - 5 credits earned
4. A freshman-successful completion of eighth grade.

#### **Correspondence Courses**

Correspondence courses are for remedial work only (i.e. to make up for a course that was failed). Check in the office for information.

#### **Scheduling**

Scheduling is based on student request, teacher recommendations, and proficiency test results. Changes occur at the beginning of the school year. No changes are made to accommodate friendships, etc. Changes are considered on an individual basis and occur only if special circumstances exist.

All course withdrawals must be approved by the principal or the guidance counselor, teachers involved and parents.

At the end of the first week of school, a course may be dropped without penalty to the student. After that time, it requires the approval of an administrator, or the withdrawal will be entered as an "F" on the student's permanent record unless the classroom teacher has recommended the student be withdrawn.

In addition, full year courses may not be dropped at the semester unless extenuating circumstances exist as determined by the building principal.

### Weighted Grades

The following list of classes is graded on a weighted system. For each weighted class in which a student receives a grade of B- or above, .05 is added to the student's cumulative grade point average. **Weighted grades are used for ranking purposes only.**

Advanced English I, II, III & IV	Advanced Algebra II
AP English	Chemistry I & II
Spanish I, II, III & IV	Advanced Biology I
Advanced Geometry	Physics
Pre-Calculus	Anatomy & Physiology
Calculus	Advanced Physical Science
Advanced Algebra I	Biology II

### Grading Scale

Every teacher in the Nelsonville-York City School District uses the same method to average grades for the grade cards.

GRADE	POINTS	RANGE	PERCENT
A	4.00	3.84-4.00	93-100
A-	3.67	3.50-3.83	90-92
B+	3.33	3.17-3.49	87-89
B	3.00	2.84-3.16	83-86
B-	2.67	2.50-2.83	80-82
C+	2.33	2.17-2.49	77-79
C	2.00	1.84-2.16	73-76
C-	1.67	1.50-1.83	70-72
D+	1.33	1.17-1.49	67-69
D	1.00	0.67-1.16	60-66
F	0.00	0.00-0.66	0-59

**NO CREDIT** shall be given to a student who earns an "F" in the SECOND OR FOURTH GRADING PERIOD IN ANY SUBJECT.

### Academic Achievement Letter

In order to recognize exceptional academic achievement, students may qualify for an academic letter by accumulating a 4.0 grade point average during a semester. Upon completion of a 4.0 semester, each student will receive a varsity letter. As students accumulate additional 4.0 semesters, they will receive an "Academics" pin.

### Honor Roll

Students must be currently enrolled in at least three or more credits **AT** Nelsonville-York High School to be eligible for honor roll recognition.

1. Merit Honor Roll – unweighted 3.8 GPA or higher
2. Honor Roll – unweighted 3.0-3.799 and no grade below a C-
3. ALL grades count toward honor roll.

### **Credit Flexibility**

High school students may earn high school credits using any combination of the following methods:

1. Successfully completing traditional high school level courses for which one credit shall be granted per 120 hours of class time;
2. Successfully completing an educational option plan as described in the Board's approved educational options policy on Credit Flexibility.
3. Successfully completing a college-level course for dual credit in accordance with the Board's policy on post-secondary enrollment options.
4. Successfully completing an online course offered by a provider approved by the high school principal or his or her designee OR the district credit flexibility committee convened by the Superintendent or his or her designee.
5. Successfully completing an examination, providing a portfolio of work that demonstrates mastery of academic content standards, or a combination of these methods in accordance with the Board's policy on Credit Flexibility.

### **Interim Reports**

Interim reports are issued at the mid-point of each nine-week grading period. Interim reports are issued to all students regardless of their academic progress. Interim grades can be found on the individual student's Infinite Campus site.

First 9-weeks	September 17, 2018
Second 9-weeks	November 14, 2018
Third 9-weeks	February 11, 2019
Fourth 9-weeks	April 10, 2019

### **Parent/Teacher Conferences**

Parent/teacher conferences occur each nine-week period. Parent/teacher conferences are on a first come first seen basis. Conferences start at 4 pm and will end at 7 pm. If a student is failing any subject, parents are encouraged to schedule a conference with the teacher through the high school office. Dates for this year's conferences are:

#1	Wednesday, September 20, 2018
#2	Thursday, November 15, 2018
#3	Thursday, February 14, 2019
#4	Wednesday, April 11, 2019

### **Textbooks**

Textbooks are loaned to students for their use while you are enrolled in a course. Books are expensive and should be treated with care. They are not to be damaged. Do not store paper or carry pencils or pens in your books as this tends to break the binding.

New Book	100% of cost price
1 year old book	80% of cost price
2 year old book	75% of cost price
3 year old book	50% of cost price
4 year old book	20% of cost price

### **Nurse's Office**

Students should request permission from the classroom teacher and get a pass in the office before going to the office. If a student is seriously ill, he/she will be permitted to go home only after it has been ascertained that a parent or guardian is home. **No student will be released without administrative approval.**

Students taking medication, including over-the-counter medication, must have their parents and family physician fill out the form for Administration of Oral Medication at school. All medication must be in its original container. All students **must** have in their file an Emergency Medical Authorization form filled out by the parents.

### **Injury or Illness**

1. Notify school administrator and school nurse if she is present in the building.
2. School administrator determines seriousness of case.
3. In the event of serious injury or illness:
  - a. Use emergency care forms
  - b. Notify parents
  - c. Have doctor or ambulance dispatched to the school
  - d. Take child to hospital if he/she can be moved.
4. In event of minor injury or illness:
  - a. Notify parent to pick up child.
  - b. If parent cannot be reached, place child in sickroom. Do not leave child alone in sickroom.

### **Change of Address**

It is important that the school know the current address and telephone number of each student. If you move for any reason, please notify the Principal's Office so the records may be changed.

### **Cafeteria Policy**

Nelsonville-York City Schools has a closed lunch policy. Students may not leave school grounds during the lunch period, and are to report immediately to the cafeteria during their assigned period. Students may be excused for lunch off-campus only if a parent/guardian comes into the building and arranges for his/her release in the main office. Students may bring their lunch or purchase lunch at school. Students may be permitted to go to other supervised areas as determined by the administrator. Students may not have food delivered to the high school.

Students involved in community resource programs, community volunteer programs, independent study programs, or special projects outside the school building may be permitted to leave campus during the school day with prior written parental permission, and approval of the school administration.

Students are expected to keep the eating areas clean, to bus their lunch trays and clean their area after they are finished eating. Breakfast is served until the first bell in the morning.



### **Lunchroom Charges**

1. Student lunch charges are capped at \$20. Alternative lunches are provided at no charge to students who have forgotten their lunch money and do not have funds in their account.
2. There will be no charging of a la carte items.
3. Student lunch charges follow the student throughout their years at Nelsonville-York. These charges are a financial obligation owed to the school district until they are paid in full. Students who have outstanding financial obligations will not receive their diploma until the financial obligations are paid.

### **Study Hall Rules**

1. Arrive on time.
2. Sit in your assigned seat.
3. Bring work with you to do each day. You must keep yourself busy for the entire period.
4. Bring with you all materials that you will need for the entire period. You will NOT receive a pass to leave study hall to go get needed materials.
5. Work quietly all period. You will work independently so others are able to work also. If you have a question, raise your hand and wait to be called on by the teacher.
6. If you need to go elsewhere during study hall, bring a pass from the other teacher before reporting to study hall.
7. Raise your hand to ask permission to use the restroom or drinking fountain (one a time) after the teacher has taken attendance. You will use the trash can on the way out of study hall at the end of the period.
8. Leave coats and backpacks in your locker.
9. Buy pop or juice before the tardy bell rings.

### **Library**

The library is an important part of our educational program and maintained for the use of all students and faculty members. The library staff is ready and willing to help you locate reference material for your classes and books for your pleasure reading. Magazines, newspapers, pamphlets, and many more materials are also available in our expanding library. There are computer and on-line reference resources available for student and faculty use in the library.

### **Computer Use Policy**

Computers are available for the students of the Nelsonville-York School district for the purpose of supporting and enriching their educational experience. Along with that privilege, comes the responsibility to utilize technology in a responsible manner. The use of the district's computer resources is a privilege, not a right. All students and staff will sign a Computer Usage Form each year. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school-owned computers.

The school has the right to search computers and disks. The faculty or staff may request the administration to deny, revoke, or suspend specific user accounts at any time.

#### **Insurance & Liability**

The Nelsonville-York School District recognizes no responsibility as to accidents beyond reasonable care of their prevention. Parents are encouraged to provide insurance to cover any accident that might occur.

#### **Lost & Found**

The high school office is the area designated for lost and found articles. Anyone who finds a lost or misplaced article should take it to this area as soon as possible. Students looking for lost possessions should check in the office. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded.

#### **Guidance Program**

The guidance program is for the benefit of all students. Some of the services offered by the guidance counselor include: information concerning jobs, colleges, tests, scholarships, grades, counseling concerning problems with teachers, fellow students or subjects, home difficulties and developing ways to build self-confidence.

The student will be encouraged to discover and understand his/her abilities, aptitudes and interests and to identify his/her educational, vocational options.

#### **School Sponsored Publications**

School newspapers and publications shall conform to the following:

1. Students have the right and are as free as editors of other newspapers to report the news and to editorialize within the provisions in paragraph 4 and 5.
2. School officials shall supervise student newspapers published with school equipment, remove obscene or libelous material and edit other material that would cause a substantial disruption or interference with school activities.
3. School officials may not censor or restrict material simply because it is critical of the school or its administration.
4. Prior approval procedures regarding copy for school newspapers shall identify the individual to whom material is to be submitted and shall establish a limitation on the time required to making a decision. If the prescribed time for approval elapses without a decision, the material shall be considered authorized for distribution.
5. Students who are not members of the newspaper staff shall have access to its pages. Written criteria for submission of material by non-staff members shall be developed and distributed to all students.

**Freedom of expression and  
Non-School sponsored publications**

- A. The right of public school students to freedom of speech was affirmed by the United States Supreme Court in *Tinker v. Des Moines Community School District*, 393 U.S. 503 (1969).
- B. Students have the right to express themselves unless such an expression materially and substantially interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.
- C. Students may use publications, handbills, announcements, assemblies, group meetings, buttons, arm bands, and other means of common communication, provided that the use of the public school communications facilities shall be in accordance with the regulations of the authority in charge of those facilities.
  - a. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression.
  - b. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.
- D. Identification of the individual student or at least one responsible person in a student group may be required on any posted or distributed materials.
- E. School officials may require students to submit for prior approval a copy of all materials to be displayed, posted or distributed on school property.
- F. Bulletin boards shall conform to the following:
  - a. School authorities may restrict the use of certain bulletin boards.
  - b. Bulletin board space shall be provided for the use of students and student organizations.
  - c. School officials may require that notices or other communications be officially dated before posting, and that materials be removed after a prescribed reasonable time to assure full access to the bulletin boards.
- G. The wearing of buttons, badges, or arm bands shall be permitted as another form of expression with the restrictions listed in subsection (c).
- H. School officials may set forth the time and place of distribution of materials so that distribution would not materially or substantially interfere with the requirements of appropriate discipline in the operation of the school.
  - a. A proper time and place set for distribution is one which would give the students the opportunity to reach fellow students.
  - b. The place of such activity may be restricted to permit the normal flow of traffic within the school and at exterior doors.
- I. The constitutional right of freedom of speech guarantees the freedom of public school students to publish materials on their own.
  - a. The school has no responsibility to assist students or to provide facilities in the publishing of such materials.
  - b. The students themselves have sole responsibility for any statements published.

- c. Approval procedures must be followed prior to distribution or display of materials on school property. See Subsection (H).

#### **Unlawful Assembly**

Students shall not congregate to create a disturbance of any sort. Students are required to disperse when instructed to do so.

#### **National Honor Society**

##### ARTICLE IX - SELECTION OF MEMBERS

- Section 1. To be eligible for membership the candidate must be a member of the sophomore, junior or senior class. Candidates must have been in attendance at Nelsonville-York High School for one semester.
- Section 2. Candidates must have a cumulative scholastic average of 3.400 (on a 4.000 scale) and have a minimum average of four college preparatory classes or technically oriented classes for each year of high school.
- Section 3. Candidates will be evaluated on the basis of service, leadership and character by their high school teachers.
- Section 4. To remain a candidate, a student must submit a student activity information form to the faculty council.
- Section 5. The faculty council will tabulate the classroom teachers' ratings and review the student's activity information form. Selection will be by majority vote of the faculty council.

#### **Administrative Hearing**

An Administrative Hearing may be scheduled in conjunction with the Athens County Juvenile Court for absenteeism or repeated disciplinary problems. The Administrative Hearing will not be recorded in official documents, but is the final step before filing charges against a juvenile.

#### **Attendance**

A student will be deemed habitually truant if the student is **Absent Unexcused** for:

1. 30 consecutive hours (5 days) of instruction
2. 42 hours (7 days) during one calendar month or
3. 72 hours of instruction (12 days during one school year).

**A combination of excused and unexcused absences may total no more than 12 days.**

1. Pupils may be excused from classes for a short time upon written request of the parent and approval of the principal.
2. The following are excused absences until 12 days have been missed:
  - a. Personal illness
  - b. Illness in the immediate family
  - c. Death in the immediate family
  - d. Personal family business which requires the presence of the child

After 12 days the only excused absences are:

- e. medical

- f. court
- g. funeral

**All of which must be documented. Such documentation must be presented to the office within 14 school days after the last date of absence.**

1. THE SCHOOL MUST BE NOTIFIED BEFORE 8:00 EACH DAY A STUDENT IS ABSENT. If notification is not received, the home will be contacted by phone or the truant officer. ADMIT SLIP: Pupils who have been absent from school are to report to the office before school and present a written excuse from a parent. Absentees must present the admit slip to ALL TEACHERS UPON THEIR RETURN TO CLASS.
2. No written excuse from parents will be accepted later than TWO WEEKS after the student has returned to school.
3. 18 year old attendance contract - An attendance contract will be negotiated with the student if their attendance becomes a problem.
4. Students participating in athletic/co-curricular/after school activities must meet the attendance requirements in order to participate that day.
5. Appointments - any unreasonable time not covered by the appointment and travel time will be considered an absence.

#### **Make-Up Work**

Students are required to complete make-up work due to absence within the same amount of time that they were absent. If you were absent two days, you have two days to complete the make-up work. Only in special situations will teachers extend this time. Upon the second straight day of absence, homework may be requested before 10:00 a.m. and available after 2:30 p.m. that day. Excuses are brought to the office within two weeks after returning to school. Excuses brought in after two weeks may not be accepted. Unexcused absences will **not** be afforded make-up privileges. A student using a calamity excuse must complete make-up work the same day or no later than the next day, but at the teacher's discretion. It is the student's responsibility to see that all make-up work is completed on time.

#### **Absences**

**A student shall be required to make up any days he/she is absent more than 12 days.**

Exceptions to this will be hospital confinements and home confinements created by doctor's instructions, or due to childhood diseases, i.e. mumps, chicken pox, etc. No work can be made up for any **suspensions and expulsions**. NO WORK CAN BE MADE UP FOR ANY UNEXCUSED ABSENCE. UNEXCUSED ABSENCES WILL OCCUR FOR THE FOLLOWING REASONS:

1. Oversleeping
2. Staying out of school to work
3. Missing the school bus
4. Neglecting to bring note from parents stating reason for absence.

### **College Visitation Days**

These days are considered excused absences as long as the student returns official verification from the college or university upon returning to school.

- Juniors will be allowed 2 college visitation days per year.
- Seniors will be allowed 3 college visitation days per year.

### **Early Dismissals**

Early dismissal requests from students will be granted upon these conditions:

1. Appointment and job interviews should be scheduled after school hours if possible.
2. Requests for early dismissal should be submitted at the beginning of first period. The home/work telephone numbers of the students' parents/guardians should be on the requests for verification purposes.
3. The request for early dismissal should include the reason that the student needs to be dismissed early.

### **Personal Convenience**

A personal convenience absence is one which has the approval of a child's parent or guardian but which is not legally excusable under the laws of the state of Ohio. A form is obtained in the office 48 hours prior to the absence and must be returned no later than 24 hours prior to the absence. This form is presented to all of the student's teachers. The school can assume no responsibility for a drop in grades suffered by a pupil who is absent due to a personal convenience. Arrangements to make up tests are made by the pupil.

### **Field Trip Absences**

Students are responsible for making-up missed assignments. To be eligible to participate in non-school mandated/voluntary field trips, students must not meet any of the following criteria:

1. Have ten (10) or more unexcused absences during the school year.
2. Have more than three (3) unexcused absences in the previous grading period.
3. A class III, IV or V infraction
4. Are on the No Pass List

Participation in school-sponsored activities not covered in co-curricular code of conduct will be subject to administrator's approval.

Students will follow the school dress code, as they are representatives of the school when participating in school field trips. In addition, no student will wear sweat pants or pajama pants on field trips.

### **Tardiness to School**

When a student is late to school, he/she must report to the office immediately with a note from his/her parents or guardian explaining the lateness. Any late student not signing in will be considered absent.

1. Students signing in after 9:00 am are absent 1/2 day.
2. Students signing out before 1:00 p.m. are absent 1/2 day.

3. A student signing in 7:34-8:59 am is tardy. A student signing out 1:00-2:30 pm receives an afternoon tardy.
4. A student may have no more than 8 tardies to school and/or early sign-outs per semester. Discipline will be assigned for all tardies/sign-outs past the 8 allowed per semester.

STUDENTS PARTICIPATING IN THE CO-CURRICULAR PROGRAM AND AFTER SCHOOL ACTIVITIES are required to be in attendance on or before 9 A.M. to be eligible to participate that day. A student must be in attendance 1/2 day to practice that day. The only exception is that a doctor's excuse will be accepted for a partial absence if the excuse is brought in that same day.

#### **Appointments**

When you have an appointment (doctor, dentist, etc.) you must abide by the following rules.

1. Bring written permission from your parent or guardian.
2. Report to Principal's office as soon as you arrive at school the day of the appointment.
3. Show the excuse to your teacher at the beginning of the class for which you are to be released.
4. Sign out in the Principal's office.
5. Have appointment note signed by doctor or dentist, etc.
6. Return to school, sign in at the Principal's office and get an admit slip to class.
7. Failure to return an appointment note from doctor or dentist, etc. will result in absence being counted as unexcused.
8. Appointments should be scheduled after school whenever possible.

If you are coming to school late because of an appointment you must bring an excuse signed by the doctor/dentist or person with whom you had the appointment.

#### **Class Attendance**

Class attendance is taken each period. The teacher of record is the ONLY teacher with the authority to excuse you from class during that period. Failure to obtain that teacher's permission to miss class is considered truancy.

Students are expected to attend all scheduled classes. Unexcused class absences will result in disciplinary action. Class cuts are unexcused absences; work missed because of a class cut receives no credit.

If you have an illness or other emergency, you must report to the office. Do not remain in the restroom or any other unsupervised area as you will be counted truant and class absence then cannot be excused.

#### **Incomplete Grades**

If an incomplete or "I" is given during any grading period, make-up work must be completed, to the teacher's satisfaction, within the next two weeks. If the work is not

completed within this period, the grade automatically reverts to a letter grade of F. The only exceptions to this policy are:

1. If an Intervention Assistance Team (IAT) meeting is convened and the team recommends an extension.
2. The building administrator(s) document circumstances to be extenuating. An incomplete (I) given for a term paper is the only Incomplete (I) that carries over into the next grading period. Failure to complete **Term Papers** is the only assignments that will result in loss of credit. Term Papers will be restricted to college preparatory classes in grades nine through eleven (9-11). There will be no combination of classes for a single Term Paper, and all students are required to type the Term Paper.

#### **Semester Exam Policy**

Semester examinations are given in all courses at the end of the first and second semesters and will be taken by all students. The dates of these exams are published by the administration. Failure to take a semester exam will result in an automatic failure of the course for the semester.

#### **Semester Grade Calculation**

The semester grade is calculated by taking the average of the two grading periods and semester. Therefore, each grade is  $\frac{1}{3}$  of the final semester grade. For calculation purposes, the letter grade GPA, not the percentage, is used to determine the final average. If a student fails the second or fourth grading periods, the student automatically fails for the semester.

#### **Extracurricular Activities**

**The Administration has the right to prohibit a student from participating in extracurricular activities as a result of multiple disciplinary infractions.**

Clubs and social organizations can contribute to the social growth of students. The following procedure must be followed in scheduling these activities.

1. All activities are scheduled through the Principal's Office and placed on the school activity calendar.
2. Janitorial service is required. Sponsor of activity must pay janitors their regular hourly rate.
3. Police protection is required for dances and other events that may attract large crowds. Sponsor of activity must pay police for their services.

#### **Dances**

1. All dances are scheduled through the Principal's Office at least one week in advance.
2. All dances must have at least three chaperones from the teaching staff, one janitor and one police officer.
3. If a person leaves the building, there is no re-entry to the dance.
4. Music shall be in good taste and appropriate conduct is expected.



5. The advisor must be present when students are decorating.
6. No guest over the age of 19 may attend. All guests must provide a valid state ID that shows his/her birthday before entering the dance.

#### **Dress Code for Formal Dances**

1. Side cutouts are not permitted.
2. No bare midriffs or see through material.
3. Two-piece dresses must completely cover the midriff.
4. Strapless dresses must fit securely.
5. Front slits should be no shorter than 2-inches above the knee.
6. Back of dress must be mid-range not low cut.
7. No excessive cleavage.
8. No short dresses with a clear bottom.
9. Dresses can be no shorter than 2-inches below the fingertips.
10. Shirts must remain on at all times.

The administrator or adviser on duty reserves the right to refuse entrance to ticket holders based on attire. There will be no refund of a ticket if a student is denied entrance for dress code violations. These rules apply to all students including guests from another school.

#### **Driver's Licenses**

Any student driving a motor vehicle must have the vehicle registered in the Principal's office and park in the student parking lot.

Students will also have their names turned into the appropriate authority and possibly lose, or not be able to get driving privileges if they have:

1. Been absent 10 consecutive days without legitimate excuse.
2. Been absent 15 days during a semester.
3. Been tardy to school more than 8 days in a semester.
4. Been suspended or expelled for possession or use of alcohol or drugs.
5. Been dangerous or unsafe while driving on school property.

#### **Bus**

Your bus driver is an important person in your school life. Do what he or she tells you: your life may depend on it. **A bus driver has the same authority for student control as the teacher.** A courteous and cooperative student manner may help prevent an accident and insure the student's privilege to ride the school bus. Ohio School Law, Revised Code Section 3327.01 allows schools to deny transportation to those students who do not obey the rules.

Be at the appointed bus stop on time. If you know you will not be riding the bus any day, notify your driver so he or she will not make any unnecessary trips or stop for you. **The buses will not wait for you after school. It is your fault if you miss the bus.**

Late buses: Students arriving late because of bus problems are to report to the office.

Bus rules are displayed on each bus - follow them or face the consequences as explained by your driver.

Students must obtain a bus slip from the office anytime they do not ride their regular bus.

#### **Rules for the Bus**

Violation of the following bus discipline rules may result in denial of bus transportation.

1. Immediately upon entering the bus, pupils take their seat.
2. Pupils shall obey instructions and requests of the driver without question.
3. Pupils shall remain in their seats until time to leave bus.
4. Pupils shall conduct themselves in an orderly manner while on the bus.
5. Pupils shall not be loud or use improper language at any time.
6. Windows shall not be adjusted without permission of driver.
7. Pupils must not extend arms or head out of the bus windows.
8. Waste paper and rubbish must not be dropped on the floor or thrown on the bus.
9. Possession or use of tobacco or tobacco products, alcohol or drugs is not permitted.
10. Eating or drinking is prohibited.
11. Cutting or ripping of bus seats will result in restitution being required.
12. No pupil shall attempt to get off or on the bus until it has come to a full stop.

#### **Withdrawal or Transferring**

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer note from your parent or guardian.
2. Obtain appropriate forms from the Principal's Office.
3. Have the forms filled out by teachers. Return all schoolbooks and property and make sure all fees are paid.
4. Take completed forms to the Principal's Office.

#### **Custody**

It is required, in the event of a divorce, separation, or court order indicating a change of custody that a certified copy of custody documents are a part of the student's permanent record file. These documents are a requirement for new enrollment, and apply to students currently enrolled in Nelsonville-York High School.

#### **Visitors**

Nelsonville-York High School was established to provide for its own students, not those from other schools or communities. Friends who are on vacation, relatives not in school, etc. are not allowed to attend classes and/or visit at lunch.

#### **Personal Appearance and Dress**

The school recognizes that grooming and mode of dress are personal attributes, and the responsibility for the individual's personal appearance is largely the responsibility of the student and his/her parents. However, decency and good taste in personal appearance are most important.

One's dress and grooming tend to reflect one's attitude and respect for self, as well as others. Experience has shown that student attire has an effect on conduct, as well as general attitude toward educational tasks. Therefore, the school has a responsibility to teach students how to dress and groom in a way which will help create an atmosphere conducive to maximum learning at school, as well as to help prepare them for the world of work after graduation. In addition to being appropriate, the students' clothing should be clean. The student should have clean hair, body, fingernails, and shoes. Shoes are required for school wear.

Long hair must be controlled by a hair net or other acceptable means when around machines on which hair could become entangled.

Styles and the names of articles of clothing change frequently. Therefore, it is impossible to list all inappropriate items. In cases where there is a question of appropriateness for school wear, the principal or assistants must make that decision.

The following articles of clothing and/or accessories are examples of inappropriate wear for school:

1. Shirts must have short or long sleeves, bare shoulders are not permitted.
2. See through clothing
3. Hats, bandannas, scarves, and other head coverings (girls or boys). Head coverings must be removed upon entering the building.
4. Clothing torn, ripped, cut up or defaced from mid-thigh to shoulders.
5. Clothing with suggestive or obscene words and/or pictures
6. Clothing that fits improperly (too large, too small, too tight)
7. Short shorts, short skirts and leggings. Leggings may be worn only if it is covered by appropriate length shirt, shorts or skirt.
8. Wallet chains or heavy chains (necklaces) capable of use as weapons.
9. Studded collars or wristbands, jewelry deemed possibly dangerous.
10. Clothing that promotes or endorses racial or ethnic hatred, illegal acts, or violence.
11. Students will not be allowed to carry backpacks, including string tightened backpacks, large purses (if a textbook fits into it, it is too large) or coats into classrooms. Leave these items in your lockers and keep your lockers locked.

NOTE: Students are to keep their coats, jackets, and other outdoor wear in their lockers.

#### **Ohio High School Athletic Association Eligibility Rule**

The Ohio High School Athletic Association with offices based in Columbus governs all areas of athletics in Ohio schools. The administrators of Ohio high schools govern the association with each school being a voluntary member.

**A student must have passed courses the preceding nine weeks grading period that will earn a minimum of five (5) credits per year toward graduation in order to continue participation in an athletic activity.**

A further explanation is this: If at any time during the school year, a student does not pass enough courses to earn (5) five credits during a grading period, he/she will be ineligible for participation during the next grading period.

If the period failed is the last grading period of the year, the student will not be eligible for participation in athletic activities during the first grading period of the next school year.

At the end of the first grading period, and at the end of each grading period thereafter, the grades of all athletes will be evaluated to determine eligibility.

There is also a weekly eligibility requirement at Nelsonville-York. It requires students to be passing 5 credit hours each week in order to be eligible during the rest of the week. Eligibility is checked at 10 am every Monday morning. If a student is not passing 5 credits, they will not be eligible until the Monday morning evaluation when they are passing 5 credits.

What does all this mean to the athlete?

1. Schedule properly. Be sure to schedule at least five credits per semester. More than the minimum five should be scheduled, then if there is difficulty and failure of the subject, it will not necessarily mean being ineligible.
2. Last and most important, use the discipline needed to be a good athlete. Discipline the mind that classes and education are important. If that is done, academic eligibility will rarely be a problem.

#### **Code for Good Sportsmanship**

The students should share equal responsibility with the faculty, alumni, and community for establishing and maintaining good school practices and traditions at athletic contests. The following suggestions will serve as a guide.

1. Respect the rights, privileges, and safety of others as well as their own.
2. Assure the rights of students and adults who represent the opposing school.
3. Respect the rights of all spectators.
4. Recognize the authority and judgment of the coach.
5. Support the authority of school officials.
6. Applaud both teams as they come on the field of play.
7. Commend good plays by either team.
8. Cheer an injured player when he is removed from the game.
9. Support the cheerleaders.
10. Show self-control at all times during and after the game.
11. Accept the officials' decisions.
12. Cooperate in the care of school property.
13. Be modest in victory and gracious in defeat.
14. Live up to the spirit of the rules of fair play and sportsmanship.

***Sportsmanship is important in all competitive activities at Nelsonville-York High School.***

#### **Athletic/Co-Curricular Code of Conduct**

Participating in extra-curricular activities at Nelsonville-York is "a privilege" not "a right". The faculty and coaches of the Nelsonville-York City Schools believe that the student athlete and/or band/choir or club member is a person who has very strong influences both in the community and on the student body. These students are highly visible and

are seen by many as the public image of Nelsonville-York City Schools. In addition, their conduct should form both the model and the standard for conduct of both their peers and countless younger children in the community. We believe that in exchange for the many benefits and advantages afforded these students, he/she has an obligation to exhibit moral and responsible conduct. We demand and expect these students to present themselves in such a manner as to not discredit their school, family, community, coach, team or themselves.

The following Code of Conduct and all related policies are to be followed and will be enforced twenty-four hours a day from the beginning to the end of the academic year. Any student involved in athletics, band, choir or club activities at Nelsonville-York City Schools (athletic trainers, managers, cheerleaders, band members, choir members, club members, Boys State, Girls State, or any other summer activity associated with the school) is subject to this code of conduct and the following policies and penalties.

Behavior that reflects negatively on the student, athlete or school would include the following, **but would not be limited to**, the examples listed below.

#### **Section 1 Grades**

1. Grades must meet OHSAA and Nelsonville-York City School Board eligibility requirements.
  - a. A student must have passed courses the preceding grading period that will earn a minimum GPA of 1.5 for the next school year.\*
  - b. A student must pass 5 credit hours each week in order to be eligible the next week of competition.
  - c. A student must pass 5 credit hours at the end of a school year to be eligible to participate the following grading period.
2. If a student does not maintain a 1.5 GPA\* for a grading period they are ineligible to participate the following grading period and remain ineligible until a 1.5 GPA\* is maintained.

\* The band and choir students are exempt from this grade requirement because of their program requirements.

#### **Section 2 Conduct**

1. The following are examples of behavior unbecoming a student involved in co-curricular activities:
  - a. Physical Abuse
  - b. Harassment
  - c. Possession or use of tobacco in any form or related products in any form
  - d. Truancy from class or school
  - e. Acts of vandalism, abuse on persons or property, or theft
  - f. **Repeated infractions** of school rules or chronic incorrigible behavior
  - g. Failure to return home from a school event on the school bus unless with permission from the coach to ride home **with their parents**
  - h. Suspension from school for any reason
  - i. Not following the school rules governing attendance
2. Penalty

**1<sup>st</sup> Offense** - Denial of the privilege to participate in the next contest.

**2<sup>nd</sup> Offense** – Denial of privilege to participate in the next three contests.

**3<sup>rd</sup> Offense** - Denial of the privilege to participate in the activity for the remainder of the season.

### **Section 3 Drug / Alcohol Use**

Recognizing that use of alcohol and illicit drugs by students is a local problem, the Nelsonville-York City School district will put a program of deterrence into effect as a pro-active approach to a truly safe and drug free school. Likewise, through participation in athletics, students using alcohol or illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is fourfold:

1. To provide for the health and safety of all students and student athletes.
2. To undermine the effects of peer pressure by providing a legitimate reason for students who refuse to use alcohol or illegal drugs.
3. To encourage students who use alcohol or illegal drugs to participate in drug treatment programs.
4. To prevent the impact drug and alcohol use has on the learning centers of the brain, allowing students to achieve their full academic potential while a student within Nelsonville-York City Schools.

#### **First Positive Result**

For the first positive result, the student athlete will, within five days have an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. If treatment is recommended, it must be with an Ohio Certified Chemical Dependency Counselor. The student must also submit to weekly urine drug testing for three weeks. Parent (guardian/custodian) is responsible for all expenses. The Counselor must notify the building Principal of the completion of the recommendations or program. Failure to complete step one will result in a student athlete being placed in step 2.

#### **Second Positive Result**

For the second positive result the student athlete will, within five days, have an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. Treatment is required and must be with an Ohio Certified Chemical Dependency Counselor. The student must also submit to weekly urine drug testing for three weeks. Parent (guardian/custodian) is responsible for all expenses. The Counselor must notify the building Principal of the completion of the recommendations or program. The student will be denied the right to participate for four (4) calendar weeks of interscholastic contests.

### **Third Positive Result**

For the third positive result the student athlete will, within five days have an appointment with a Certified Chemical Dependency Counselor (or at an agency certified by the Ohio Department of Health or the Ohio Department of alcohol and Drug Addiction Services) for a chemical dependency assessment and then follow the recommendations of the counselor. Treatment is required and must be with an Ohio Certified Chemical Dependency Counselor. The student must also submit to a weekly urine drug testing for one (1) year, Parent (guardian/custodian) is responsible for all expenses. The counselor must notify the building Principal of the completing of the recommendations or program. The student will be denied the right of participation in athletics for one (1) calendar year. After a third positive test, a student athlete can only be reinstated if they have completed the first three steps.

### **Fourth Positive Result**

The student athlete will be permanently denied the privilege of participation in athletics at Nelsonville-York City Schools.

In addition,

1. An individual shall not use, possess, sell or participate in the transportation or furnishing of drugs (illegal substances).
2. An individual shall not use, possess, taste, drink in any amount, consume, sell, furnish, transport, have or be under the mere possible presence of alcohol.  
**1st Offense** - Denial of right to participate for four (4) calendar weeks of interscholastic contests with participation in drug/alcohol counseling.  
**2nd Offense** - Denial of participation in any and all activities for the remainder of the school year.

### **Section 4 Extreme Misconduct**

Any act of extreme gross misconduct will result in the denial of the right to participate for the remainder of the school year.

### **Section 5 Out of Season / Summer Activities**

All athletes are encouraged and expected to follow training rules both in and out of season. All rules and guidelines of the Ohio High School Athletic Association will be followed.

### **Section 6 Appeals**

An Appeal's Board consisting of two faculty members and an Administrator will be formed to hear appeals of any student removal that might take place. An appeal must be filed in the principal's office within 24 hours of the removal. This appeal must be scheduled to be heard within 48 hours of said request. If the Appeals Board upholds the removal of the student, the suspension will be carried out at the next contest.

### **Section 7 Guidelines**

- 1) A student removed must remain a part of the team and participate in practice as determined by the coach and the building administration, but shall not dress or compete in contests.

- 2) If a violation occurs at the end of a sport season or during the time a student is not actively involved in a particular sport or activity the penalty would be carried over to the next season where the student chooses to participate in and compete in that academic year.
- 3) A student on in-school or out-of-school suspension from school is ineligible to participate in practice or a contest for at least the time of the suspension.
- 4) Being dismissed or dropped from a sport or activity will result in the student not receiving (forfeiting) a letter or award for that particular sport.
- 5) These training and conduct policies are minimum standards. Each coach or advisor may have additional training rules approved by the athletic director and principal and present them in print to the student athletes/participants prior to his/her activity.
- 6) A band member who is removed may remain part of the band during the practice session of the school day and thus receive their band credit, but may not compete in any contest, concerts, competition, sporting events or after school practices. Their grade can be made up under the discretion of the band director.
- 7) Any member of the yearbook or newspaper staff, who is removed from any activity, may remain on the staff but may not hold the position of editor.
- 8) Students must attend one-half day of school to practice and be in attendance before 9:00 am to be eligible to play, unless they have a recognized excuse.

\*\* Recognized excuses are doctor, dental, funeral, court and college visitation days. Proper documentation must be provided to participate that day.

#### **Section 8 Dress Code for Athletes**

The student athlete is a person who has very strong influences both in the community and on the student body. Since these students are highly visible, their dress and appearance must reflect an image that reflects positively on Nelsonville-York Schools.

**For male athletes:** Hair must be neat and clean, not reach the shirt collar and be acceptable to the coach. No facial hair is permitted. No earrings are to be worn at any time during practice, games, or during travel to or from an event. Clothing must represent a positive appearance and be acceptable to the coaches.

**Female athletes** must be neat and positive in their dress. Jewelry is not to be worn during practice or during a contest to avoid injury. All clothing must meet requirements established by the coach.

#### **Discipline**

**Any decision regarding a disciplinary issue not specifically covered in the hand book remains under the jurisdiction of the building administrator. These discipline regulations apply to conduct: while school is in session; at school-sponsored activities on school premises; on school-owned property during non-school hours; off school premises at any school-sponsored event' in any vehicle whose use is controlled, organized or arranged by the school; or, at any time when the student is subject to the authority of the Board of Education or school personnel.**



## **Types of Infractions**

### **Class I**

1. Truant from an assigned class (2 detentions).
2. Accumulating 10 tardies to class during a grading period.
3. Being caught in areas that are termed off-limits (gym, auditorium, stairwells in the morning and be unsupervised behind the building any time during the school day).
4. Loitering in the restrooms.
5. Loitering in parking lot after arriving at school.
6. Reckless operation of a motor vehicle.
7. Going to your car more than once during a grading period.
8. Using inappropriate language or obscene gestures, writing, or drawings.
10. Gambling.
11. Sent to office but failed to report.
12. Inappropriate display of affection. (PDA)
13. Taking food out of the cafeteria without a teacher's permission.
14. Horseplay
15. Leaving class without permission.
16. Using a cell phone or other electronic device during school hours without permission from a teacher.

### **Class I disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 3 hours of discipline
2	up to 6 hours of discipline
3	up to 9 hours of discipline
4	up to 12 hours of discipline
5	up to 15 hours of discipline
6	up to 18 hours of discipline
7	up to 3 days In School Reassignment
8	up to 5 days In School Reassignment
9	up to 10 days Out-of-School Suspension and possible recommendation for expulsion

### **Class II**

1. Truant from school (1/2 day = 1 Sat, full day = 2 Sat.)
2. Leaving school property without permission
3. Abusive behavior, verbal/written abuse, verbal assault
4. Refusing to comply with reasonable directions or commands given by school personal.
5. Throwing food or other objects in the cafeteria or classroom.
6. Forgery of any kind
7. Falsifying information
9. Distribution/possession of pornographic material
10. Solicitation without permission

11. Misuse of school /personal property
  12. Spitting on another student, their clothing, or possessions.
  13. Extortion
  14. Unauthorized recordings using an electronic device
  15. Inappropriate electronic usage
  16. Skipping detention or Saturday school
  17. Disruptive behavior as determined by the building administrator.
  18. Possession or use of tobacco products; or use, possession or distribution of over-the-counter medication
- First offense = no pass list for the remainder of the year.

**Class II disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 6 hours of discipline
2	up to 12 hours of discipline
3	up to 18 hours of discipline
4	up to 3 days In School Reassignment
5	up to 5 days In School Reassignment
6	up to 6 days Out-of-School Suspension
7	up to 10 days Out-of-School Suspension and possible recommendation for expulsion

**Class III**

1. Disrespect, verbal or written abuse, obscene gesture to an employee.
2. Using profanity or obscene gestures in speaking to school personnel during the day or at any school function.
3. Physical abuse of another student.
4. Stealing or being caught with stolen items.
5. Threats or threatening behavior
6. Destruction of school property (restitution must be paid)
7. Bullying
8. Harassment
9. Hazing
10. False fire, 911 calls, etc...
11. Inappropriate touching
12. Any action, athletic prank or vandalism against schools that compete against Nelsonville-York.
13. Racial or sexual harassment towards anyone on school grounds.

**Class III disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 18 hours of discipline
2	up to 5 days In School Reassignment
3	up to 6 days Out-of-School Suspension

- 4 up to 10 days Out-of-School Suspension, legal action may be taken and possible recommendation for expulsion

**Class IV**

1. Use and/or possession of any type of fire crackers or similar explosive device (there will be a minimum 5 day suspension with possible charges being filed).
2. Verbally threatening any staff member (there will be a minimum 10 day suspension with possible charges being filed).
3. Assault on another student or school employee.
4. Bomb scare
5. Physical abuse, or threat of, to an employee or property of the school district
6. Unauthorized fires
7. Sexual misconduct
8. Disruption of school - A student shall not by any action cause any disruption to school or a school related activity.

**Class IV disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	up to 10 days Out-of-School Suspension and possible recommendation for expulsion, legal action may be taken

**Class V**

1. A student shall not have in his possession any type of firearm or other lethal weapon (knives, sword, nun chucks, brass knuckles, etc.) while on school grounds. This may result in automatic expulsion and charges being filed.
2. Threats to school safety
3. Selling/distributing legal/illegal drugs, alcohol, or other prohibited substances.

**Class V disciplinary action**

<u>Offense</u>	<u>Consequence</u>
1	Ten (10) day Out-of-School suspension, recommendation for expulsion and legal action.

**Sexual Harassment**

A student shall not engage in any activity, sexual in nature, that is unwanted or unwelcome including, but not limited to, unwanted touching, sexual name calling, pressure to engage in sexual activity, repeated propositions and unwanted body contact.

**Hazing, Bullying and Dating Violence**

Harassing, hazing, intimidation, bullying and/or dating violence behavior by any student/school personnel in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, hazing, bullying and dating violence means any intentional written, verbal, graphic or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students/school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school provided transportation or at any official school bus stop.

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing or bullying activities. No student, including leaders of student organizations, shall plan, encourage or engage in any hazing or bullying. All hazing and bullying incidents shall be reported immediately to the building principal or superintendent. These offenses will be treated at the upper limits of a class III infraction.

#### **Detention/Saturday School/Suspension**

Discipline is assigned throughout the school year based on the type and level of school rule violation. After school detention is two-hours in length on Tuesday, Wednesday and Thursday afternoons. If deemed necessary, there will be a Saturday school program. Students will serve these assignments on Saturday mornings from 8:00 am to 11:00 am. All discipline programs will be monitored by school personnel and all rules will be followed in order to receive credit for attending.

It will be the responsibility of the parents or the students themselves to furnish transportation. Transportation will **NOT** be furnished by the school. If a student refuses to attend assigned discipline, the student will be suspended or cited into Juvenile Court as an unruly child.

Suspension from school will also be used by the building administrator when deemed appropriate.

#### **Rules for After School Detentions**

1. Report promptly at 2:35 pm to the location indicated on the assignment sheet.
  - a. Tardiness: Student may not enter a detention late. Failure to report on time will result in an additional detention being assigned.
2. Students must do work.
  - a. No radios, cards, games, sleeping, food, beverages, etc.
3. No talking or moving around the room.
4. No breaks or restroom pass.
5. Medical, Court and Funeral excuses are the only excused absences from assigned discipline.

#### **Rules for Saturday School Assignments**

1. Report promptly at 8:00 am at the designated location.
2. Bring assignment sheet with four teachers' assignments.
3. Bring all materials needed.

4. Students must be working the whole time.
5. No talking or moving around the room.

### **Code of Conduct**

At Nelsonville-York High, we expect a reasonable level of behavior from each student, and we believe that students must bear the responsibility for their actions.

We further believe that after a certain point, assigning a detention or Saturday School is no longer an effective form of punishment for students. For students who continually skip discipline assignments; suspension and court action will be used as a means of changing behavior.

**Philosophy** - Discipline is the positive direction of behavior toward established standards of conduct, fully understood and based upon reason, judgment, and the rights of others. Ideal discipline is self-directed and self-controlled. The school, community, parents, and student share the responsibility for the development of self-discipline. Discipline is necessary to assure an orderly environment whereby each person may live in harmony with others and learn to full potential. When self-control falters and self-discipline fails, outside disciplinary forces are imposed to protect the rights of others.

A balance between valid regulations and due process provisions best maintains discipline. A contemporary school atmosphere must present a friendly, yet business-like atmosphere among students, teachers, and administrators. There are times when certain circumstances dictate that policies regarding suspension, emergency removal, and expulsion be implemented. Students are provided information regarding regulations and due process guidelines.

**Responsibility** - The building principal, classroom teacher, and district personnel are responsible for administering these guidelines to assure student safety and discipline in the building, on field trips, at extracurricular activities, and en route to and from school.

Classified employees are responsible to the administrators for supporting the discipline code through management and referral. School buses are extensions of the school building and discipline referrals from transportation are submitted to the appropriate building administrator. The staff will work with parents and the community to maintain student safety and discipline. Where inappropriate behavior exists, appropriate administrative action will follow.

**Procedure** - When a student is referred for a disciplinary infraction, an administrator shall:

- Interview
- Determine guilt or innocence
- Consider parent/teacher involvement
- Refer to student record
- Apply appropriate disciplinary action

**Disciplinary removal** - An action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled, or to participate in an extra-curricular activity in which the student has been involved.

**Emergency removal** - The denial of permission to attend school and to take part in any school function to a student whose presence poses a danger to persons or property, or an on-going threat of disrupting the academic process either within a classroom or elsewhere on school premises, for a period not exceeding seventy-two (72) hours.

**Suspension** - The Superintendent and principal may suspend a student from school for disciplinary reasons outlined in the student code of conduct. No period of suspension is for more than ten (10) school days.

- Notice of intent to suspend will be given to the student.
- The student will be afforded an informal hearing with the principal.
- Every effort will be made to contact the parent via telephone prior to sending written notice of suspension.
- The student may request an informal hearing.
- If an appeal hearing is desired, written requests must be submitted to the Board of Education via the Superintendent. The student has the right to representation.

**Expulsion** - is the denial to a student to attend school and to take part in any school function for a period exceeding ten (10) school days but not exceeding the greater of one-hundred eighty (180) school days, or the number of school days in the semester or term in which the incident that gives rise to the expulsion takes place.

- Notice of intent to expel will be given to the student and parent/guardian by the Superintendent.
- The student will be afforded the opportunity to explain his/her actions at an informal hearing. A hearing shall not be earlier than three (3) days or later than five (5) days after the notice is given. The administration cannot require a hearing if the pupil and parent/guardian choose not to request a hearing. The superintendent may grant an extension of time for a hearing. All parties will be notified of the new date, time and place.
- If the outcome of the informal hearing is expulsion, written notice will be given to the parent/guardian within one (1) school day of the expulsion.
- The expulsion notice shall include the right to request an appeal in executive session. The Board of Education may only take action at a public meeting. The request for appeal must be within seven (7) days of the receipt of the notice of expulsion.

**Administrative hearing** - involves the student, parent/guardian, and administrator when a serious infraction of school rules and/or a violation of the law have occurred. In an administrative hearing, parents/guardians are notified through juvenile court that the administrator has been appointed an officer of the court and that the parents/guardians are to be present at the hearing. The hearing is held in lieu of a court appearance and has the advantage for the student of possibly generating no criminal records. The primary purpose of the administrative hearing is to resolve problems at the school level and to avoid a criminal record. The administrative hearing is in addition to any other due process procedure called for by law.

### **Appeal to the Board**

1. A pupil or his/her parent, guardian, or custodian may appeal his/her expulsion or suspension by a Superintendent or Principal to the Board of Education or to its designee. Such pupil or his/her parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board or its designee in order to be heard against such suspension or expulsion.
2. Verbatim word for word record is required (tape recording).
3. No particular procedure for the hearing to follow is required by statute.
4. Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in "public" session.
5. The decision of the Board is further can be appealed further to Court of Common Pleas under O.E.C. 2506.

**Violating any part of the discipline code is subject to both school discipline and Juvenile Court.**

### **Drug Possession at School**

**The penalty for violating the following rules is a minimum of a 5 day suspension for the first offense, 10 days suspension for the second offense and automatic expulsion for the third offense. Court action will be taken for each offense.**

1. A student shall not use, possess, transmit or be under the mere possible presence of alcohol or drugs at school or at a school function. This rule includes a "counterfeit, controlled substance" defined as:
  - A) Any drug that bears, or which container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner or rights to such trademark, name or identifying mark.
  - B) Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processes, packed or distributed.
  - C) Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
  - D) Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, color, labels, markings, packaging, distribution, or the price for which it is sold or offered for sale.

The same rules that apply while at school will also apply to all school functions of any nature.

### **Code of Conduct Definitions**

**Abusive behavior** - Hitting, kicking, grabbing or in any other way violating the person of another person.

**Accomplice** - No student shall place himself/herself in a position to aid, abet, facilitate, encourage, allow or in any manner to actively or passively assist another student to violate any school rule. The prohibition in this section includes, but is not limited to, serving as a "look out" for a student engaged in misconduct. In addition, students have

an affirmative duty to report another student who the student suspects or knows has violated, is violating, or is planning to violate a school rule including, but not limited to, any threats to school safety, abusive behavior, vandalism, destruction or misuse of school property, or any illegal prescription or counterfeit drug activity. Students deemed an "accomplice" will be subject to consequences as determined by the building administrator.

**Alcohol and/or drugs-** A student shall not use, transmit, distribute, attempt to distribute or sell, possess, conceal, or be under the mere possible presence of any alcohol beverage or controlled substance, drug or narcotic, including any counterfeit or look alike substances.

**Assault, assault and battery-** A student shall not cause or threaten to cause physical injury to any school personnel, other students or visitors.

**Bullying** - An intentional written, verbal or physical act that a student has exhibited toward another particular student more than once. The behavior causes either mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

**Cheating-** A student shall not violate rules dishonestly or get something from another by dishonesty or through deception. Cheating on school assignments, tests, etc. will result in an "F" for the test, project, etc. Repeated violations will result in an "F" for the test, project, etc., and may lead to more serious consequences.

**Destruction of school personal property-** A student shall not cause or attempt to cause any destruction of school or personal property of students, teachers, school personnel or other persons, or be an accomplice in the destruction of or attempted destruction of school or personal property. Students will be responsible for the replacement costs and earn disciplinary consequences.

**Disruption-** A student shall not cause or attempt to cause a disruption of any lawful mission, process, or function of the school by the use of noise, coercion, threat, fear, rumor, intimidation, passive resistance, demonstration, harassment, sexual conduct, force or violence, nor shall she/he urge another student to engage in such conduct.

**False alarms-** A student shall not cause a false alarm, including fire or bomb threats, or misuse the school's fire alarm system in any manner.

**Falsification of information-** A student shall not provide false information by lying or misrepresenting the truth, including falsely reporting incidents, making false accusations, or providing false statements which may adversely affect the welfare of



others. This includes, but is not limited to, false absence excuses, passes, or other communications.

**Fighting-** Students shall not use force, threats, or physical violence to intimidate, show their dislike for, or gain favors from other students. Furthermore, students shall not agitate or provoke disagreements or fights between other persons or directly with other persons. If it can be established that a person was acting in self-defense and had no part in agitating or provoking the fight by previous verbal comments or actions, that person shall receive a lesser or no penalty, depending on the circumstances.

**Fireworks-** A student shall not use, threaten to use, be in the possession of, conceal, transmit, buy, or sell fireworks.

**Forgery-**A student shall not, in writing, use the name of another person or falsify times, dates, grades, or other data on school forms or correspondence directed to or from school.

**Gang-** A group of individuals sharing a unique name and identifiable marks or symbols, claim a territory or turf, associate on a regular basis, violate school rules, and engage in criminal or antisocial behavior.

**Harassment-** A slur or other verbal or physical conduct relating to an individual's race, color, national origin or sex that has been exhibited toward another student more than once. This includes conduct that has the purpose or the effect of creating an intimidating or hostile environment or adversely impacting the student.

**Hazing-** Doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

**Horseplay-** Immature acts, mischief or lack of self-control which may result in self-injury, injury to others, or damage to property is not condoned. Some examples of horseplay are, but not limited to, pushing, shoving, tripping, excessive teasing, throwing objects, and chasing one another.

**Insubordination-** Students are expected to demonstrate a positive attitude in carrying out reasonable rules or directions given by school personnel. Any student who fails to comply with the reasonable request of school personnel, or demonstrates a defiant attitude toward staff, may be found insubordinate. This includes falsely reporting or obstructing an investigation by withholding information.

**Loitering-** When a student leaves a classroom or a study area, the teacher shall provide a pass to a designated area. Students found in hallways, restrooms, or on school grounds without a pass will be escorted to the principal's office by a school employee.

**Lying-** Falsely reporting incidents, making false testimony to school personnel or parents/guardians is forbidden.

**Persistent minor disturbances-** Any act which affects the climate of the school or instruction and which the student has been given verbal warning to correct, may result in disciplinary action.

**Plagiarism-** A student shall not pass off ideas or words from any other source as his/her own.

**Profanity/Indecent language-** A student shall not use any language, written or verbal, directed toward school personnel or students which may be considered profane, indecent, obscene, vile, or abusive. This shall include the use of gestures, pictures, signs, or publications.

**Repeated violations-** A student shall not repeatedly violate the discipline code or fail to comply with the direction of the teachers, aides, principals, or any other authorized school personnel.

**Sexual harassment-** Any activity, sexual in nature, that is unwanted or unwelcome including, but not limited to, unwanted touching, sexual name calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

**Smoking-** Smoking is not permitted in school buildings or on any school property. Holding a lighted or unlighted cigarette will be interpreted as smoking. Students who are in possession of smokeless tobacco products will be treated the same as having cigarettes. Athens County Juvenile Court requires a Tobacco Education Program referral.

**Stealing-** A student shall not steal, attempt to steal, encourage others to steal, be associated with others while they steal, or be in possession of stolen property.

**Trespassing-** Refusal to leave school grounds at the request of district personnel who are in charge of activities or the building may result in trespassing charges. Although schools are public facilities, the law does allow the school to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded, the student is not allowed on school property without authorization of the principal. If this is violated, the proper authorities may be notified and charges may be filed. This also applies to all individuals who have been sent written notification that they are unauthorized individuals.

**Truancy from school-** Including study hall, class, or any other assigned activity for part or all of a day, without school authorization.

**Weapons and dangerous instruments-** A student shall not possess, handle, transmit, conceal, use, or threaten to use any object which might be considered a dangerous weapon or instrument of violence.

**Vandalism-** Students and parents/guardians shall be responsible for complete restitution for damages, including the cost of supplies, labor, and other costs incurred for replacement or in making repairs that are caused by acts of vandalism. This includes all school and personal property.

**Verbal abuse-** Students shall not talk to teachers, staff, or other students in a manner which is inappropriate. Acts such as, but not limited to, yelling, profanity, or inappropriate language will not be tolerated.

#### **College Credit Plus**

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university College Credit Plus is free. That means no cost for tuition, books or fees if you attend public school in the state of Ohio.

Students are required to take the following steps to participate in this option.

1. Attend, with parents, College Credit Plus policy meeting each year
2. Submit a letter of intent
3. Apply and be accepted to the college or university
4. Meet ACT/SAT or school placement test requirements
5. Any student wishing to participate in this program needs to check with their counselor for any other regulations or standards.

College level grades are calculated into grade point average. Final GPA for seniors participating in College Credit Plus cannot be calculated until all work is completed. If a student drops out of college or quits a college class, the parent will be charged for the course(s) and not the high school.

#### **Confidentiality**

Nelsonville-York City Schools adheres to the following law in regard to confidentiality of student records. The Family Educational Rights and Privacy Act (FERPA), 20U.S.C. section 1232g and the regulations that implement it (34C.F.R. part 99) apply to any public or private entity that receives federal funds. Parents have the right to review their child's "education record" defined as "those records, files documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution or by a person acting for such agency or institution". When a student becomes 18 or is attending college, the right to view the record transfers to the student. Parents may request corrections of the records, with opportunity for a hearing if necessary. With some exceptions, personally identifiable

information in a student's record, except "directory information" may not be released by the school to a third party without a parent's consent. (Directory information is defined to mean "the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the students"). Some exceptions are: 1. A school may release information to school officials including teachers who have a "legitimate educational interest". 2. The education record can be sent to another school upon conditions that parents are notified. 3. Personally identifiable data can be released for the purposes of federal, state, or local audits, for law enforcement; and for some educational research (provided the information will be destroyed when no longer needed). 4. Student education records can be released without prior consent in an emergency when the information is necessary to protect the health or safety of the student or other person, and during investigations of acts of terrorism.

#### **We Do Not Discriminate**

Educational programs and activities at Nelsonville-York High School are available without regard to race, color, national origin, gender, handicaps or sexual orientation/identity. The district has adopted Title IX and section 504 Grievance Procedures to resolve complaints by students and staff of alleged discrimination on the basis of sex. The district coordinator who handles this procedure is Amy Riccardi. Her phone number is 753-1674 and she is located in the junior high.

#### **Notes**