

PARENT/STUDENT HANDBOOK 2018-19

Thomas W. Taggart, Jr.  
Principal

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Nelsonville-York Junior High School Mission Statement:

TO PROVIDE MEANINGFUL LEARNING OPPORTUNITIES, ESTABLISH RESPECT,  
AND INSTILL CONFIDENCE.

This handbook belongs to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Please sign this form and return it to the school office.*

As the parents of \_\_\_\_\_  
We acknowledge that we have received the current Nelsonville-York Junior High School  
Parent/Student Handbook.

Signed: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

## **Welcome to Nelsonville-York Junior High School**

We would like to take this opportunity to welcome you to Nelsonville-York Junior High School. We sincerely believe that each of you will find your experience here to be rewarding, exciting and enjoyable. The staff of our school sincerely hopes that you are willing to accept the responsibility that goes along with being a junior high school student.

Our school represents high expectations and a cooperative effort for success. You should do your part by attending school regularly, studying, being prepared for school, participating in school activities, accepting responsibility, and demonstrating self-discipline and respect for yourself and others.

We are looking forward to the school year. Let us all work together in a team effort to make our school one in which we can be proud.

### 7<sup>th</sup> Grade Staff:

Mr. Kline – Science  
Mr. McCumber – Math/Pre-Algebra  
Mr. Richards – History  
Ms. VanWey – Reading / Writing/Grammer  
Mr. Dishong – 6<sup>th</sup> -8<sup>th</sup> Technology  
Mr. Schein – 6<sup>th</sup> & 7<sup>th</sup> P.E./Health  
Mr. Haskell – 7<sup>th</sup> Intervention Specialist  
Mrs. Eller – History of Rock & Roll/Choir

### 8<sup>th</sup> Grade Staff:

Mr. Meyer - Science  
Mrs. Meyer - History  
Mrs. Mirgon – Math/Algebra  
Ms. Wears – Language Arts  
Mrs. McCollum – 8<sup>th</sup> P.E./ 6-8 Intervention  
Mrs. Pomento – 8<sup>th</sup> Life Skills  
Mrs. Cook – 8<sup>th</sup> Intervention Specialist  
Mrs. Paris – 6<sup>th</sup> -8<sup>th</sup> Band

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**This building is open to the students 15 minutes before the first bell rings.**

**Daily Bell Schedule**

7:30	First Bell
7:34 - 8:22	1 <sup>st</sup> Period
8:25 - 9:08	2 <sup>nd</sup> Period
9:11 - 9:54	3 <sup>rd</sup> Period
9:57 - 10:40	4 <sup>th</sup> Period
10:43 - 11:26	5 <sup>th</sup> Period
11:29 - 12:12	6 <sup>th</sup> Period
12:15 - 12:58	7 <sup>th</sup> Period
1:01 - 1:44	8 <sup>th</sup> Period
1:47 - 2:30	9 <sup>th</sup> Period

**Early Release Schedule**

7:30	First Bell
7:34 – 8:06	1 <sup>st</sup> period
8:09 – 8:38	2 <sup>nd</sup> period
8:41 – 9:10	3 <sup>rd</sup> period
9:13 – 9:43	4 <sup>th</sup> period

9:46 – 10:15	8 <sup>th</sup> period
10:18 – 10:47	9 <sup>th</sup> period
10:50 – 11:20	5 <sup>th</sup> period
11:23 – 11:53	6 <sup>th</sup> period
11:56 – 12:25	7 <sup>th</sup> period

***Bell Schedule Cont'd:***

**Two - Hour Delay Schedule**

9:30	First Bell
9:34 – 10:06	1 <sup>st</sup> period
10:09 – 10:38	2 <sup>nd</sup> period
10:41 – 11:10	3 <sup>rd</sup> period
11:13 – 11:43	5 <sup>th</sup> period
11:46 – 12:16	6 <sup>th</sup> period
12:19 – 12:49	7 <sup>th</sup> period
12:52 – 1:21	4 <sup>th</sup> period
1:24 – 1:53	8 <sup>th</sup> period
1:56 – 2:25	9 <sup>th</sup> period

**Board of Education**

President	Mr. Micah Covert
Vice-President	Mr. Dave Kline
Member	Mrs. Stone
Member	Mrs. Connor
Member	Mr. Gary Edwards

**School Numbers**

N-Y Junior High.....	753-1254
N-Y High School.....	753-1964
N-Y Bus Garage.....	753-2106
N-Y Central Office (Supt.).....	753-4441
N-Y Elementary.....	753-5145
N-Y Special Programs .....	753-1674

## School Calendar 2018-19

<b>Date:</b>	<b>Day of Week:</b>	<b>Event:</b>
August 15:	Wednesday	New Teacher's Orientation
August 16:	Thursday	Teacher Orientation
August 17:	Friday	Teacher In-Service
August 20:	Monday	First Day of Class (1-12)
September 3:	Monday	Labor Day (No Classes)
October 17:	Wednesday	End of 1 <sup>st</sup> Grading Period
November 12:	Monday	Veteran's Day (No Classes)
November 20:	Tuesday	Last Day Classes Thanksgiving Br.
November 26:	Monday	P-T Comp Day (No Classes)
November 27:	Tuesday	Classes Resume
December 21:	Friday	Last Day before Winter Break
January 7:	Monday	Classes Resume 2 <sup>nd</sup> Sem. Begins
January 21:	Monday	MLK DAY (No Classes)
February 18:	Monday	President's Day (No Classes)
March 14:	Thursday	End of 3 <sup>rd</sup> Grading Period
April 12:	Friday	Last Day before Spring Break
April 22:	Monday	P-T Comp Day (No Classes)
April 23:	Tuesday	Classes Resume
May 24:	Friday	Student's Last Day/ End of 4 <sup>th</sup> 9wks
May 26:	Sunday	Graduation Day – 7PM
May 27:	Monday	Memorial Day (No Classes)
May 28:	Tuesday	Teacher's Record Day

### *HALLWAY SAFETY AND COURTESY*

All students should follow a few simple rules of common courtesy. Show consideration for the rights of others.

1. Keep to the right while going through the hallway and doorways.
2. Be careful not to block traffic at the water fountains, or in doorways and hallways.
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. Prohibited activities are running, jumping and horseplay of any kind.

### **HALL PASSES**

Hall passes are required for all students out of class or study hall. Hall passes from class are limited. The procedure is as follows: This agenda book contains two sign out forms per day that will serve as hall pass sign-out sheets. Therefore, any student out of class should have his/her agenda book with them and have appropriate documentation noted in this book. 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 is for your use and enjoyment. **Be Sure to TAKE CARE OF IT. IN ANY DAMAGE OCCURS THE PERSON RESPONSIBLE WILL BE REQUIRED TO PAY FOR DAMAGES.**

### ***PHONE USAGE***

The office telephone is a BUSINESS phone and is for business purposes only. Students can only be reached in class in the case of an emergency.

### ***STUDENT PERSONAL PROPERTY***

Backpacks and Coats are **NOT** permitted in the classroom. Please leave these items in your lockers and keep your lockers locked. 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 will be assigned and provided for the protection of your books, school supplies, and personal items. **Sharing your combination with other students destroys the purpose for which the locker is used. Locks are not to be set for quick opening.**

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.

Lockers are the property of the school. The administration will conduct periodic inspection of lockers for library books and for reasonable suspension.

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 reserves 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. A locker search may 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.

### ***FIRE DRILLS***

Throughout the school year, there will be drills for evacuating the building in an orderly and quiet manner in case of fire or other emergencies.

Each student will **WALK QUICKLY 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 off. Each teacher and student should become familiar with the various exits in the school building. Evacuation procedures on the wall in each room are to be followed closely in case of an emergency.

### ***TORNADO DRILLS***

1. When a TORNADO WARNING comes over the fax, a warning alarm will go out as quickly as possible to the entire building.
2. Once the announcement that a tornado warning is in effect everyone will report to go to designated areas at once.

#### **TEACHERS:**

1. Take class records and check attendance.
2. Make special provisions for handicapped students.
3. If there is not time to put into effect the regular tornado plan, then go to the inside wall of the room and lie down on the floor under desk or heavy piece of furniture.

#### **STUDENTS:**

1. Sit on floor and place your head between your knees, place both hands on the back of your head (hands locked at back on neck).
2. If there is not time to put into effect the regular tornado plan, then go to the inside wall of the room and lie down on the floor under desk or heavy piece of furniture.

### ***LOCKDOWN DRILLS:***

**If threats are prominent by actions of an individual or individuals, we need to react immediately to protect our students and staff.**

If a potential or real threat develops that necessitates keeping students in classrooms (a lockdown), an announcement over the P.A. System. Upon hearing a statement, teachers will keep all students in their classrooms.

### ***INSURANCE AND LIABILITY:***

The Nelsonville-York School District recognizes no responsibility as to accidents beyond reasonable care in their prevention. Parents should be encouraged to provide, wither individually or in school groups, insurance to cover any accident that might occur.

### ***LOST AND FOUND:***

Students who find lost articles should turn them in to the Principal's Office so the owner can claim them.

### ***SEMESTER GRADES:***



A Semester test at the end of the each semester. The first semester average will be determined by averaging the 1<sup>st</sup> nine weeks grade, the 2<sup>nd</sup> nine weeks grade, and the semester test.

The second semester average will be determined by averaging the 3<sup>rd</sup> nine weeks grade, 4<sup>th</sup> nine weeks grade, and the semester test.

The final grade will be determined by averaging the six grades listed.

### ***GRADING SCALE:***

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

Where at all possible, examinations and quizzes are weighed so that the class will fall into groups as follows:

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%

A=4.00    B=3.0    C=2.0    D=1.0    F=0.0

**NO CREDIT given to a student who makes an “F” in the LAST 9 WEEKS GRADING PERIOD IN ANY SUBJECT.**

### ***HONOR ROLL:***

The Honor Roll is a list of every student whose grades are “B” or better.

1. Merit Honor Roll – all A’s
2. Regular Honor Roll – all A’s and B’s
3. A grade of “C” or below will disqualify a student
4. ALL grades count toward honor roll

### ***REPORT CARDS / MIDTERM PROGRESS REPORT:***

Academic progress communicated regularly to students and parents. Progress reports issued to each student mid-way during each grading period.

Parents / guardians are encouraged to contact their child’s teachers on a regular basis for academic progress reports. Your child’s grades can be found daily on our INFINITE CAMPUS site as well.

### ***INCOMPLETE GRADES***

If an “I” posted in any grading period, make-up work must satisfy the requirements of the subject teacher, before a letter grade is given. If a student receives an “F” at the end of a grading period, he / she will have TWO WEEKS AT THE BEGINNING OF THE FOLLOWING GRADING PERIOD TO REMOVE IT. If the “I” remains, it becomes an “F” automatically. An incomplete received during the second semester must be made up before the end of the school year unless special permission has been granted for deviation of this policy

### ***TEXT BOOKS***

The textbooks are loaned to you for you to use while you are enrolled in a course. Books are expensive generally costing \$60.00 - \$100.00 each and are expected to be treated with care. They are not to be damaged or marked on. Do not store paper or

carry pencils or pens in your books, as this tends to break the binding. If a book is lost or damaged the following scale indicates the amount owed to the school district:

<b>New Book</b>	<b>100% of the cost price</b>
<b>One year old book</b>	<b>80% of the cost price</b>
<b>Two year old book</b>	<b>75% of the cost price</b>
<b>Three year old book</b>	<b>50% of the cost price</b>
<b>Four year old book</b>	<b>20% of the cost price</b>

#### ***NURSE'S OFFICE***

Students should obtain a pass from their classroom teacher and report to the Junior High office. Upon arriving at the office at that point, they will sign out to go to the nurse's office. This allows for a student's accountability in the office in case of an emergency. If a student is seriously ill, he / she is permitted to go home only after it is confirmed that a parent or guardian is home. **NO STUDENT SHALL BE RELEASED WITHOUT ADMINISTRATIVE APPROVAL.**

Students taking medication must have their parents and family physician fill out the blank form for administration of oral medication at school.

Medication must be in the original container that the medication came in. All students must have an Emergency Medical Authorization form filled out by the parents.

#### ***INJURY OR ILLNESS***

1. Notify school administrator and school nurse if 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 school.
  - d. Take child to the hospital if he / she can be moved.
4. In the event of minor injury or illness.
  - a. Notify parent to pick up child.
  - b. If parent is unavailable, place child in sickroom do not leave child alone in sickroom.

#### ***ATTENDANCE***

##### ***POLICY CHANGING PER STATE OF OHIO (FROM DAYS TO HOURS)***

1. Students will be labeled **habitual** if they **miss 30 hours of school, 43 Hours in a month and / or 72 hours in a year.**
2. Students are considered **chronic offenders** after missing **43 consecutive hours, 62 hours in a month, and / or 93 hours in a year.**
3. An administrative Hearing will be held with the attendance officer and / or principal. This hearing will be made through the County Juvenile Court in lieu of charges being filed.

After the first offense, unruly charges will be filed in court against both the student and the parent / guardian. Delinquent charges will be filed against both the student and parent/guardian after the second offense or once the student has been labeled **chronic / habitual**. This label will follow the student throughout his / her academic years. Saturday School assignments will be given to the student to make up time missed.

Pupils who have been absent from school are to report to the office before school and present a written excuse from a parent or doctor. Absentees must present the admit slip to ALL TEACHERS UPON THEIR RETURN TO CLASS. No written excuse or medical excuse will be accepted later than **TWO WEEKS** after the return to school. The only excused absences are medical, court, or death. Documentation must be presented. A medical appointment should be made so as not to miss an entire day, or possibly even a half-day of school.

**Any Documentation that appears to be altered in any way will be investigated by the Attendance Officer.**

**Students will have ADMINISTRATIVE HEARING with ATTENDANCE OFFICER if/when they reach 72 hours absent.**

**Students/Parents will have charges filed in Court if/when they reach 93 hours absent from school.**

### ***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. **Before requesting homework or missed work from the office, parents and students are encouraged to check teacher postings on HomeworkNow for any needed make-up work. A HomeworkNow link can be found on the school website.** 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 must be 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.

### ***UNEXCUSED ABSENCE***

FOUR unexcused tardies and/or early sign-outs after 1:00 p.m. shall be counted as one day of unexcused absence for the purpose of implementing the above policy. A student shall be required to make up any days he / she is absent more than **12** unexcused 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. Suspensions and expulsions shall not be counted as part of the days mentioned in the above areas. **NO WORK CAN BE MADE UP FOR ANY UNEXCUSED ABSENCE OR OUT-OF-SCHOOL SUSPENSION OR EXPULSIONS.**

### ***PERSONAL CONVENIENCE***

Absence for personal convenience of either the children or parent (vacation, AAA Driver Education, etc.) cannot be legally excused. A personal convenience absence shall be defined as 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 must be obtained in the office prior to the absence and must be returned no later than 24 hours prior to the absence. This form must be 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 must be made by the pupil.

### ***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 records may be updated.

### ***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.

- A. Students **SIGNING IN** after **7:30 a.m.** will have the time documented towards their hourly attendance.
- B. Students **SIGNING OUT** before **2:30 p.m.** will have the time documented towards their hourly attendance.

**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 **3 HOURS** 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.

### ***CLASS ATTENDANCE***

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

### ***APPOINTMENTS***

Please try to schedule appointments during student's lunch or study hall. 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 to have permission slip initialed.

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 notes form doctor or dentist, etc. will result in absence being counted unexcused.
8. Appointments should be scheduled after school whenever possible.
9. If arriving late to school because an appointment, you must bring an excuse signed by the doctor, dentist, or person with whom you had the appointment.

### ***VISITORS/PARENTS/GUESTS***

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register in the office. Parents are always welcome. Visitors are expected to leave promptly when their business is completed.

### ***ELECTRONIC DEVICE RESTRICTION***

Students are not permitted to bring in a, CD player, tape recorder, , electronic games, cellular phone, computer, pager, ipod, or laser pen. Reported infractions will follow the discipline code procedure. Such items will be held in Principal's Office until retrieved by a parent. The school is **not responsible** if stolen.

\*\*\* Cell phones will be returned at the end of the day the **First Time Only. After that the parents will have to pick them up at school.**

### ***BUS***

Your bus driver is an important person in your school life. Do what he/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 won't 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 to school because of bus problems are to report to the office.

**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 removal from bus transportation.

1. Pupils are to take a seat immediately upon boarding the bus.
2. Pupils shall obey instructions and requests of the driver without questions.
3. Pupils shall conduct themselves in an orderly manner while on the bus,
4. Pupils shall remain in their seats until time to leave 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 or off the bus.
9. Possession or use of tobacco, tobacco products, lighters, matches, alcohol, alcoholic containers, or drugs in any form, is not permitted.
10. Eating or drinking is prohibited.
11. Cutting or ripping of bus seats will result in restitution being made.
12. No pupil shall attempt to get off or on the bus until in has come to a full stop.

### ***COMPUTER USE***

Computers are made 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 our district's computer resources is a privilege, not a right. Each students is responsible for reviewing and

following the guidelines posted in the library and computer labs. Faculty and staff may request the administration to deny, revoke or suspend specific user accounts at any time should any student not follow those guidelines. All students and staff will be asked to sign a computer use form each year.

### ***DRESS CODE***

We take pride in our appearance of our students. Your dress reflects the quality of your school, of your conduct, and of your schoolwork. All students are expected to dress and groom themselves neatly. Any type of attire which attracts undue attention to the wearer, causes a disturbance in the school, is in bad taste, or any item that promotes the use of illegal substances and sexual conations are not acceptable. **Half shirts, tank tops, muscle shirts, PJ's, short skirts, and short shorts are not considered proper attire.** WALKING shorts are acceptable. All shorts must cover the thighs. Appropriate footwear must be worn at all times and **HATS AND COATS MUST BE REMOVED UPON ENTERING THE BUILDING.** Students are not permitted to wear coats or jackets during class ( hoodies are permitted). All book bags; duffel bags, backpacks, etc. are to be stored in your locker during the school day.

**Leggings are permitted only if covered by a long shirt or skirt.**

### ***EXTRACURRICULAR ACTIVITIES***

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

It is recognized that clubs and social organizations can contribute much to the social growth of students. The following procedure must be followed in scheduling these activities.

- A. All activities shall be scheduled through the Principal's Office and place on the school activity calendar.
- B. Janitorial service is required. The sponsor or the activity must pay janitors the regular hourly rate.
- C. Police protection is required for dances and other events that may attract large crowds. The sponsor of the activity must pay police for their services.

### ***DISCIPLINE***

Any decision regarding a disciplinary issue not specifically covered in the handbook, remains under the jurisdiction of the building administrator.

### ***N-Y JUNIOR HIGH SCHOOL CODE OF CONDUCT***

At Nelsonville-York Junior High, we expect a reasonable level of behavior from each student, and we believe that students must bear the responsibility for their actions. The same rules apply at school and at all school functions of any nature.

We further believe that after a certain point, assigning a detention or Saturday School is no longer an effective form of consequence for certain students. For those who continually skip discipline assignments, suspension and court action may be used as the means of consequence. Skipping 3 Saturday Schools may result in suspension and skipping 4 Saturday Schools may result in Court action.

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

### ***DETENTION***

During the school year we will operate an After School Detention Program. Students who receive detentions will serve them **Monday through Thursday from 2:30 to 3:30 P.M.** in an assigned room.

It will be the responsibility of the parents of students to furnish transportation. **Transportation is the responsibility of the parents and won't be provided by the school.** If a student refuses to attend a detention, he/she may be **suspended, or cited into Juvenile Court as an unruly child.**

### ***RULES FOR AFTER SCHOOL DETENTION***

1. Report promptly at 2:30 P.M. to the assigned room for detention.
  - A. Tardy students are not allowed to enter and will be assigned an additional detention.

2. Students must be working during detention.
3. No radios, cards, games, sleeping, food, or beverages etc.
4. No talking or moving around the room.
5. No breaks or restroom passes.
6. No excused absences except for the same day excused from school.

### ***HAZING / ANTI-HAZING***

It is the policy of the Nelsonville-York City Board of Education and School District that hazing activities of any types are inconsistent with the educational process or tolerate any hazing activities.

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

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

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

### ***CUSTODY***

It is required, in the event of 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 to new enrollment, and also apply to students currently enrolled in NYJH.

### ***DANCES***

1. All dances must be 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 policeman.
3. If a person leaves the building during the dance he/she will not be permitted to return to the dance.  
Music and dress shall be in good taste and appropriate conduct is expected.

### ***STUDENT CONDUCT AND DISCIPLINE CODE***

**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 of 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 must be imposed to protect the rights of others.

Discipline is best maintained by a balance between valid regulations and due process provisions. A contemporary school atmosphere must present

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 will be 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 shall be 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 be taken.

**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 extracurricular 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, principals, assistant principals, and other administrators 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. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) school days remain in the school year. The Superintendent may apply any or all of the period of suspension to the following year.

- 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 is desired, written requests must be submitted to the Board of Education via the superintendent. The student has the right to representation.

**Expulsion:** 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 of 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 chooses 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:** A formal procedure involving the student, parent/guardian, and administrator when a serious infraction of school rules and/or violation of the law has 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 avoid a criminal record. The administrative hearing is in addition to any other due process procedure called for by the law.

## *CODE OF CONDUCT DEFINITIONS*

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

**Aiding or Abetting Violation of School Rules—**If a student assists another student in violating any school rule, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. At no time should a student lie, mislead, or withhold information regarding any problems or other actions that are in violation of school rules.

**Alcohol and/or Drugs---** A student shall not use, transmit, distribute, attempt to distribute or sell, possess, conceal, or be under the influence of any alcoholic

## CODE OF CONDUCT DEFINITIONS CON'T

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 deception. Cheating on school assignments, tests, etc., will result in a failing grade for that assignment, test, etc. and disciplinary consequences.

**Destruction of School 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 he/she urge another student to engage in such conduct.

**False Alarms—**A student shall call in a false alarm, including fire or bomb threats, or misuse the school's fire alarm system in any manner.

**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 clearly 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 possession of, conceal, transmit, buy, or sell fireworks.

## *CODE OF CONDUCT DEFINITIONS CON'T*

**Forgery---** Forgery is the act of falsely using in writing the name of another person, of falsifying times, dates, grades, addresses, or other data on school forms, or correspondence directed to the school. Using another student's planner is a violation of this rule. Forgery of hall/bus passes and excuses or false identification are not acceptable.

**Harassment---** Slurs or other verbal or physical conduct, relating to an individual's race, color, national origin, age, or sex, when such conduct has the purpose or the effect of creating an intimidating or hostile environment or adversely impacting the student.



**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 pushing, shoving, tripping, excessive teasing, throwing objects and chasing one another.

**Insubordination**—Insubordination is the non-compliance of directions or reasonable requests made by any school authority, including intentional interference with a teacher’s conducting of the class or failure to identify one’s self to school personnel when requested.

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

**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 pictures, signs, or publications.

**Possession or Use of Weapons**—The act of transporting, possessing, using, or threatening to use a weapon will not be tolerated. A weapon includes conventional objects, like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Students who violate this rule will be suspended and maybe recommended for expulsion. Criminal charges will be filed for this violation.

### ***CODE OF CONDUCT DEFINITIONS CON'T***

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

**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.

**Truancy**—Ohio attendance laws require students to be in school all day or have a legitimate excuse for absence. Truancy from school, class, and detention are considered violations of this rule and subject to discipline.

**Vandalism**—Pupils 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 that is unacceptable. Acts that are unacceptable, but not limited to, include yelling, profanity, or inappropriate language. Denial of participation in any and all activities for the remainder of the school year.

**Drug Policy:** All N-Y students involved in athletics/co-curricular activities will be required to take part in both initial and random drug testing. Cost of the initial and random testing will be the responsibility of the school district.

#### **1<sup>st</sup> 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.. Part ( 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 student athlete being placed in step two.**

### **2<sup>nd</sup> 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 any 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 also be denied the right to participate for four (4) calendar weeks of interscholastic contest. Failure to complete step 2 will result in student athlete being placed in step three.**

### **3<sup>rd</sup> 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 Counselor. The student must also submit to monthly urine drug testing for (1) one year. Parent (guardian/custodian) is responsible for all expenses.

**The student will also be denied the right of participation in athletics for (1) one calendar year.**

**After a third positive test a student athlete can only be reinstated if they have completed the first three steps.**

### **4<sup>th</sup> Positive Result:**

**The student athlete will be permanently denied the privilege of participation in athletics at Nelsonville-York City Schools. All positives for tobacco products will be handled In-house at the discretion of the administration.**

### **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 and can continue into the next year if determined by the administration.

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

All athletes are encouraged and expected to follow training rules 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's 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 very next contest.

### **Section 7: Guidelines**

- A. 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.
- B. 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 in which the student chooses to participate in and complete in during that academic year.
- C. A student on in-school or out-of-school suspension is ineligible to participate in practice or a contest for at least the time of the suspension.

- D. Being dismissed or dropping from a sport or activity will result in the student not receiving (forfeiting) a letter or award for that particular sport.
- E. 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 presented in print to the student athletes/participants prior to his/her activity.
- F. A band member that 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.
- G. Students must attend one-half day of school to practice and be in attendance by 9:00 A.M. to participate in contest, unless they have a recognized excuse.

\*\*\*\*\* Recognized excuses are Doctor, Dental, and Funeral. Students may compete and practice on these days with proper documentation.

### **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.

**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 practices, games, or during travel to or from an event. Clothing must represent a positive appearance and be acceptable to the coaches.

**Female Athletes:** Hair and clothing must be neat and clean. Jewelry may not be worn during practice or during a contest to avoid injury. All clothing must meet requirements established by the coach.

### ***PARENT/TEACHER CONFERENCES***

Fall and spring parent/teacher conference days are held annually and parents are encouraged to attend. Teachers and/or parents may foresee a need for additional conferences throughout the school year. Either party may initiate mutually convenient arrangements. Conferences will not be scheduled during instructional time.

### ***STUDENT RECORDS***

Directory information (student name, address, phone, birth date and place, photograph, athletic team participation, attendance, and graduation date) is available upon request. Parents and adult students may request that this information not be made available to others. Such requests must be made in writing to the school principal.

### ***WE DO NOT DISCRIMINATE***

Educational programs and activities are available without regard to race, color, national origin, sex, or handicap. For further information, you may contact Mrs. Amy Riccardi at 753-4441 extension 1002.

### ***TYPES OF INFRACTIONS***

#### **Class 1:**

1. Truant from an assigned class ( 2 detentions).

2. Sitting in automobiles or leaving school property after arriving to school.
3. Constant tardiness or accumulating 10 Tardies to class.
4. Loitering in the restrooms
5. Gambling
6. Being caught in unassigned areas that are termed off limits (gym, locker room, auditorium, hallways in the morning and being unsupervised behind the building any time during the school day).
7. Sent to office but failing to report.
8. Throwing food or other objects.
9. Inappropriate display of affection ( PDA)
10. Taking food or drinks out of the cafeteria.
11. Spitting on school property such as books, hallways, fountains, or lockers, etc.
12. Horseplay
13. Chewing gum
14. Using inappropriate language or obscene gestures, writing or drawings.
15. Leaving class without permission.

### **Class 1 Disciplinary Action**

<b>Offense</b>	<b>Consequence</b>
1.	Up to 3 detentions
2.	Up to 6 detentions
3.	Up to 9 detentions
4.	Up to 15 detentions
5.	Up to 3 days out-of school suspension
6.	Up to 6 days out-of-school suspension
7.	Up to 10 days out-of-school suspension and Possible recommendation for expulsion.

### **Class 2:**

1. Truant from school (1/2 day= 1 Saturday full day= 2 Saturday's )
2. Leaving school property
3. Abusive behavior, verbal / written abuse.
4. Disruptive behavior has determined by the building administrator.
5. Forgery of any kind.
6. Refusing to comply with reasonable directions given by any school personnel. (**Insubordination**)
7. Cheating, plagiarism
8. Falsifying information.
9. Skipping detention or Saturday school.
10. Possession / use of tobacco products (3 Sat. schools for the 1<sup>st</sup> offense and tobacco school. 6 Sat. schools for subsequent violations. Charges filed on each offense.)
11. Using a cell phone or electronic devices during school hours (accepting calls, texting, etc.)

### **Class 2 Disciplinary Action**

<b>Offense</b>	<b>Consequence</b>
1.	Up to 9 detentions
2.	Up to 12 detentions
3.	Up to 10 days ISR suspension.

4. Up to 6 days OUT of School Suspension
5. Up to 10 days out-of-school and possible Recommendation for expulsion.

**Class 3:**

1. Using profanity or obscene gestures toward any school personnel **either during the day or at any time.**
2. Stealing someone else’s book bag, desk, or locker or in possession of stolen items.
3. Any type of vandalism (restitution must be paid).
4. Using profanity or obscene gestures toward any school personnel **either during the day or at any time.**
5. Any type of vandalism (restitution must be paid).
6. Any action, athletic prank, or vandalism against schools that compete against Nelsonville-York.
7. Spitting on another student, his or her clothing, their possessions or school property.
  
8. Racial or sexual harassment towards anyone on school grounds or during a school sponsored activity.
9. Threats or threatening behavior.
10. Bullying
11. Harassment
12. Hazing
13. False fire, 911 calls. Etc.
14. Inappropriate touching
15. Physical abuse of another student.

**Class 3 Disciplinary Action**

Offense	Consequences
1.	Up to 12 detentions
2.	Up to 10 days IRS. (IN SCHOOL SUSPENSION)
3.	Up to 10 days out-of-school suspension Possible recommendation for expulsion.

**Class 4:**

1. Use and/or possession of any type of firecrackers or similar explosive device (there will be a minimum 5-day suspension with possible charges filed).
2. Verbally threatening any staff member (there will be a minimum 10-day suspension with possible charges 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. Starting fires, arson.
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 4 Disciplinary Action**

Offense	Consequences
1.	Up to 10 days out-of-school suspension Possible recommendation for expulsion Legal action taken

**Class 5:**

1. A student shall not have in his/her possession any type of firearm or other lethal weapon while on school grounds. This may result in automatic expulsion and charges filed.
2. Threats to school safety.
3. Selling, distributing, or possessing counterfeit substances.

4. Selling, distributing, or possessing illegal drugs, alcohol, or other prohibited substances.

### **Class 5 Disciplinary Actions**

Offense	Consequences
1.	Ten (10) days out-of-school suspension Recommendation for expulsion and Legal action

### ***OUT OF-SCHOOL SUSPENSION***

Out of School, suspension and Expulsion are our other options for discipline.

### ***CONFIDENTIALITY***

Nelsonville-York City Schools adhere to the following law about 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, file documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution." Upon reaching the age of 18, the student has the right to transfer records. 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" is not released by the school to a third party without a parent's written 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 student"). Some exceptions are ONE a school may release information to school officials including teachers who have a "legitimate educational interest." 2. The education record are released to another school upon condition that parents are notified. 3. Personally identifiable data can be released for purposes of federal, state, or local audits for law enforcement; and for some education research (provided the information 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 persons, and during investigations of acts of terrorism.

### ***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 email accounts and/or computers; on school provided transportation or at any official school bus stop.

Hazing, harassment, intimidation, bullying or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include:

1. Physical violence and/or attacks.
2. Threats, taunts, and intimidation through words and/or gestures.
3. Extortion, damage, or stealing of money and/or possessions.
4. Exclusion from the peer group or spreading rumors.
5. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as "cyber-bullying"), such as the following:
  - A. Posting slurs on web site, social networking sites, blogs, or personal online journals.

- B. Sending abusive or threatening emails, web site postings or comments and instant messages.
  - C. Using camera phones to take embarrassing photos or videos of students and/or distributing or posting the photos or videos online.
  - D. Using web sites, social networking sites, blogs, or personal online journals, emails, or instant messages to circulate gossip and rumors to other students.
6. Excluding others from an online group by falsely reporting them for inappropriate language to internet service providers.

## Athletic 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/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 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.

This code of conduct and all related policies are followed and are enforced twenty-four hours a day from the beginning to the end of the academic school year. Any student in athletics at Nelsonville-York Schools (athletes, trainers, managers, cheerleaders, band, choir, club members) are subject to this code of conduct and the following policies and penalties.

Behavior, which reflects negatively on the student athlete or school, would include, **but not limited to** the following examples Listed below. If it is determined by the Administration, Athletic Director, Coach, Supervisor, or Faculty member that a student

### Section 1: GRADES

- A. Grades must meet OHSAA and the Nelsonville-York City School Board eligibility requirements.
    - 1. A student must have passed courses the preceding grading period that will result in the passing of at least five classes.
    - 2. A student must pass five classes each week in order to be eligible for the next week of competition. Cannot Fail 2 or more classes in the Junior High.
    - 3. A student must also pass five classes at the end of the year to be eligible for the fall grading period.
  - B. If a student does not pass five classes, they are ineligible until they pass five classes.
- \*\* Band and Choir are exempt from this due to their program requirements.

### Section 2: Conduct

- A. The following are examples of behavior unbecoming a student involved in co-curricular activities:
  - 1. Fighting
  - 2. Harassment
  - 3. Possession or use of tobacco in any form or related products in any form.
  - 4. Truancy from class or school.
  - 5. Acts of vandalism, abuse on persons property, or theft.
  - 6. **Repeated Infractions** of school rules or chronic incorrigible behavior.
  - 7. Failure to return home from a school event on the school bus unless with permission from the coach to ride home **with their parents.**
  - 8. **Suspension from school for any reason.**
  - 9. Not following school rules governing attendance.
- B. Penalty  
**First Offense – Denial** of the right to participate in the next contest.

**Second Offense – Denial** of the right 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. In addition, 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 testing programs.
4. To prevent 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.

**A. 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 moving into step 2.

**B. Second Positive Result**

For the second positive, the student athlete must follow all criteria that fall in step 1. Along with those guidelines the Athlete will also serve a four (4) Calendar weeks suspension from the team he/she are participating on at the time. If remainder of season does not allow suspension to be completed it will finish up in the Athlete's next sport of choice.

**C. Third Positive Result**

The third positive result the counseling and recommendations all apply with the major difference being that the Athlete must submit to a weekly urine drug testing for one (1) year with the Parent (guardian/custodian) being responsible for all expenses. The counselor must notify the building Principal of the completion of the recommended program. The student athletes denied the right to participate in athletics for one (1) calendar year.

After a third positive, a student athlete is returns only if they have completed the first three steps.

**D. Fourth Positive Result**

The student athlete **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.

**First Offense – Denial** of right to participate for four (4) calendar weeks of interscholastic contests with participation in drug/alcohol counseling.

**Second Offense – Denial** of participation in 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 applies.

### **Section 6: Appeals**

An Appeal's Board consisting of two faculty members and an Administrator will hear appeals. An appeal must be filed in the Principal's Office within 24 hours of the removal

This appeal is heard within 48 hours of said request. If the Appeals Board upholds the removal of the student the suspension will occur during 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 carries 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/participants prior to his/her activity.
6. A band member 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 falls under the discretion of the band director.
7. Students must be in school ½ day to practice and be in school by 9 am to participate to be eligible to play in contest. Unless they have a recognized excuse.  
\*\*\* Recognized excuses are doctor, dental, funeral, court. Proper documentation **must be provided** that day to participate.

### **Section 8: Dress Code for Athletics:**

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

**For Male Athletes:** Hair must be neat and clean, not reach the shirt collar and be acceptable with the coach. No facial Permitted. No earrings at any time during practice, games, or during travel to and 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. No jewelry worn during practice or games to avoid injury. All clothing must meet requirements established by the coach.













