

GO BUCKS!

The building is open to students 20 minutes before the first bell rings.

Daily Bell Schedule

7:30	First Bell
7:36-7:49	Homeroom
7:53-8:33	1 st Period
8:37-9:17	2 nd Period
9:21-10:01	3 rd Period
10:05-10:45	4 th Period
10:49-11:29	7 th & 8 th Lunch 5 th Period
11:33-12:13	6 th Period
12:17-12:57	7 th Period
1:01-1:41	8 th Period
1:45-2:25	9 th Period

Early Release Schedule

7:30	First Bell
7:36-7:43	Homeroom
7:47-8:13	1 st Period
8:17-8:43	2 nd Period
8:47-9:13	3 rd Period
9:17-9:43	4 th Period
9:47-10:13	8 th Period
10:17-10:43	9 th Period
10:47-11:17	7 th & 8 th Lunch/5 th Period
11:21-11:51	6 th Period
11:55-12:25	7 th Period

Two Hour Delay Schedule

9:30	First Bell
9:36-9:43	Homeroom
9:47-10:13	1 st Period
10:17-10:43	2 nd Period
10:47-11:13	3 rd Period
11:17-11:47	7 th & 8 th Lunch/5 th Period
11:51-12:21	6 th Period
12:25-12:55	7 th Period
12:59-1:25	4 th Period
1:29-1:55	8 th Period
1:59-2:25	9 th Period

Board of Education

President	Mrs. Roberta Bunting
Vice-President	Mr. Steve Berry
Member	Dr. Bill Hill
Member	Mr. Tim Maiden
Member	Mr. Micah Covert

2011-2012 SCHOOL CALENDAR

Dates

Aug. 18, Thursday
 Aug. 19, Friday
 Aug. 22, Monday

Sept. 5, Monday
 Oct. 24, Monday
 Nov. 22, Tuesday

Nov. 28, Monday
 Nov. 29, Tuesday
 Dec. 20, Tuesday

Jan. 2, Monday
 Jan. 10, Tuesday
 Jan. 11, Wednesday
 Jan. 16, Monday
 Feb. 20, Monday
 Mar. 16, Friday
 Mar. 16, Friday

Mar. 26, Monday
 April 6, Friday

May 24, Thursday

May 25, Friday
 May 27, Sunday

Events

New Teachers' Orientation Day
 Teacher Orientation Day
 1st Day of Classes
 (All Students 1-12) No Kindergarten
 Labor Day – No Classes
 End of 1st Grading Period (45 Days)
 Last Day of Classes Before
 Thanksgiving Break
 P-T Conf. Comp Day/No Classes
 Classes Resume
 Last Day of Classes before Winter
 Break
 Classes Resume
 End of 2nd Grading Period (45 Days)
 2nd Semester Begins
 Martin Luther King Day (No Classes)
 President's Day
 End of 3rd Grading Period (46 Days)
 Last Day of Classes before Spring
 Break
 Classes Resume
 P-T Conference Compensatory Day-
 No Classes
 Last Day of Classes for Students (End
 of 4th Grading Period 44 Days)
 Teacher Record Day
 Graduation Day – 7PM

***Calamity Days Over 5 Will Be Made Up February 20
 And Over Spring Break**

Test Dates

October 3-7, 2011/ Ohio Achievement Test- Only 3rd Grade Reading
 October 24-Nov. 6, 2011/ Ohio Graduation Test- ONLY Grades
 11 & 12
 March 5-16, 2012/ Ohio Graduation Test- Grades 10, 11, 12
 April 23-May 11, 2012/ Ohio Achievement Test – Grades 3-8
 June 18-July 1, 2012/ Ohio Graduation Test- Summer Administration
 (Intervention Required)

School Numbers

N-Y Junior High.....	753-4441
N-Y High School.....	753-4441
N-Y Bus Garage.....	753-4441
N-Y Central Office (Supt.).....	753-4441
N-Y Elementary	753-4441
N-Y Special Programs.....	753-4441

HALLWAY SAFETY AND COURTESY

All students should follow a few simple rules of common courtesy. Consideration should be shown 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. Running, jumping, horseplay, or any other form of unsafe conduct is strictly 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. The procedure is as follows: This agenda book contains two (2) 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 has been provided for your use and enjoyment.

LET'S TAKE CARE OF IT. IN CASE OF DAMAGE THE PERSON RESPONSIBLE WILL BE REQUIRED TO PAY FOR DAMAGES.

PHONE USAGE

The office telephone is a BUSINESS phone and is to be used for business purposes only. STUDENTS WILL BE CALLED FROM CLASS OR STUDY HALL ONLY IN THE CASE OF AN EMERGENCY.

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 will be issued to the students on the first day of school.

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

STUDENT PERSONAL PROPERTY

Students will not be allowed to carry backpacks or coats into classrooms. 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 are assigned and provided for the protection of 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.

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 suspicion.

The school will not be responsible for stolen items. Students are responsible for the condition and appearance of their lockers. Failure to do so will result in locker violations and detentions will be assigned.

SEARCH & 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. 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.

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 switched off. Each teacher and student should become familiar with the various exits in the school building. Evacuation procedures are posted in each room.

TORNADO DRILLS

1. When a TORNADO WARNING is received, a warning will be transmitted as quickly as possible to the entire building.
2. The public address system will be used to announce that a tornado warning has been issued and everyone will be instructed to go to designated areas at once.

TEACHERS:

1. Take class records and check attendance.
2. Make special provisions for handicapped students.

STUDENTS:

1. Sit on the 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 no 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

In the event that the school population is threatened by actions of an individual or individuals, we need to react immediately 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.

SEMESTER TEST GRADES

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

The second semester average will be determined by averaging the 3rd nine weeks grade, 4th 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 shall be 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=4.0 B=3.0 C=2.0 D=1.0 F=0.0

NO CREDIT shall be given to a student who makes an "F" in the LAST NINE 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 REPORTS

Academic progress will be communicated regularly to students and parents. Progress reports will be 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.

INCOMPLETE GRADES

If an "I" is given 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" is not removed, 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 cost \$60.00 - 100.00 each) and should 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 will be used to determine the amount owed to the school district:

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

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, either individually or in school groups, insurance to cover any accident that might occur.

LOST AND FOUND

Students who find lost articles are asked to take them to the Principal's Office so the owner can claim them.

NURSE'S OFFICE

Students should request permission from the classroom teacher and/or get a pass from the office before going to the nurse's room. If a student is found to be 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 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. Students who fail to submit the completed form will be prohibited from attending classes until a parent or guardian submits the proper documentation.

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 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.

ATTENDANCE

1. Students will be labeled **habitual** if they miss **5 consecutive days, 7 days in a month and/or 12 days in a year.**
2. Students will be labeled **chronic** after missing **7 consecutive days, 10 days in a month, and/or 15 days 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 students 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.

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 2:30p.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 1:00pm 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 15 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 SUSPENSIONS 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.

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 9:00a.m. will be considered absent ½ day.
- B. Students signing out before 1:00p.m. will be considered absent ½ day.
- C. A student may have no more than 8 tardies to school per semester. Saturday Schools will be assigned for all tardies past the 8 allowed per semester. After 4 Saturday School assignments, truancy charges may be filed.

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 ½ 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.

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 a 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.

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 maybe updated.

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.

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.

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 of the school and pay all obligations owed the school.
4. Take completed forms to the Principal's Office.

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. Students wishing to bring a guest to school must obtain prior approval from the Principal's Office and secure a pass. Visitors are expected to leave promptly when their business is completed.

ELECTRONIC DEVICE RESTRICTION

Students are not permitted to bring in a portable radio, CD player, cassette player, television, 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 the Principal's Office until retrieved by a parent. The school is not responsible if stolen.

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 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 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 it has come to a full stop.

CAFETERIA POLICY

Our school will operate on the basis of a closed lunch period. During your lunch period, you may not leave the school grounds. **ALL STUDENTS MUST EAT LUNCH IN THE CAFETERIA.** You may bring your own lunch from home or purchase it in the cafeteria. Students may not order food and have it delivered to the school or be taken out for lunch.

All students are expected to assist in keeping the eating areas clean.

LIBRARY

The library is a very important part of our educational program and is maintained for use by all students and staff members. The library staff is ready and willing to help you locate reference material for your classes and books for pleasure reading. Magazines, newspaper, audiovisual materials, and software are also available in our expanding library. There are also computer resources available for student use in the library.

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 student 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 the 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.**

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 placed on the school activity calendar.
- B. Janitorial service is required. The sponsor of 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.

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.
4. Music and dress shall be in good taste and appropriate conduct is expected.
5. The teacher advisor must be present when students are decorating.

DISCIPLINE

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

N-Y MIDDLE 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 on Mondays and Wednesdays 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 will NOT be furnished by the school. If a student refuses to attend a detention, he/she may be assigned Saturday Schools, 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.
 - a. Tardiness: Tardy students are not allowed to enter and will be assigned an additional detention.
2. Students must do work.
3. No radios, cards, games, sleeping, food, 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 absence from school.

SATURDAY SCHOOLS

A Saturday School program may also be used for those students who have been excessively absent, who have been truant or excessively tardy, who are repeatedly in trouble or for those that do not attend the after school detention program. This program will be closely monitored by an employee of the school and assigned work must be completed to get credit for attending. Saturday School will be assigned at the discretion of the building administrator.

It will be the responsibility of the parents of students to furnish transportation. Transportation will **NOT** be furnished by the school. If a student refuses to attend assigned discipline, suspension or charges in Juvenile Court may be deemed appropriate.

RULES FOR SATURDAY SCHOOLS

1. Report before 8:00 am at the designated location.
2. Bring completed assignment sheet and ALL materials needed.
3. Students must be working the whole time.
4. No talking or moving around the room.

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 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 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 hearing 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 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 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 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 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-

When a person is exposed repeatedly and over time to negative words and actions on the part of one or more persons.

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 not 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.

Forgery-

Forgery is the act of falsely using in writing the name of another person, or falsifying times, dates, grades,

addresses, or other data on school forms, or correspondence directed to the school. 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 abusive. This shall include the use of gestures, 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.

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.

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.

Good sportsmanship is important in all competitive activities at Nelsonville-York Junior High School. The students and fans will have respect for those involved and those controlling the game.

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/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.

This 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 at Nelsonville-York Schools (athletes, trainers, managers, cheerleaders, band, choir, club members) is 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 would not be limited to the following examples listed below. If it is determined by the Administration, Athletic Director, Coach, Supervisor, or Faculty member that a student has violated one of the training rules, the following rules, guidelines and penalties will apply.

Section 1: Grades

- A. Grades must meet OHSAA and Nelsonville-York City School Board Eligibility requirements.
 - 1. A student cannot have failed two courses the preceding nine week period and must earn a minimum GPA of 1.5 for the school year.
 - 2. There is also a weekly eligibility requirement at Nelsonville-York. Students cannot be failing two classes in one week in order to be eligible during the rest of the week. Eligibility lists are distributed to the teachers on Friday morning and returned to the office on Monday.
- B. If a student does not maintain a 1.5 GPA, or fails two courses for a nine week grading period they are ineligible to participate the following nine weeks and remain ineligible until a 1.5 GPA is maintained.

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 or 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 the school rules governing attendance
- B. Penalty
 - 1st Offense- Denial of the right to participate in the next contest
 - 2nd Offense-Denial of the right to participate in the activity for the remainder of the season.

Section 3 Drug / Alcohol Use

- A. An individual shall not use, possess, sell or participate in the transportation or furnishing of drugs (illegal substances).

B. An individual shall not use, possess, taste, drink in any amount, consume, sell, furnish, transport, have or be under the influence of alcohol.

1st Offense

- a. Denial of right to participate for four (4) weeks of interscholastic contests starting when student is proven guilty.
- b. Completes an alcohol/drug abuse program
- c. Community service The Counselor must notify the Building Principal after completion of the recommendations or program.

2nd Offense

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.

1st 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.

2nd 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 two will result in student athlete being placed in step three.

3rd 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.

4th 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 compete 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, 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 practice, 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.

HAZING / ANTI-HAZING

It is the policy of the Nelsonville-York City Board of Education and School District that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. 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 for new enrollment, and also apply to students currently enrolled in NYJHS.

NEW STUDENT ENROLLMENT

A parent/legal guardian must accompany a new student enrolling in the Nelsonville-York School District. The parent/guardian must present:

- Student's birth certificate
- Social security card
- Health and immunization records
- Proof of residency
- Certified copies of legal custody documents (certified copies of subsequent modifications must also be provided)
- Name, address, phone of previous school
- Any records given the student by the school most recently attended

School officials will request student records from the previous school attended. If a student's most recently attended school indicates that it has no record of the student's attendance, or if official records are not received within 14 days of the request, law enforcement officials will be notified of the possibility that the child may be a missing person.

A student expelled from the school of another district and whose period of expulsion has not yet expired may be denied admission to the Nelsonville-York School District until the expiration of the expulsion period. No student who has been permanently excluded from public school attendance by the Superintendent of Public Instruction shall knowingly be admitted to the Nelsonville-York School District.

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 teacher instructional time.

PHYSICAL EDUCATION

Physical education is a requirement of the State Board of Education. The school will honor notes from parents for students to be excused from PE for a very limited period, normally one day, if the reason is deemed reasonable and

acceptable by the building administrator. If a student is unable to participate in PE for an extended period of time, a medical excuse from a physician is required.

TYPES OF INFRACTIONS

Class I

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 the 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.

Class I Disciplinary Action

<u>Offense</u>	<u>Consequence</u>
1.	up to 3 detentions
2.	up to 6 detentions
3.	up to 3 Saturday schools
4.	up to 6 Saturday schools
5.	up to 3 days in-school suspension
6.	up to 6 days in-school suspension
7.	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.
3. Abusive behavior, verbal/written abuse.
4. Harassment or verbal assault of students.
5. Disruptive behavior as determined by the building administrator.
6. Forgery of any kind.
7. Refusing to comply with reasonable directions or given by any school personnel. (Insubordination)
8. Cheating, plagiarism.
9. Falsifying information.
10. Skipping detention or Saturday school.
11. Possession/use of tobacco products (3 Sat. schools for the 1st offense, 6 Sat. schools for subsequent violations. Charges will be filed on each offense.)
12. Using a cell phone or electronic devices during school hours (accepting calls, texting, etc.)

Class II Disciplinary Action

<u>Offense</u>	<u>Consequence</u>
1.	up to 3 Saturday schools
2.	up to 6 Saturday schools
3.	up to 3 days in-school suspension
4.	up to 6 days in-school suspension
5.	up to 10 days out-of-school suspension and possible recommendation for expulsion.

Class III

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

Class III Disciplinary Action

<u>Offense</u>	<u>Consequence</u>
1.	up to 6 Saturday schools
2.	up to 6 days in-school suspension
3.	up to 10 days out-of-school suspension 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. 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 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/her possession any type of firearm or other lethal weapon while on school grounds. This may result in automatic expulsion and charges being files.

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 V Disciplinary Action

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

IN-SCHOOL SUSPENSION

As part of the school discipline program In-School-Suspension has been instituted. This will be another step in the discipline process.

It will allow a student to complete schoolwork for credit, yet isolated from the general student population.

A student may be assigned to I.S.S. by the administration for the following reasons:

1. Missing discipline assignments.
2. A continual pattern of disruptive behavior.
3. Excessive absences or tardies.
4. Being sent to the office 5 times in a grading period.
5. Administrative discretion.

The number of days a student is assigned to I.S.S. will be determined by the administration. If I.S.S. is not effective, a student may be suspended from school.

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.

CONFIDENTIALITY

Nelsonville-York City Schools adhere 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, file documents, and other materials which contain information directly related to a student, and are maintained by an educational agency or institution." When a student becomes 18 or is attending college, the right to view the records 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 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: 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 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 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 persons, and during investigations of acts of terrorism.

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. Sue Bateman at 753-4441, Ext. 1002.

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, but are not limited to:

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. Posing 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 photographs 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.

In evaluating whether conduct constitutes hazing, bullying, and/or dating violence, special attention is paid to the words chosen or the actions taken whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim and the motivation, either admitted or appropriately inferred.