

# NEWBURY JUNIOR-SENIOR HIGH SCHOOL

14775 Auburn Rd.  
Newbury, OH 44065  
440-564-2281

[www.newburyschools.org](http://www.newburyschools.org)

*Black Knight Pride*



**STUDENT – PARENT HANDBOOK**  
*2018-2019*

**Jacqueline Hoynes, Superintendent**  
**Michael A. Chaffee, Principal**  
**Anthony Forfia, Assistant Principal**

#### **Vision Statement**

In partnership with parents and community, Newbury Local Schools will measure excellence by graduates who are lifelong learners, critical thinkers, and responsible community members.

#### **Mission Statement**

Within a stimulating, safe, and compassionate environment, it is the mission of the Newbury Local Schools to challenge our students to graduate as lifelong learners, critical thinkers, and responsible community members.

### Alma Mater

Oh, Newbury High, we'll stand by you,  
Through the years, each loyal son and daughter too.  
Though time may find us miles apart,  
The memories within our hearts,  
Will remain as bright as the morning sky.  
Our alma mater, Newbury High.

### Newbury High School Fight Song

Fight the team across the field  
Show them Newbury's here  
We're going to set the Earth reverberating  
With a mighty cheer Rah! Rah! Rah!  
Hit them hard  
And see how they fall  
Never let that team get the ball  
Hail! Hail! The gangs all here  
And we'll beat the old \_\_\_\_\_ High



## IMPORTANT DATES TO REMEMBER

**August 15** – Open House 7:00-8:00pm  
**August 16** – First Day for Students  
**August 30** - No School (Fair Day)  
**August 31** – No School (Fair Day)  
**September 2** – Bandorama  
**September 3– Labor Day**- No School  
**September 14**- No School- Teacher Professional Development  
**September 17** – School-wide Picture Day  
**September 28** – No School (Teacher Professional Development)  
**October 10** – Bonfire  
**October 12** – No School – NEOEA Day  
**October 12** – Homecoming Football game  
**October 13** – Homecoming Dance  
**October 24** – End of First 9-Week Grading Period  
**November 8** – Parent-Teacher Conferences 3:30pm-7:30pm  
**November 12** – Veterans Day Assembly  
**November 13** – Parent-Teacher Conferences 3:30pm-7:30pm  
**November 15** – National Honor Society Induction Ceremony  
**November 16/17** – Fall Play  
**November 21-23** – Thanksgiving Break  
**November 26** - School Resumes  
**December 24-January 2** - Winter Break  
**January 3** – School resumes  
**January 10** – End of 2<sup>nd</sup> grading period and end of 1<sup>st</sup> Semester  
**January 21** – No School – MLK Day  
**January 29** – Grades 4-8 Spelling Bee  
**February 18**– No School – Presidents’ Day  
**February 21**– Parent-Teacher Conferences 3:30pm-7:30pm  
**March 15** – End of Third Grading Period  
**March 23-28** – Disney Trip  
**March 25-29** – Spring Break  
**April 1** – Conference Comp. Day  
**April 2** – Classes resume  
**April 12/13** – Spring Musical  
**April 19**– No School  
**May 3**– Prom/After Prom  
**May 14** – Top Ten Dinner  
**May 20** – Last Day for Seniors  
**May 23** – Commencement  
**May 24** – Last Day for Students & end of 2nd Semester



## Faculty

### Administration

Mr. Michael Chaffee, Principal  
Mr. Anthony Forfia, Assistant Principal/Athletic Director  
Mrs. Cyndi Tomassetti, Elementary Principal and Director of Special Education

### Building Secretaries

Mrs. L. Levine  
Mrs. H. Potti

### Computer Technology

Mrs. A. McFadden

### Counseling Department

Ms. K. Boyd

### Art Department

Mrs. L. Tokarsky

### English Department

Mrs. M. Benson  
Mrs. K. Harrison  
Mrs. C. Jackson

Ms. K. Csontos  
Mrs. C. Fletcher

### Family & Consumer Science

Mrs. S. Sipos

### Foreign Language

Mr. T. Pokorny

### Health and Physical Education

Mrs. K. VanderMaas

### Mathematics Department

Ms. D. Connolly  
Ms. B. Blair  
Mrs. J. Baker

Ms. A. Kerman  
Mr. B. Keating  
Ms. M. Sutliff

### Music Department

Ms. A. Bodner  
Mr. M. Kennedy

### School Nurse

Mrs. R. Cavanagh

### Science Department

Mrs. J. Baker  
Mr. S. Miller

Mrs. T. Voelker

### Social Studies Department

Mrs. C. Jackson  
Mr. J. Lesesky

Mr. R. Michael

### Special Education Department

Mrs. M. Cusman  
Mrs. M. Salomone

Mr. M. Griesmer  
Mrs. K. VanderMaas



## **Newbury Jr./Sr. High School Activities and Athletics**

### **School Related Activities**

Academic Team  
Black Knight Order of Distinction  
Chorus\*  
Class Officers  
Concert Band\*  
Fall Play and Spring Musical\*  
HPAC  
Key Club  
Lab Aide  
Newspaper\*  
Office Aide\*  
Pep Band  
Robotics Team\*  
Senior Honor Society  
Spanish Club  
Student Council \*  
Yearbook\*

### **Athletic Related Activities**

Basketball\*  
Baseball  
Cheerleading  
Cross Country\*  
Football\*  
Soccer  
Softball  
Track\*  
Volleyball\*  
Weight Training\*  
Wrestling\*

**\*Denotes an activity that may be available at both the Jr./Sr. High School levels**



**NEWBURY JUNIOR-SENIOR HIGH SCHOOL**  
***FEE LIST 2018-19***

Grade	Explanation	Fee
Athletic Participation	Per athlete for the entire sports year	125.00
AP Test Fee	All AP Courses	93.00
Graduation Fee	Robe, cap, tassel, flower, diploma, and transcript. <b>*ALL ACCUMULATED SCHOOL FEES  MUST BE PAID TO PARTICIPATE IN  COMMENCEMENT</b>	71.00
Locks	Required for all students	7.00
Parking Pass	Required for all drivers	15.00
School Instrument Rental Band	If the school owns the instrument and it is rented to the student	20.00
Technology Fee	All Students 6-12	25.00



## I. NEWBURY LOCAL SCHOOLS

### A. Welcome

Welcome to your 2018-19 school year at Newbury Junior/Senior High School. We are excited to begin this new school year and we welcome you to our secondary learning community. Please be responsible, respectful, and ready to learn. Please demonstrate your commitment to our district concept of N.I.C.E.- Newbury, Integrity, Cooperation, and Excellence. We will also emphasize certain qualities of a Knight at Newbury as part of our PBIS model. A Knight at Newbury is Goal-Oriented, Honorable, and Timely.

Newbury Local School District embraces the challenge of assisting you in achieving your goals during this new school year. You are preparing to enter a very competitive and exciting world beyond your junior/senior high school. Our staff will help you in your development and prepare you for these challenges.

Our staff's instruction combined with our chromebook initiative is designed to meet the individual student learning goals as you prepare for your future. You are afforded opportunities for enrichment, acceleration, intervention and academic support. Please take advantage of these opportunities.

The Newbury Board of Education and Administration are committed to improving and transforming our schools through technology and innovation. Our faculty and staff are committed to providing a safe and engaging learning environment.

This Student-Parent Handbook outlines the guidelines that will ensure a positive experience for everyone. Please take the time to familiarize yourself with these policies. We welcome your questions, suggestions, or concerns.

Go Black Knights!

*Mr. Michael A. Chaffee, Principal*

*Mr. Anthony Forfia, Assistant Principal*



## B. NEWBURY SCHOOLS' MISSION

### **MISSION STATEMENT**

Within a stimulating, safe, and compassionate environment, it is the mission of the Newbury Local Schools to challenge our students to graduate as lifelong learners, critical thinkers, and responsible community members.

### **CORE VALUES: NICE**

**Respect, Responsibility, and Readiness to Learn**

## **NEWBURY**

### **INTEGRITY**

We will operate truthfully, honestly, and ethically.

### **COOPERATION**

We will foster a compassionate and courteous school environment that encourages mutual support, respect, teamwork, and shared responsibility among students, staff, parents, and the community.

### **EXCELLENCE**

Recognizing that each student is unique, we will continuously improve the way we educate our students so that all have the opportunity to reach their highest potential.

Our Positive Behavior Interventions and Supports System at the Middle School level will extend to the High School for the 2018-19 school year. Our focus is to emphasize qualities of a Knight at Newbury. A **Knight at Newbury** is **Goal Oriented**, **Honorable**, and **Timely**. We look forward to a positive 2018-2019 school year!





## C. Ohio Educational Law

Ohio Law (O.R.C. 3313.20) recognizes the right and obligation of the Board of Education to adopt rules regulating the behavior of pupils. Further laws have been made to assist in the maintenance of order and the enforcement of school rules. Examples of such laws are:

### 1. Compulsory Attendance

Chapter 3321 of the O.R.C. states that prompt and regular attendance is mandatory.

The following appear in O.R.C. 3321.01 and 3321.04 respectively.

- a. "A child between 6 and 18 years of age is of compulsory school age..."
- b. "Every parent of any child of compulsory school age who is not employed under an age and schooling certificate must send such child to a school or a special education program that conforms to the minimum standards prescribed by the state board of education, for the full time the school or program attended is in session, which shall not be for less than thirty-two weeks per school year."

### 2. Delinquent Child

O.R.C. 2151.02 defines a delinquent child as follows:

- a. "Any child who violates any law of this state or the United States, or any ordinance or regulation of a political subdivision of the state, that would be a crime if committed by an adult, except as provided in section 2151.021 [2151.02.1] of the Revised Code;"
- b. "Any child who violates any lawful order of the court made under this chapter;"

### 3. Unruly Child

O.R.C. 2151.022 defines an unruly child as:

- a. "Any child who does not subject himself or herself to the reasonable control of his or her parents, teachers, guardian, or custodian, by reason of being wayward or habitually disobedient;"
- b. "Any child who is a habitual truant from home or school;"
- c. "Any child who so deports himself or herself as to injure or endanger his or her health or morals or the health or morals of others;"

### 4. Liability of Parents for Vandalism

O.R.C. 3109.09 makes parents liable for acts of destruction committed by their children. The law reads in part:

"Any owner of property, including any board of education... may maintain a civil action to recover compensatory damages not exceeding ten thousand dollars and court costs from the parents who have the parental rights and responsibilities for the care of a minor, and are the residential parents and legal custodians of a minor, who willfully damages property belonging to the owner or who commits acts cognizable as a 'theft offense,' as defined in section 2913.01 of the Revised Code, involving the property of the owner. The action may be joined with an action under Chapter 2737. of the Revised Code against the minor, or the minor and his parents, to recover the property regardless of value, but any additional damages recovered from the parents pursuant to this section shall be limited to compensatory damages not exceeding ten thousand dollars, as authorized by this



section. A finding of willful destruction of property or of committing acts cognizable as a theft offense is not dependent upon a prior finding that the child is a delinquent child or upon his conviction of any criminal offense."

5. Liability of Parents for Assault

O.R.C. 3109.10 makes parents liable:

". . . in an amount not to exceed ten thousand dollars and costs of suit in a court of competent jurisdiction, from the parents who have the parental rights and responsibilities for the care of a child under the age of eighteen, and from any parent who is the residential parent and legal custodian of a child under the age of eighteen, who willfully and maliciously assaults the person by a means or force likely to produce great bodily harm."

## II. ATTENDANCE

### A. Rationale

A productive educational process requires regular and continuous instruction, classroom participation, cognitive experiences, and regular study to achieve goals of maximum educational benefit for each child. Maximum time in the classroom is essential to this process, as well as regular contact of students with one another in an appropriate learning environment and their participation in planned, teacher-guided instructional activity.

The Newbury Local Board of Education, therefore, relates at least the following two postulates:

1. That the maximum potential of educational benefit is obtainable to the student with no absences.
2. That once a student has accrued excessive absences, he or she may not realize even the minimum educational benefits available.

### B. Terminology

*Habitual truant* refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

*Unruly child* refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

*Delinquent child* applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02)

### C. Policy

Since the Newbury Local Board of Education has the responsibility to do everything in its power to ensure that each and every student receives the maximum potential benefit by school attendance, it shall be the policy of the Newbury Local Board of Education that:



1. In grades 6-12, a student who has accumulated thirty (30) or more consecutive hours, forty-two (42) total hours in one school month, or 72 hours in one school year will be considered habitually truant.

**Attendance officers** shall file a complaint in juvenile court on the 61st day after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year
- The district has made meaningful attempts to reengage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives

If the student has absences as noted above, but the absence intervention team determines that the student has made “substantial progress” according to the plan, the attendance officer shall not file a complaint in juvenile court.

If the 61st day after implementation of an absence intervention plan falls during the summer months, the district has the discretion to allow the absence intervention team or attendance officer to extend the implementation of the plan and delay the filing of the complaint for an additional 30 days from the first day of school the next year. (RC 3321.16)

2. The school principal will first offer the student and parents the opportunity to challenge the attendance record in a hearing to be held not earlier than three (3) days nor later than five (5) days after the date of the notification.
3. After ten (10) days of non medically excused absences have been accumulated in any school year, the principal may require a valid medical excuse for any excused absence.

#### D. Procedure

- A. Any absence shall be charged against the student's record as covered by this policy except verified medical absences.
- B. In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it shall be required that parents submit to appropriate school personnel written explanation for any period of absence when the student returns to school.
  - a. Parents are to report a student's absence before 9:30 a.m. on the day of the absence. When an absence is not reported, parents will be called to verify the student's absence. The school will contact parents regarding phone calls of a suspicious nature, which report a student absence. Parents may call before 7:00 a.m. and leave a message of absence on the junior/senior high attendance voice mail message.
  - b. When the school does not receive a parental phone call, and the school is unable to make parental contact, a verifiable note must be presented upon return.

***Failure to follow this procedure may result in the student's being truant and dealt with accordingly.***



1. Excused Absence: **Absence from school with knowledge and consent of both the school and parents or guardian.** Legally acceptable absences include:
  - a. Personal illness
  - b. Serious illness in the family
  - c. Quarantine of the home
  - d. Death in the family
  - e. Working at home due to absence of parents or guardians
  - f. Emergency family situation, which in the judgment of the principal constitutes a valid reason for school absence
  - g. Observance of religious holidays

Excused absences are permitted in the sense that the reason for being absent is legally acceptable; however, the absence is still counted on the student's attendance record. With excused absence, a student shall receive proper credit. All classroom and homework missed due to an excused absence must be made up according to the regulations established by the classroom teacher. In cases where a student is assigned an in-school suspension, the absence from regular classes is excused, but the student who received the in-school suspension is not eligible for interscholastic athletics.

4. Perfect Attendance: Perfect attendance shall be absence from no full periods or days of school except for school activities and/or prearranged religious holidays.
  - c. Early Dismissal: **If it is necessary for a student to leave school before the end of the school day, he/she must submit a written parental request stating the date, reason, destination and time of dismissal. THE REQUEST MUST BE SUBMITTED BY 8:30 A.M. Students will not normally be allowed to call home on the office phone or on a cell phone during the day to obtain an early dismissal for that day.** Any medically related absences must include name and phone number of doctor or dentist. Upon return to school from a medical appointment or required appearance at court, students must present evidence from physician or the court indicating the student's presence. The school reserves the right to verify medical or legal excuses. In case of an emergency dismissal, one of the parents/guardians must speak to an administrator or designee.
  - d. **IN ALL CASES STUDENTS MUST SIGN OUT IN THE OFFICE. FAILURE TO PROPERLY SIGN OUT IN THE OFFICE WILL RESULT IN AN UNEXCUSED ABSENCE AND POSSIBLE SUSPENSION. STUDENTS ON EARLY RELEASE MUST INITIAL THEIR NAMES WHEN RETURNING. DEPARTURE AND RETURN TIMES MUST BE NOTED.** Students will not be given excused absences from class for such things as picking up tuxedos, prom dresses, rock concert tickets, going shopping, feeding pets, going to breakfast or lunch with friends, or having pictures taken. This list is not all-inclusive, but serves notice that certain types of absences are not excusable. Excessive early release requests can be denied if reasons for the request are not consistent with emergency reasons.



- e. Illness During the School Day: Students who become ill during the day and believe it necessary to go home must report to the clinic first. If the nurse is unavailable, the student then must report to the main office. No student may leave the school because of illness without the permission of the school nurse or the school office after office staff makes contact with parent.
- a. Chronic Illness: Absence caused by extenuating circumstances beyond student control will be considered individually by the principal. When parents are aware of special problems concerning their child which are of a continuing nature and are related to patterns of absence, the parents must apprise appropriate school personnel of the special nature of the problem in order that school authorities may arrange for alternative educational experiences which insure the student the opportunity to continue in his/her course of study. School personnel shall require appropriate documentation of the child's problem.

**To attend or participate in any activity such as an athletic event, play, band/choir performance, dance, etc., sponsored by the school, students are to be in attendance on the day of the activity. A day of attendance for participation in an extracurricular activity is designated by an arrival of no later than 10:13am. A student leaving with an early dismissal must have been present for a minimum of 4 hours and 45 minutes in order to participate in the extracurricular activity on the day of the event. A student with a verified medical appointment or attendance at a funeral may be exempted by the Principal or his representative and permitted to attend and/or participate.**

- b. Students on suspension may not participate in or attend extracurricular activities until the day they return to school. This will include any weekend event or activity.
- c. A class absence shall not be charged against a student's record as covered by this policy whenever the student represents Newbury in an approved activity.
- d. Vocational students are required to sign in and out of the main office upon entering or leaving the school. Vocational students are required to bring written verification for absences at vocational classes. Newbury High School will provide photocopies to the student to take to his/her instructor. VOCATIONAL CLASSES ARE AN EXTENSION OF NEWBURY HIGH SCHOOL REGARDLESS OF LOCATION AND THE NEWBURY ATTENDANCE AND CONDUCT CODE APPLY.
- e. Early Release: Only vocational students in approved work-study programs will be granted permission for early release from school to attend work. THERE IS NO RELEASE TIME FOR NON-VOCATIONAL STUDENTS.
- f. It is the student's responsibility to keep office staff informed of address and phone number changes when they occur. These must be reported to the building secretary.



- g. **College Visitation:** A student with junior status shall be granted two (2) college visitation days; a student with senior status shall be granted three (3) college visitation days. The following conditions must be met by both juniors and seniors:
- A letter of request must have been submitted to and approved by an administrator at least 24 hours in advance;
  - Students must have a 2.0 or higher cumulative grade point average;
  - Students must present evidence of attendance upon their return.
- h. **Vacation Policy:** A student may be granted five (5) days excused absence for family vacation under the following conditions.
- The vacation is necessitated because of the parent's work schedule.
  - The student must be accompanied by one or both parents.
  - A letter of request and a form has been submitted and approved by the administration two (2) school days before the departure of the vacation. A copy of the approved form will be provided to the student's teachers before the departure date. The principal may not approve vacations that lead students close to or directly in violation of attendance/credit policy.

Note that these excused vacation absences count in the student's total hours of absence per the Newbury and State of Ohio Attendance Policy listed below:

## Policy

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- In grades 6-12, a student who has accumulated thirty (30) or more consecutive hours, forty-two (42) total hours in one school month, or 72 hours in one school year will be considered habitually truant.

**Attendance officers** shall file a complaint in juvenile court on the 61st day after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year
- The district has made meaningful attempts to reengage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives

If the student has absences as noted above, but the absence intervention team determines that the student has made "substantial progress" according to the plan, the attendance officer shall not file a complaint in juvenile court.

If the 61st day after implementation of an absence intervention plan falls during the summer months, the district has the discretion to allow the absence intervention team or attendance officer to extend the



implementation of the plan and delay the filing of the complaint for an additional 30 days from the first day of school the next year. (RC 3321.16)

### **III. PUPIL PERSONNEL-GENERAL STUDENT BEHAVIOR**

#### **A. Student Arrival/Departure**

Students should not be in the building before 7:40 a.m. unless they are participating in a supervised activity. Newbury Local Schools' busses will not release students until 7:40 a.m. Students dropped off by parents will stay in the front lobby until 8:00 a.m. Students not involved in extracurricular activities or not supervised by a school staff member must leave the school building by 3:10 p.m. Any student waiting for parents to arrive for pick-up must wait in the high school lobby.

**Students arriving after 8:05 a.m.** should enter the building promptly and go directly to the main office to receive a tardy slip. They must then report to their first period class. Students are not permitted to loiter outside the school building or on school property. Students are not permitted to leave school grounds without permission once they have arrived at school.

Tardiness to school will result in disciplinary action. All students arriving tardy to school should report to the main office. **NO STUDENT WHO IS TARDY TO SCHOOL WILL BE ADMITTED TO CLASS WITHOUT A PASS FROM THE OFFICE.** Tardy arrivals do count towards a student's total hours of absence.

#### **Policy**

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implementation of the plan and delay the filing of the complaint for an additional 30 days from the first day of school the next year. (RC 3321.16)

#### B. School-Student Property

School property is to be treated with respect. Such property is loaned to the student. Each student bears responsibility for the condition of school property. Abuse of school property may result in fees, fines, and restitution of cost in case of misuse.

**A student may use only the locker assigned to him or her. Any student changing lockers without administrative permission will be subject to disciplinary consequences. Lockers must be kept locked at all times.** Lockers are school property and are to be used for legitimate purposes. The school is not responsible for articles lost or stolen. School locks must be purchased from the high school office for **\$7.00**. All students are required to use school locks.

Students possess the right to privacy as well as freedom from unreasonable search and seizure of property. **This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of its students. There is no expectation of privacy in lockers. They may be searched at any time for any reason. All items of clothing, book bags and cars are subject to search under the condition of "reasonable suspicion" and school authorities may seize any item that violates school or criminal rules.** Although searches may take place without the knowledge of the student and with no advance warning, an attempt may be made to notify the student and have the student present during the search. The health, safety, and welfare of students require the school authorities to take appropriate steps to secure and monitor the buildings and grounds of the district. Students should be aware that, in the course of their day, they may be subject to audio and/or video monitoring designed to protect the students and staff and secure the buildings.

Students may not wear coats, hats, or other garments intended for outside wear to class.

- **Garments with hoods (down) will be allowed in the halls or in class after arrival at school.**
- **Secondary students must keep hoods off their heads at all times inside the buildings**

Students must leave book bags in their locker. Book bags may not be carried to and from class. A book bag is defined as any bag that carries books, including large purses. A student may be permitted to carry a small case or drawstring bag.

#### C. Buses

Riding the bus is a privilege. The school bus is an extension of the Newbury Local School System, with its rules and regulations applying to all students. *There are also specific safety rules that apply to bus driving only. The bus driver instructs all students the proper ways to board, depart from, and ride the bus. The rules of instruction are very important for the safety of our students to and from school.*

Failure or refusal to obey the rules and regulations will result in disciplinary action, which may include denial of transportation and/or other consequences.

Once a student has boarded the bus, he or she is not allowed off that bus until arrival at school or at the designated stop. The bus driver is not authorized to change the location of student's pick-up or drop-off location without a written note from a parent that has been submitted and approved by the High School Office. Any





request for a permanent change in pick-up or drop-off location must be submitted in writing at least three days before the change is to take place. (This allows time for a route adjustment should one be necessary.)

#### **D. Bus Regulations**

1. Students are to obey the instructions of the drivers at all times. Failure to do so will result in disciplinary action.
2. Students must remain seated at all times.
3. Students must refrain from loud and boisterous conduct (yelling, whistling, calling, etc.).
4. Students are not permitted to eat or drink on the buses.
  - 1st Offense -Warning
  - 2nd Offense -Detention
  - 3rd Offense -Bus Suspension
  
5. Students are not permitted to extend any part of the body outside the windows of the bus.
  - 1st Offense -One (1) Warning
  - 2nd Offense -Three (3) Days Bus Suspension
  - 3rd Offense -Five (5) Days Bus Suspension
  - 4th Offense -Possible Removal
6. Possession or use of laser pointers, tobacco products, e-cigarettes/vapor cigarettes and similar products, matches, or lighters is prohibited - school regulations.
7. Shaving cream, water bottles, any device to squirt water or any other substance, and other instruments used for student pranks are prohibited on the buses. The bringing of any firearms, firearm look-a-likes, knives, or other weapons on buses may result in up to a 10-day suspension with recommendation for expulsion.
  - 1st Offense -One (1) Day Bus Suspension
  - 2nd Offense - Three (3) Days Bus Suspension
  - 3rd Offense -Five (5) Days Bus Suspension
  - 4th Offense -Possible Removal
8. Opening the Emergency Door is prohibited.
  - 1st Offense -One (1) Day Bus Suspension
  - 2nd Offense -Three (3) Days Bus Suspension
  - 3rd Offense -Five (5) Days Bus Suspension
  - 4th Offense -Possible Removal
9. Throwing any objects at any time on or from the buses is prohibited.
  - 1st Offense -1 - 3 Days Suspension from Bus and School
  - 2nd Offense -Five (5) Days Suspension from Bus & School
  - 3rd Offense -Possible Removal
10. Vandalism to bus seats or any other part of the bus is a serious offense. Students will be required to reimburse for the damages and may suffer further disciplinary action.
  - 1st Offense -1-3 Days Bus Suspension plus reimbursement
  - 2nd Offense -Five (5) Days Bus Suspension plus Reimbursement

#### **E. Student Parking**

Driving to school is a privilege to be granted by the administration. All students must have adequate liability insurance.



The following Parking Regulations will be enforced and violation may lead to temporary or permanent loss of driving/parking privilege.

1. Student vehicles must be registered (Cost is \$15.00 for a full year, and \$7.50 for any date after the beginning of the second semester of the school year.) A parking permit must be displayed from the vehicle's dashboard mirror by the end of the month of September. Registration forms and permits are available in the Board of Education Office.
2. The principal may limit the number of temporary driving/ parking privileges.
3. Students must park in designated student parking areas (north of the school in front of the elementary-auditorium building). Violation of this restriction may result in the loss of driving privileges, and/or disciplinary action.
4. Students must obey parking supervisors and their directives. No students may exit the parking area through the driveway immediately north of the high school – junior high school. Students may not move vehicles into the parking area immediately adjacent to the high school after school.
5. Students are not permitted to loiter in their cars or in the parking lot before, during, after school, or during school-sponsored activities.
6. Students shall refrain from reckless, dangerous operation and/or excessive speed upon entering on or leaving school property. Student operation of a vehicle that threatens the safety of others will result in disciplinary action and/or police referral.
7. Sound systems of any type are not to be played loudly on school property.
8. Improperly or illegally parked vehicles may be ticketed or towed.
9. Cars on school property are subject to search and seizure.
10. Speed limit in parking lot is 5 mph.
11. Any Newbury junior who is driving to Auburn must have an Auburn parking pass and permission from the Newbury Principal.

**F. Dress, Grooming, and Personal Appearance**

1. The administration and teachers are responsible for evaluating dress, grooming and personal appearance of students, and for taking the necessary disciplinary action when dress, grooming and personal appearance is considered below the adopted standards. Although the administration reserves the right to further determine appropriate and inappropriate dress based generally on these guidelines, the following guidelines must be considered regarding proper dress, grooming and personal appearance of students of the Newbury Local School



District.

- a. Although proper dress and grooming standards are the responsibility of the parents, the school does have the right and obligation to set basic standards and to provide disciplinary consequences when standards are not met.
- b. Although individual rights must be respected, the general good must be considered.
- c. All students are expected to appear in school clean, well groomed, and in proper attire.

2. PROVISIONS:

A student shall not dress or appear in a fashion deemed inappropriate because it:

- a. Presents a hazard to the health or safety of the student or to others in the school;
- b. Materially interferes with school work, creates disorder, or disrupts the educational program;
- c. Causes excessive wear or damage to school property; or
- d. Prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

G. **Classroom Responsibility**

Each student is to bring the necessary materials and supplies to each class every day so he/she can do what is expected in order to complete assignments. The teacher is in complete charge of the classroom. Any misbehavior will not be tolerated. The instructor has the right to further extend the guidelines for tardiness to class. The teacher, not the bell, initiates and terminates each class.

H. **Social Conduct**

The school must operate in a businesslike manner. Therefore, there shall be no shouting, obscenity or profanity on school property.

I. **Activity/Athletic Spectator Conduct**

Any action not conducive to good school citizenship and sportsmanship at an activity or contest is to be avoided. The expectations for student conduct at athletic and other events are the same as those for all fans.

**We expect students to:**

- cheer for our team and not against the opponent
- avoid profane language or distracting behavior
- respect the judgment of officials
- remain off the playing surface before, during, and after the contest

**We expect students not to:**

- heckle, jeer, or distract members of the opposing team
- throw any objects at any time
- use derogatory signs or noisemakers

**Violators will be ejected from the site.**

Students should be aware that the same rules of conduct and dress which apply during the school day are in effect at each and every activity and athletic contest. Students who misbehave or demonstrate poor sportsmanship while attending extracurricular activities may be denied the privilege of attending future extracurricular activities.

J. **Bicycles, Skateboards and ATV's**



Students are not permitted to ride bicycles to school. Students are not permitted to bring skateboards to school. Skateboarding, rollerblading and ATVs are not permitted on school property during or after school hours. **Violations after school hours are grounds for calling the Sheriff's Department.**

#### **K. Fines/Fees**

Any outstanding fines and/or fees due to the office, any teacher, librarian, etc., will not result in the withholding of report cards and interim reports. **However, records and pre-graduation transcripts may be held due to lack of payment of fees.**

#### **L. Food and Beverage/Lunch**

*No food or beverage will be permitted in the halls, classrooms, lobby or gym at any time with the exception of a clear bottle containing water. No open containers of liquid are permitted in lockers. Disciplinary consequences related to insubordination will be assigned.* Lunch is to be eaten only in those areas designated by the administration. Due to transportation schedules and/or individual student schedule requirements, Auburn Career Center students may have their lunch periods adjusted by school administration.

Only students designated by the administration may eat lunch early—in designated areas only. All students are responsible for leaving their eating area neat and clean. No student is permitted to throw food at any time. Students throwing food will face disciplinary action. A student involved in a food fight will receive up to a ten (10) day out-of-school suspension.

**Students who believe they may be entitled to free/reduced price lunch should see the principal for details or obtain a form from the office.**

Students are permitted to eat lunch in the cafeteria or in designated areas only. After eating, students are permitted only in designated areas. No student is permitted to leave school grounds during lunch periods.

Students on post-secondary option may be in the building from the beginning of their first scheduled class until the end of their last scheduled class and must sign out immediately thereafter. They will not be permitted to remain for lunch unless they have a scheduled class during fifth period.

#### **M. Visitors**

Permission to visit will be granted only to those students about to be enrolled and then only with request to and permission granted by the principal prior to the day of visit. These students must follow a schedule created for them by the counselor.

#### **N. Counseling**

Students interested in consulting the school counselor should visit the counseling office during a study hall. If the counselor is available, the student will be given a pass to take to study hall. The school counselor will have flexible hours. However, visiting the counselor will not be an excuse for tardiness to class. Students need their classroom teacher's prior permission to be absent from any portion of a class to visit the counselor's office.

The school counselor is in charge of permitting students not enrolled in Newbury to "shadow" a Newbury student. A parent of any interested student must fill out a request form and submit it to the Counselor at least 48 hours before the requested date of visitation. After receiving permission and notification of the Newbury student's teachers, the student may attend for one day. During the final block, the visiting student will participate in an exit conversation with the School Counselor.



**O. Nurse**

The school nurse maintains regular school office hours. The nurse monitors student immunization requirements and provides a variety of health services consistent with Board Policy. Students needing to see the nurse **must** obtain a pass from a classroom teacher unless there is an emergency. **The nurse will immediately contact the high school office if a student arrives there without a pass.**

The use personal electronic equipment in the nurse’s office is up to the discretion of the school nurse. Insubordination of the nurse’s directives will be handled by the office.

The nurse’s office is not equipped or staffed for long-term care, and students too ill to be in school will normally be sent home.

**P. Scheduling/Scheduling Changes/Withdrawal from a Course**

Student schedules should be made out with care by students, parents, and guidance personnel. All students must carry at least six (6) academic credits per semester, per year.

REQUEST MADE BY STUDENT  
SCHOOL YEAR DEADLINES

Add a semester course	5 days from beginning or administrative permission
To drop a semester course	5 days from beginning or administrative permission
To add a year-long course	5 days from beginning or administrative permission
To drop a year-long course	5 days from beginning or administrative permission

Students dropping a course after the deadline may receive either a withdrawal (W) or a withdraw-fail (WF) at the sole discretion of the building principal or designee. Students should be aware that withdrawing from a course during a quarter/semester might make them athletically ineligible if their course load falls below the required 5 credits.

**Q. State Statute on Attendance/Drugs/Alcohol Violation**

In compliance with the state statutes, the GEAUGA COUNTY BOARD OF EDUCATION and the NEWBURY BOARD OF EDUCATION affirm that it is necessary to monitor student attendance and drug and alcohol violations. Therefore the following policy will be implemented.

No student under the age of eighteen (18) will be permitted to withdraw without the written consent of a parent and in compliance with State Law. Whenever a student under the age of eighteen (18) withdraws from school without moving out of state, transferring to another approved school, or enrolling in and attending an approved program, the Local Superintendent (or designee) shall notify the County Office, which in turn will notify the Registrar of Motor Vehicles and the Juvenile Court. Such notification is to be given within two weeks after the Local Superintendent (or designee) confirms the student has not moved out of state and is not enrolled in and attending another approved school or program.



In coordination with local district policy, whenever any student under the age of eighteen (18) has ten (10) days of unexcused absences from school during any semester, the County Board of Education authorizes the County Superintendent (or designee) to notify the Registrar of Motor Vehicles and the Judge of the Juvenile Court of the student's excessive truancy. Prior to County Office action, the local district and/or the County Attendance Officer will attempt to correct the truancy problem and will inform parents of the possibilities of the child's losing driving privileges.

Whenever a student is suspended or expelled for possession or use of drugs/alcohol as defined, the Local Superintendent (or designee) may notify the County Office to inform the Registrar of Motor Vehicles and the Juvenile Court.

Such notification is to be given within two (2) weeks after the suspension or expulsion in a manner that complies with the provisions of O.R.C. 3321.13(B) (3).

**R. Tornado and Fire Drills, Building and Campus Evacuations**

Fire drills are held periodically for the safety of the students. During the drill, students must be quiet and orderly. Students must remain with their class so attendance can be taken.

Tornado drills are held periodically. During the drill, students must be quiet and orderly.

Directives for fire and tornado drills are posted in the classrooms. Become familiar with each of your scheduled class directives. If you are unsure of the procedure required, question your classroom teacher.

In addition to fire and tornado drills, students may also be a part of evacuations from one building to another and also from the Newbury campus to a safe location in the township.

**S. Early Dismissal**

No student may be granted an early dismissal from school without written notification from the parent(s) or legal guardian.

**Although adult students do not need parent signature/permission to leave school, they do need the principal's permission. An adult student leaving without permission will be considered truant. Permission to leave early for any reason can only be given by a Principal or the Superintendent.**

Written notification must be presented to the office in the morning. An Early Dismissal slip will be given to the student. The slip is to be presented to the teacher at the prescribed dismissal time. All early dismissal slips will be turned in to the main office.

**T. Leaving School Grounds without Permission**

Once students have arrived at school, they must have prior permission from the office and a parent/guardian to leave the school premises. Once students have signed out of the building, they should leave promptly for the purpose approved by the office.

**U. Conceal/Carry**



No person shall knowingly possess, have under his/her control, convey, or attempt to convey a deadly weapon or dangerous ordnance into a school safety zone, except for authorized personnel (O.R.C. 2923.122, 2923.1212).

## V. Grading/Testing System

### GRADING SCALES:

*Whenever a numerical scale is used, great care, discretion, understanding, and empathy must be fully employed at all times in fairness to the student. We shall adhere to the positive approach in giving the benefit of any doubt to the student. The following numerical scale shall serve as the guide:*

90-100 A    89-80 B    79-70 C    69-60 D    59-below F

A = 4 points                      B = 3 points

C = 2 points                      D = 1 point

F = 0 points

Incomplete work shall be marked as “I”. Students having incomplete grades shall not receive academic credit until the incompletes have been resolved. In the first three grading periods, incomplete grades that exist for more than 10 school days will be treated as “F” letter grades. All work for fourth grading period must be completed by the last date of scheduled student attendance. Incomplete work or grades existing after that date will result in a failing grade for the course with no credit given. Incomplete grades resulting from excessive absences must be confirmed by a medical excuse. See Attendance Policy for clarification. In calculating a grade point average (GPA), the following point values are designated for each letter symbol:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

When a student transfers to Newbury High School from another school, his/her grades will become a part of a Newbury transcript. Each letter grade a student brings will be accepted and assigned a value based on our four point grading scale. Newbury will not weight grades or transfer weighted GPA. Year long courses at Newbury may be reported as two semester courses by other schools; so Newbury will average the two semester grades into a single year-long course grade. When this averaging process splits two letter grades, the benefit will be given to the student. (B- and B+ average into B; B+ and A- average into A- which is given 4 quality points). Courses that the public school cannot offer (such as religion) will be treated as electives that do not count toward the 21 credits required for graduation. Newbury will accept the letter grades assigned by the sending school (except in some cases where semester grades are averaged as noted above) and not try to match sending school grading scales to Newbury’s grading scale.

### Grading Procedures:

Each student will receive a letter grade for each nine week grading period. This letter grade is converted from a percentage using the first rubric printed in Grading/Testing System. Students will receive a letter semester grade. The semester grade will be calculated by adding the two nine week percentages, dividing by



2, and converting the result to a letter. Final grades will be determined in the same fashion by using the two semester percentage grades. Nine week percentages of xx.5xx will be rounded up before being converted to a letter grade and being used in semester grade calculations. Semester percentages of xx.5xx will be rounded up prior to calculation of final grades. Final grade percentages of xx.5xx will be rounded up before being converted to letters. Year long courses will compute first semester, second semester, and final grades.

Honor roll will be computed by grade point averages for each marking period. Averages used for determining class rank and reporting to other institutions will be by cumulative grade point averages as reflected by letter grades. The teacher's judgment as demonstrated in the final grade will be respected. No grade shall be changed without consulting with the teacher. ANY GRADE CHANGE WILL BE PLACED IN THE STUDENT'S PERMANENT RECORD.

### **Seniors**

All graduates are subject to the State Law requiring that they pass all parts of Standardized Tests or achieve necessary points total mandated by the State of Ohio Department of Education for Graduation. Any student not passing all ODE Mandated Tests, or achieving the necessary point total will not receive a Diploma. All seniors must pass all requirements for graduation. STUDENTS WHO HAVE NOT FULFILLED ALL REQUIREMENTS WILL NOT BE ALLOWED TO GO THROUGH THE GRADUATION LINE OR PARTICIPATE IN COMMENCEMENT CEREMONIES.

7540.03 F1

### **W. STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT :**

Students and parents/guardians will receive

To access and use the District's Education Technology, including a school-assigned email account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

**Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.**

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in





support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

**Parent/Guardian**

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

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To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

Please check each that applies:

- I give permission for the Board to issue an Internet/e-mail account to my child.
- I give permission for my child's image (photograph) to be published online, provided only his/her first name is used.
- I give permission for the Board to transmit "live" images of my child (as part of a group) over the Internet via a web cam.
- I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

**Student**

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board's Education Technology, I agree to communicate over the Internet and through the Education Technology in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board's Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

11/17/14



### W. Field Trips

*Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school may be administered while on field trips. The student conduct code of conduct applies to all field trips.*

- Attendance rules apply.
- Alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips. This decision will be made by the principal.
- Students who need alternate transportation to/from a field trip must have completed the school transportation form before the field trip. Students will not be permitted to transport other students to/from any field trip or sporting event.

### X. The Adult Student

Section 3109.01 of the Ohio Revised Code defines the age of majority or the age of adulthood as follows: **“All persons of the age of *eighteen* years or more, who are under no legal disability, are capable of contracting and are of full age for all purposes.”** Parents or guardians of students who are about to turn eighteen will be sent a form letter indicating the ramifications of adult student status as it affects the student and the parents or guardians.

Some provisions for adult students are noted below:

- Any adult student who is absent from class without prior approval from the principal will be considered truant. To be excused, this reason must fall under acceptable reasons found within the Newbury Code of Conduct for all students.
- Adult students will comply with all school regulations, including those pertaining specifically to adult students.
- All consents, waivers, etc., that are normally required of parents or guardians of minor students for specific purposes such as immunizations, participation in activities or sports, etc., will be signed by the adult student.



**IV. PROGRAM OF STUDY**

**A. Graduation and Honors Diploma Requirements**

The Newbury Local Board of Education requires twenty-one (21) total credits for graduation. Each student must have the following units of credit as part of the **minimum 21** credits needed for graduation:

English	4 credits
Math	4 credits
Science	3 credits
American History	1 credit
American Government <b>or</b>	1 credit
{American Government and	½ credit
Economics}	½ credit
World History	1 credit
Health	½ credit
Physical Education	½ credit
Any combination of	
Foreign Language, Business, Art, Music,	
Family/Consumer Science <b>or</b> Technology	3 credits

**Diploma with Honors Criteria:**

The student who completes the College Preparatory Curriculum in High School shall meet at least seven (7) of the following eight (8) criteria:

1. Earn four (4) units of English
2. Earn four (4) units of Mathematics
3. Earn four (4) units of Science including (2) units of advanced science
4. Earn four (4) units of Social Studies
5. Earn either three (3) units of one (1) Foreign Language or two (2) units each of two (2) Foreign Languages
6. Earn one (1) unit of Fine Arts
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale, up to the last grading period of the senior year
8. Obtain a composite score of 27 or higher on the ACT or combined score of 1280 or higher on the SAT.

**B. Grade Classification of Students**

Students are classified by grade according to the number of credits they have earned unless placed in a grade classification by the building principal or designee.

Sophomore	5.25 credits
Junior	11.00 credits
Senior	16.25 credits

It is the student's responsibility to see that all deficiencies in credits and failures in required subjects are made up.

**C. 4.0 Honor Roll**

Eligibility for the grading period 4.0 honor roll is based on the following criteria:



- All grades for the marking period must be A (or P in non-GPA courses).

**D. Honor Roll**

Eligibility for the grading period honor roll is based on the following criteria:

1. Minimum grading period point average is 3.4.
2. A student with more than one C will not be considered for the honor roll regardless of point average
3. Any D or F makes a student ineligible for the honor roll

**E. Merit Roll**

Eligibility for the merit roll is based on the following criteria:

1. Minimum grading period point average is 3.0.
2. A student with more than two C's will not be considered for the merit roll regardless of point average.
3. Any D or F makes a student ineligible for the merit roll.

**F. Academic Letters**

Students who have completed their 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade year, and who have met the following requirements, will be eligible to receive an academic letter. **Eligibility will be determined at the end of the third grading period of each school year.**

9<sup>th</sup> All freshmen must have earned at least a 3.75 GPA for the 9<sup>th</sup> grade year and earned a minimum of 5.5 credits.

10<sup>th</sup> All sophomores must have earned at least a 3.75 GPA for the 10<sup>th</sup> grade year and earned a minimum of 11.0 credits.

11<sup>th</sup> All juniors must have earned at least a 3.75 GPA for the 11<sup>th</sup> grade year and earned a minimum of 16.5 credits.

12<sup>th</sup> All seniors must have earned at least a 3.75 GPA for the 12<sup>th</sup> grade year and earned a minimum of 21.0 credits.

**G. Computation of Senior Class Rank (Valedictorian, Salutatorian, and Scholastic Honors)**

The standing or rank in senior class and the top scholastic honors of Valedictorian and Salutatorian are determined by averaging the final grade in all subjects taken in grades 9, 10, and 11 through the end of the third quarter of the senior (graduation) year. In full year subjects, the third report grade will be treated as a second semester grade and averaged with the first semester grade by the teacher to obtain a final grade.

*For seniors participating in College Credit Plus (CCP) partially or full time, all grades will be used if available. If not, the first semester GPA will serve as the full senior year GPA.*

**H.** Beginning with the Graduating Class of 2021, Class honors for graduates will be awarded on the basis of cumulative GPA (15 Quarters) as follows:

- 3.90-4.00 Summa Cum Laude (with highest praise – Gold)
- 3.70-3.89 Magna Cum Laude (with great praise – Silver)
- 3.50-3.69 Cum Laude (with praise – Bronze)

The president of the senior class, in good standing, will speak at graduation. The class president's remarks will be



submitted in advance, and approved by the principal and senior class advisor.

Summa Cum Laude, Magna Cum Laude, and Cum Laude candidates may also apply to speak at graduation. Eligible applicants will submit proposed speeches to the principal no later than three weeks prior to Graduation. Speeches will be numbered, copied, and judged with names removed by a committee consisting of: 1 representative of the Board of Education, 1 administrator, and 3 teachers.. Committee members will be approved by the principal and senior class advisor, who will be ex-officio members of the committee. Selected speeches must be read, as judged, at graduation. Committee members may not be related in any way to speech applicants.

#### **V. CODE OF CONDUCT**

- A. *A major component of the educational program at Newbury Junior-Senior High School is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State, and local laws and rules and Board of Education policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or modify the student's behavior when a student's behavior does not fall within these parameters.*

#### **Students are expected to:**

- **Act courteously to adults and fellow students**
- **Be prompt to school and attentive in class**
- **Work cooperatively with others**
- **Complete assigned tasks on time and as directed**
- **Help maintain a school environment that is safe, friendly, and productive**
- **Act, at all times, in a manner that reflects pride in self, family, and school**

1. Failure to comply with rules and regulations of Newbury Junior-Senior High School will result in disciplinary action. This may be in the form of an oral reprimand, referrals, conferences, before school and Saturday detentions, removal from class (not to exceed 24 hours), denial of participation, behavioral contracts, emergency removal from school, in-school/out-of-school suspension, court referrals and/or recommendation for expulsion to the Superintendent of schools.
2. In dealing with individual cases, the principal or assistant principal has the discretion to vary any disciplinary measures in order to make all discipline consistent and fair to each individual case. At any time when deemed necessary by the principal, court referral and/or referral for counseling may be made.
3. Students in all grades may make up ANY work missed due to any excused absence. STUDENTS MUST MAKE INDIVIDUAL ARRANGEMENTS WITH TEACHERS to complete makeup work in a timely fashion. Absence from school due to Out-of School suspension shall be considered an authorized school absence. All work can be made up for full credit.



- A 1% reduction for each day of out of school suspension may be deducted from the nine weeks grade for the suspension.
  - The building principal and/or assistant principal may change the grade of any student suspended and will notify the teacher and parents at the end of the nine week grading period.
4. A student may be required to return to school after its official closing date due to violations of the code of conduct when such violations occur during the final week(s) of the school year. Graduating seniors who disrupt the commencement ceremonies will at least be required to return to school after its official closing date to serve suspension before being granted a diploma and may have charges filed against them with legal authorities.
- a. The graduation ceremony is a privilege, not a right. A graduating senior may, therefore, be denied the right to participate in the graduation ceremony due to violations of the Code of Conduct.
  - b. A graduating senior who trespasses, commits pranks or does any act of vandalism may be denied the privilege of participating and also attending the graduation ceremony. Criminal charges may be filed against any individual who trespasses, commits pranks, or commits any act of vandalism to school property or the property of any administrator, certified staff, classified staff, or board of education member.
- B. A violation of any rule may result in disciplinary action, including detention, placement in the Saturday disciplinary session, suspension, expulsion, emergency removal, or referral to the proper legal authority for prosecution. Any action judged by school officials to involve misconduct and not specifically mentioned in other sections may be dealt with as insubordination.
- C. **SUMMARY OF DISCIPLINE**  
 Some violations of the rules such as smoking, use and possession of drugs, fighting, disruption of classes and school carry automatic suspension from school. **This list is not all-inclusive but serves notice that students should be aware of the rules and regulations and SHOULD NOT EXPECT ADDITIONAL WARNINGS.** The following prohibited conduct and corresponding discipline are merely guidelines setting forth the minimum discipline a student can expect for engaging in the prohibited conduct. The actual discipline imposed may be greater than that set forth below. Unless otherwise stated, a suspension shall be an out-of-school suspension.

**Rule 1. Disruption of School**

A student shall not, by use of violence, force, coercion or threat cause material disruption or obstruction to the conduct of a normal school day. Some examples of disruption include unusual dress and appearance, bomb threats, setting off fire alarms, strikes or walkouts, using lighters, matches, and devices capable of starting fires, smoke bombs or stink bombs or the impeding of free traffic to or within the school. This list is not exhaustive, but it is intended to provide a few examples.

**Minimum three (3) day suspension – up to possible recommendation for expulsion**



**Rule 2. Damage, Destruction or Defacement of School Property, Trespassing**

A student shall not cause or attempt to damage, deface or destroy school property, or private property on or off school property. This includes, but is not limited to: buses, trees, landscaping, fences, athletic facilities, buildings, chairs, tables, doors, windows, plumbing facilities, desks, lighting fixtures, heating and air conditioning fixtures, instructional materials or any other school property. Students will be referred to the proper authority for prosecution. Students shall not enter school property except when required or permitted by school officials.

A student shall not enter any computer network, file, program, or database without proper authorization. No student shall change or modify any computer or other records for any student or staff member.

Vandalism may result in students being assigned corrective action ranging from detention through suspension, as well as restitution, and prosecution. Trespassing may include both school and civil actions.

**Rule 3. Fighting, Hitting, Unauthorized Touching (Physical and/or Menacing), Behaving in a manner likely to cause injury, Threatening**

A student shall not act or behave in such manner that would cause physical or mental injury to another person (teacher, student, volunteer, workers, visitor, school board member, or other employees of the school district.) A student shall not threaten to cause physical or mental injury to another person during a normal school day or an activity of the school.

First Offense – Parents notified, students suspended three (3) days

Second Offense – Five (5) days suspension

Third Offense or any additional offense – Up to ten (10) days suspension with possible recommendation for expulsion

**An assault or unprovoked attack will result in a ten (10) day suspension and a recommendation to the Superintendent (or designee) for expulsion**

**Rule 4. Harassment/Sexual Harassment**

The school believes that every individual deserves the right to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Conduct constituting harassment may take different forms including, but not limited to, the following:

A. Gender/Ethnic/Religious/Disability Harassment

1. Verbal:

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, sexual orientation, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction.



2. Nonverbal:  
Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a student, staff member or other person associated with the District.
  3. Physical:  
Any intimidating or disparaging action such as hitting or spitting on a student, staff member, or other person associated with the District.
- B. Sexual harassment may include but is not limited to the following:
1. Verbal, written, or graphic harassment or abuse;
  2. Pressure for sexual activity;
  3. Remarks to a person, with sexual or demeaning implications;
  4. Unwelcome touching; or
  5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.

Administrative discretion will determine the degree of violations of this section. Minor violations will generally be found in a.1. and corrective action will begin with detention. Corrective action will be progressive. More serious violations may be found in a.1. but will more usually be found in a.2, a.3., and all of subsection b. Corrective action will begin with suspensions of up to 10 days and will be progressive.

Students who believe they are being, or have been, harassed should report the facts to either the building administrator or dean of students.

- c. **Bullying is a specific type of harassment that includes a wide variety of intentional, harmful behaviors that are repeated.** It can involve, but is not limited to, direct attacks, hitting, threatening, intimidating, teasing, taunting, name-calling, sharing of photography of individuals or things, making sexual remarks, stealing or damaging belongings, *hazing*, and **online cyber bullying**.

**Cyber bullying is an electronic act of harassment. It includes, but is not limited to the following:**

- *Posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on a blog;*
- *Sending email or instant messages that are mean or threatening;*
- *Using a camera phone to take and send unauthorized and/or embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as YouTube;*
- *Posting misleading or fake photographs of students or school staff members on web sites.*

To the extent permitted by the First Amendment, instances of cyber-bullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct. Students found responsible for harassment, intimidation, or bullying by an electronic act may be suspended.

**Disciplinary action includes out of school suspension up to ten days and will be progressive. Administrative**





**discretion will determine the severity of the consequence.**

Students are prohibited from deliberately making false complaints of harassment, intimidation, or bullying. Students found responsible for deliberately making false reports of harassment, intimidation, or bullying may be subject to a full range of disciplinary consequences.

**Rule 5. Narcotics, Alcoholic Beverages and Drugs**

- a. Per district policy, a student shall not possess, handle, use, transmit, conceal, or show evidence of having used or consumed any controlled substance, narcotic drug, counterfeit narcotic drug, hallucinogenic drug, amphetamines, steroids, inhalants, barbiturates, marijuana, alcoholic beverage, (or imitation) of any kind and/or drug paraphernalia on school property, in a school vehicle or at/to any school-sponsored event or event in which the school participates.

**First Offense** – Ten (10) days out-of-school suspension. (Five (5) days of this suspension will be held in abeyance provided the student agrees to and obtains an assessment within ten (10) days and follows any recommendations of such assessment from a certified chemical dependency counselor, with information provided to the school.) Failure to comply with seeking an assessment will result in the final five (5) days of the suspension being immediately reinstated.

**Second Offense** – A recommendation will be made to the superintendent, or that the student be expelled and referral made to the Sheriff’s Department.

- b. The sale or distribution of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited on school property, in a school vehicle, or at any school sponsored event or event in which the school participates. This includes non-alcoholic or low alcoholic beers and wines, and steroids.

The student will be suspended out-of-school for ten (10) days and a recommendation will be made to the Superintendent, or designee, for immediate expulsion. The Geauga county Sheriff’s Office will be notified immediately, and the school will file charges.

- c. See also Article XII regarding over-the-counter or prescription drugs.

**Rule 6. Insubordination; Failure to Follow Reasonable Request; Repeated Violations of Directions, Policies or Rules. Class Disruption, Disrespect**

A student shall not fail to comply with the directions of, and shall not be disrespectful to, teachers, student teachers, substitute teachers, proctors, teacher aides, secretaries, cafeteria employees, custodians, principals or other authorized school personnel during any period of time when the student is properly under the authority of school personnel. Repeated violations of any rule, directive, or discipline procedure shall also constitute insubordination.

- First Offense* - Detention, Parents Notified
- Second Offense* - Two (2) Detentions, Emergency Removal  
from Class for the day
- Third Offense* - One (1) Saturday Detention
- Subsequent Offenses* - Progressive discipline up to 10 days suspension



Junior High/High School students who do not complete homework, classwork, or projects are subject to retention in Black Knight Time Intervention. Students who do not report to Black Knight Time Intervention will be subject to disciplinary action according to the insubordination procedures.

- First Offense - Detention, parents notified**
- Second Offense - Two detentions issued, parents notified**
- Third Offense - Saturday detention issued, parents notified**
- Fourth Offense - Two Saturday detentions issued, parents notified**
- Fifth and later - Administrative discretion and possible suspension**

#### **Rule 7. Profanity, Indecent or Obscene Language**

A student shall not use profane, indecent or obscene language, either written or verbal, in communicating with any administrator, faculty member, any other authorized school personnel, or another student. Included in this prohibition are obscene gestures, signs, pictures, or obscene or defamatory publications.

Profane Language, obscene gestures, pornography, inappropriate language

- a. Directed toward any school employee or authorized school visitor:

- First Offense - (3) days suspension
- Second Offense - (3) days suspension
- Third Offense - Progressive discipline up to a (10) day suspension

- b. Remarks in classroom, cafeteria, hallways, etc.

- First Offense - Two (2) detentions
- Second Offense - One (1) Saturday detention
- Additional Offense - Progressive discipline up to a (10) day suspension

#### **Rule 8. Leaving school grounds without permission**

Students may not leave the school grounds without school authorization and prior parental consent.

- First Offense - One (1) day suspension
- Second Offense - Three (3) day suspension
- Third Offense - Three (3) day suspension
- Fourth Offense - Up to 10 day suspension

#### **Rule 9. Theft**

A student shall not take or attempt to take into possession the public property or equipment of the school district or the personal property of another student, teacher, visitor, or employee of the school district. **This includes taking food from the cafeteria, such as extra milk that is not included with the purchase of a school lunch or putting any food on a tray that was not purchased.**

Theft from students, faculty or theft of school property

- First Offense - Three (3) days suspension
- Second Offense - Five (5) days suspension
- Third Offense - Ten (10) day suspension recommendation for expulsion.



### Rule 10. Tobacco

The use, possession, transmission or concealment of tobacco products or "look alike" tobacco products, e-cigarettes/vapor cigarettes and similar products by students is not permitted on school property, in the school building, on school transportation, or at any event in which the school participates at any time. Lighters and matches are also not permitted in school, and a student possessing them may receive the same consequence as having tobacco products.

They will be confiscated and not returned. Students are not permitted to leave the school property to smoke and then return.

- First Offense - Three (3) days suspension
- Second Offense - Five (5) days suspension
- Third Offense - Subsequent offenses up to 10 day suspension with recommendation for expulsion

### Rule 11. Inappropriate Dress

The following guidelines are considered dress and grooming standards for school:

- a. Suggestive patches, shirts, jackets, etc. including those with sexual innuendoes, flags, emblems, inappropriate language, and/or alcohol/tobacco advertisements will not be permitted.
- b. Shorts WILL be permitted all year long, provided they are appropriate for the school environment. Appropriate shorts include, but are not limited to, dress shorts, athletic, walking shorts. *Inappropriate* shorts include, but are not limited to, spandex shorts, short-shorts, biker shorts, ragged cut-off shorts, sweat shorts, or boxer shorts. **Clothing with holes below fingertip length and shredded holes or openings is prohibited regardless of its being worn over leggings or tights. In the event that inappropriate clothing is worn, students may be given clean school-appropriate clothing to wear or parents may bring alternate clothing to school. Students will be un-excused from class until proper clothing attire is worn.**
- c. Hats, visors, headbands, hoods and/or bandannas used as headbands are not permitted to be worn during the school day.
- d. Sunglasses are not to be worn in the building or in classrooms.
- e. Suitable footwear is to be worn at all times. Shoes shall not have cleats, wheels, or nails that can damage school property.
- f. Clothing shall not be clothing that can scratch or damage school property. Also, students may not wear bracelets, necklaces, etc. that have protruding points. Metal chains, (other than those gold and silver chains normally considered jewelry) when worn as apparel or decoration, may not exceed six inches in length.
- g. Clothing worn to school must be in good repair.
- h. Males are prohibited from wearing sleeveless shirts, undershirts and tank tops. No outer clothing may be worn in such a manner as to expose undergarments or portions thereof. Bare midriffs are not permitted. Shirts and tops should be long enough to be tucked in. **The length of skirts and shorts must be fingertip length. Wearing tights under the clothing does not alter this length requirement.**
- i. Coats are not to be worn during the school day unless special permission is granted by the teacher due to



- weather problems.
- j. Pants must be worn so a student's underwear does not show.
- k. Spandex pants/leggings (worn alone)/tube skirts (spandex skirts) are prohibited. Yoga pants are permitted.
- l. Obscene or disruptive tattoos must remain covered at all times.
- m. Any other style or fashion that might prove to be disruptive, dangerous, or distracting to the established educational atmosphere will not be permitted.
- n. Excessive display of cleavage is prohibited.
- o. Dress code violations will be assessed by administration and or an appointed staff member or panel.

**On the first day of school, the students will receive reminders/updates regarding proper dress standards.**

First Offense	Warning
Second Offense	1 detention
Third Offense -	2 detentions
Fourth Offense	- progressive discipline up to suspension

**Rule 12. Disciplinary Sessions and Detention**

A student who fails to attend disciplinary sessions and/or detentions assigned by his/her teachers or the Principal or Assistant Principal is subject to out-of-school suspension and possible expulsion.

**Rule 13. School Bus Rules**

All students shall abide by the rules of conduct established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities, field trips and athletic transportation. See Section III, D.

**Rule 14. Arson and Related Offenses**

A student shall not cause or attempt to cause the setting of fire, carry matches or lighter, use any incendiary device (such as fireworks), lighting of matches or lighters, cause false fire alarms, or make bomb threats. Anything, such as fire, that endangers school property and its occupants will not be tolerated.

The unauthorized igniting of matches or lighters or attempting to set fire will result in a minimum of detention. The seriousness of the incident and/or the potential for damage to facilities or injury to occupants may result in students being suspended or recommended for expulsion.

**Triggering fire alarms without need, causing false fire alarms will result in a long-term suspension, charges filed with legal authorities, and possible recommendation for expulsion.**

Bomb threats or the inducing of panic will result in ten (10) day suspension, charges filed with legal authorities, and recommendation for expulsion.

**Rule 15. Extortion**

A student shall not compel or attempt to compel any student, school employee or other person to give up anything regardless of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

First Offense	-Parents notified, student suspended 1-3 days
Second Offense	-3-5 day suspension



Subsequent Offense - up to 10 day suspension

**Rule 16. Weapons**

A student shall not possess, handle, transmit, conceal, use, or threaten to use any object that might be considered a dangerous weapon or instrument of violence or any object, which may reasonably be deemed a "look alike" for such weapon or instrument. This includes, but is not limited to: firecrackers, sharp instruments, guns, ice picks, switchblades, pocket knives, brass knuckles, chemicals, and gasses including mace.

The Board is committed to providing the students of the District with an educational environment, which is free of the dangers of firearms, knives and other dangerous weapons. The definition of a firearm shall include any weapon (including a starter gun or paint gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in 18 U.S.C.A. Section 921.), which includes any explosive, incendiary or poisonous gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to any of the devices described above.

Students are prohibited from bringing a firearm on school property, in a school vehicle or to any school-sponsored activity. If a student brings a firearm on school property, in a school vehicle or to any school-sponsored activity, the Superintendent shall expel this student from school for at least a period of one calendar year and notify the appropriate criminal justice or juvenile authorities. Any such expulsion shall extend, as necessary, into the school year following the school year in which the incident occurred.

- a. Possession of dangerous weapons and instruments  
**Up to ten (10) day suspension, recommendation for expulsion**
- b. Possession of firecrackers, smoke bombs and other items of this type.  
**Up to (10) day suspension**
- c. Use of firecrackers, smoke bombs, stink bombs and other items of this type.  
*Administrative discretion – Up to ten (10) day suspension; possible recommendation for expulsion*

d. **Possession or use of laser pointer may result in a three (3) day suspension**

The Superintendent may reduce the one-year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include:

- 1. A recommendation from the group of persons knowledgeable of the student's educational needs in accordance with Board Policy on Suspension/Expulsion of Disabled Students;
- 2. The student was unaware that he/she possessed a firearm or knife;
- 3. The student did not understand that the item he/she possessed was considered a firearm or knife;
- 4. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife. Students are also prohibited from bringing knives on school property, in a school vehicle or to any school-sponsored activity. The definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings a knife on school property in a school vehicle or to any



school- sponsored activity, the Superintendent shall expel the student from school subject to the same conditions stated above.

**Rule 17. Collusion**

No student shall assist or aid in any way another student in violating either school rules and regulations or any law or ordinance when either student is properly under the authority of school personnel. Corrective action shall be similar or equal to that for the original offense.

**Rule 18. Falsification, Forgery and Cheating**

A student shall not falsify orally or in writing the name of another person, times, dates, grades, addresses or other data on school forms or correspondence directed to the school. **Forgery of hall passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.** Students shall not deface or disguise their planner so as to conceal ownership. A student shall not make false accusations or give false testimony to school personnel or students. **Giving untrue statements to an administrator during an investigation is grounds for suspension.**

**Violation of this policy is progressive and may lead to up to a 10 day suspension**

Plagiarism and cheating and the use of any unauthorized information from any source to improve a grade or quality of achievement are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

The first step in disciplinary action regarding plagiarism should involve the academic policy established at the beginning of the school year by the referring teacher. Any additional incident will become the jurisdiction of the building administrator and may involve suspension.

**Rule 19. Gambling**

A student shall not play a game for money or other considerations. Gambling includes casual betting, betting pools, organized-sports betting and any other forms of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.

Violation will result in progressive disciplinary action beginning with detention.

**Rule 20. Hazing**

Hazing is prohibited. Hazing is defined as any act or coercing another, including the victim, to engage in any act of initiation into any student (or other) organization that causes fear in 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.

**Violation will result in a minimum of a three (3) day suspension.** Repeated violation will result in a long-term suspension with possible recommendation for expulsion. All students are encouraged to report all incidents of hazing to the principal.

**Rule 21. Violation of Federal or State Statute**

A student shall not violate any law or ordinance when the student is properly under the authority of school personnel, and shall not violate any state student mandates.



**Rule 22. Displays of Affection**

The demonstration of affection for another is personal and not meant for public display. Students demonstrating affection between each other including touching, fondling, kissing, or any other contact that may be considered sexual in nature will be subject to disciplinary action. More serious violations may begin with suspension and may include a recommendation for expulsion.

- First Offense - Reminder and detention
- Second Offense - Detention(s)
- Third Offense - Saturday detention
- Subsequent offenses - Suspension up to 10 days

**Rule 23. Class Cutting**

Students shall attend all classes as scheduled. Students shall not cause themselves to be late or missing from a class. Class cutting is defined as more than 10 minutes late from an assigned class without a verified excuse.

- First Offense (period or portion of period) - Student warned, parent notified, Saturday Detention.
- Second Offense (period or part of period) - Parents notified, one (1) day suspension.
- Any additional cut (period or part of period) - Parents notified, up to a three (3) day suspension.

**Rule 24. Pass violations, off limits, loitering, leaving building without permission (but not leaving the school grounds)**

Students are not permitted to leave the school building during lunch or any period of the day unless given permission to do so by the administration. A student shall not leave any study hall or class without proper permission from the teacher in charge or from the office. No student shall be in the halls or restrooms during scheduled class time without proper permission.

- First Offense - Parents notified, one (1) detention
- Second Offense - Two (2) detentions
- Third Offense - One (1) Saturday detention
- Additional Offenses - up to a 10 day suspension

Students must use their own Newbury Jr./Sr. High School Planner or have a classroom pass signed by the teacher to be in the halls or restrooms during class periods. The handbook may not be disguised to conceal the identity of its owner. It may not be used by another student.

**Rule 25. Electronic Devices**

**Cell Phones/Electronic Devices**

Cell phones and other electronic devices such as : ipods, ipads, tablet, radios, headphones, hand-held electronic devices and/or other systems are potentially disruptive to the educational process.



Use of the above items may be used with the following restrictions:

- Students may use the above items during their assigned lunch period to check email, texts, and use as a personal audio device. Devices may not be used to take pictures or videos at any time during the school day
- Students may not use the above items between 8:10 a.m. and 3:05 p.m. for phone calls
- Students may check data between class periods at their lockers or desks.
- These items may not be used during any class period without explicit permission from the classroom teacher.
- Headphones/earbuds may not be worn in the hallway or during the class period without explicit permission from the classroom teacher.

***THE BUILDING PRINCIPAL RESERVES THE RIGHT TO REVOKE THESE PRIVILEGES. THE NEWBURY LOCAL SCHOOLS ARE NOT RESPONSIBLE FOR LOST, DAMAGED, OR STOLEN ITEMS.***

**Infractions concerning these devices will be considered infractions under the insubordination policy.**

**Rule 26. Students under Out of School Suspension or Expulsion from school or class may not attend or participate in school functions**

STUDENTS UNDER EXPULSION ARE WITHDRAWN FROM SCHOOL DURING THAT PERIOD AND MAY NOT RECEIVE CREDIT. Students are not permitted on the school grounds during out of school suspensions or expulsion. Students in violation of this Rule will face further suspension or expulsion from school, and may be cited for trespassing.

**Rule 27.** Refusal to accept discipline. When a student refuses to accept the assigned discipline for an infraction, the refusal can result in progressive discipline.

**Rule 28.** Any other form of behavior that is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student handbook for the building in which the student is enrolled is prohibited. Corrective action may range from detention and suspension to expulsion.

**Rule 29.** Students are required by law to attend school regularly unless excused by the principal. Students are also required to be in attendance on time. Failure to be on time to school and class will result in the following corrective actions:





### A. Tardy to School and or Class

Students will be permitted two (2) tardies to school per grading period without consequence. If these are excused, students will be permitted to complete any make-up work. Excused tardies will be defined the same as excused absences. (See attendance terminology.)

Tardies beyond the first two (2) will have the following consequences (unless an acceptable doctor's excuse or evidence of required appearance at court is presented upon returning to school):

Tardy #3	-	Detention
Tardy #4	-	2 Detentions
Tardy #5	-	Progressive discipline will be assigned ranging from after school detentions to Saturday detentions.

### Policy

Since the Newbury Local Board of Education has the responsibility to do everything in its power to ensure that each and every student receives the maximum potential benefit by school attendance, it shall be the policy of the Newbury Local Board of Education that:

6. In grades 6-12, a student who has accumulated thirty (30) or more consecutive hours, forty-two (42) total hours in one school month, or 72 hours in one school year will be considered habitually truant.

**Attendance officers** shall file a complaint in juvenile court on the 61st day after implementation of an absence intervention plan if all of the following apply:

- The student has unexcused absences of 30+ consecutive hours, 42+ hours in one month, or 72+ hours in a school year
- The district has made meaningful attempts to reengage the student through the absence intervention plan or other intervention strategies and alternatives to adjudication
- The student has refused to participate in or failed to make satisfactory progress on the plan, strategies, or alternatives

If the student has absences as noted above, but the absence intervention team determines that the student has made "substantial progress" according to the plan, the attendance officer shall not file a complaint in juvenile court.

If the 61st day after implementation of an absence intervention plan falls during the summer months, the district has the discretion to allow the absence intervention team or attendance officer to extend the implementation of the plan and delay the filing of the complaint for an additional 30 days from the first day of school the next year. (RC 3321.16)

### Rule 30. Peer Conflict

Students should not promote fights and conflicts among peers/classmates by gossiping, ignoring, or spreading



rumors. Students may not prevent others from sitting or gathering in any specific place in Newbury Jr.-Sr. High School. Disciplinary consequences range from detentions to suspension. Severity of consequences is left to the discretion of the building administrator and will be progressive.

**Rule 31.** Unauthorized sales of materials or goods and posting signs of such sales within the building, on school property, or on the school website are prohibited.

#### **VI. DISCIPLINARY OPTIONS**

The Board of Education recognizes that exclusion from the education program of the schools, whether by emergency removal, suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. Therefore, students will be afforded their due process rights, as prescribed by O.R.C. 3313.66. The following disciplinary options are available:

"Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District.

"Suspension" shall be the temporary exclusion of a student by administration from the District's program for a period not to exceed ten (10) school days.

- A. Prior to a removal from school, the student will be given written notice of the intention to suspend the student, will be asked to sign the notice, and will be provided an opportunity to have a hearing with the school administrator. The student will be given an opportunity to question the reason and state the student's side of what happened.
- B. If suspended, the student will be given a copy of the form and informed of the appeals process. The parent will be notified within one school day. Every attempt will be made to notify the parent at the time of the suspension hearing.
- C. Even if the student chooses to appeal the suspension, the student will still be removed from school during the appeal process. If the suspension during appeal is overturned, the student's record of absence will be expunged and credit restored.
- D. An appeal may be made to the board-appointed hearing officer if the student feels unjustly accused and disciplined.
- E. Within three (3) school days, parents are to notify the building principal/assistant principal in writing of their desire to appeal a suspension. The principal/assistant principal will then notify the hearing officer, as named on the suspension appeal form, who will then contact the parents and arrange a time for a hearing. The Board-appointed hearing officer will preside at the appeal hearing.
- F. Student, parents, student representative (if previously designated), school officials involved, school official's representative (if needed), and witnesses as called by the hearing officer (if necessary) will



be the only people allowed at the hearing.

G. Hearing Procedure

1. School will present its case.
2. Student OR representative will present his/her case.
3. Hearing officer will ask questions of either party if further clarification is needed--all questions will be asked by the hearing officer.
4. Hearing officer will summarize what has been said, asking each party if summary is correct.

H. It is expected that order will prevail at the hearing. If it does not, the appeals officer will terminate that hearing. Since the law requires that a VERBATIM RECORD of this procedure be made, the hearing will be tape-recorded.

I. After this procedure, the hearing is over. The hearing officer will make his/her decision within three (3) school days of the hearing and will provide both parties with a written copy of his/her decision.

J. Failure of the appealing party to appear for the scheduled hearing will result in the suspension order being upheld and no further appeal hearing will be held, unless extenuating circumstances exist as determined by the hearing officer.

“In School Suspension/Restriction” shall be the exclusion of a student by the school principal from the district’s program. The student will be removed from all classes and supervised by the Principal or his/her designee. All work will be done and graded. Interventions include consultation with the nurse, if appropriate; the school counselor, the principal, and possibly a counselor from an area mental health agency. Parents will be provided a summary of all interventions provided during the day.

"Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended pursuant to the laws and rules governing permanent exclusion. If at the time an expulsion is imposed there are fewer than eighty (80) school days remaining in the school year or semester in which the incident that gives rise to the expulsion takes place, the Superintendent may apply any remaining part or all of the period of expulsion to the following school year or semester.

If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, he/she shall be expelled for at least one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. In compliance with Federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District.

A student and his/her parent or guardian must be given written notice of the intention to expel, the reasons therefore, and an opportunity to appear with a representative before the Superintendent to answer the charges. The decision



may be appealed to the Board or its designee. The decision of the Board or its designee may then be appealed to the Court of Common Pleas.

"Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio.

**VII. CRITERIA AND GUIDELINES FOR SELECTION TO THE NATIONAL HONOR SOCIETY AND BLACK KNIGHT ORDER OF DISTINCTION:**

- A. Candidates for Senior Honor Society must be members of Grade 11 or 12. Grades 8, 9, and 10 will be candidates for the Black Knight Order of Distinction.
- B. Candidates must have a cumulative grade point average of 3.2 or higher. (Decimal will not be rounded for candidate eligibility.)
- C. Eligible candidates shall complete a student activity information form. Said form must be returned to the advisor by 3:00 p.m. on a specified date to be determined by the advisor. Failure to return completed form will remove a candidate from consideration
- D. Final selection shall be determined by a five (5) member Faculty Council based on the above listed criteria.
- E. Students not maintaining a 3.2 average will be warned after two successive grading periods below 3.2, and may be removed after a third grading period if they fail to achieve a 3.2 average.
- F. Conduct unbecoming to a student as a National Honor Society Member may also result in removal from the National Honor Society. Removal will be considered in a hearing before the five (5) member Faculty Council. Students to be considered for removal will receive a written notice of said consideration and will be invited to address the Faculty Council prior to any action.
- G. A student removed from the National Honor Society, under "F" above, may appeal removal through the normal school disciplinary appeal process. A written notice of appeal must be received by the principal within 72 hours of the student having received written notice of removal.

**VIII. SCHOOL DANCES**

- A. Junior High School dances are restricted to Newbury students in grades 6, 7 and 8.
- B. In order to attend High School Dances (such as Homecoming, Winter Formal, Prom), students must be at least in Grade 9. Grade 8 and below are not eligible to attend. All guests must meet this requirement.. Newbury students may bring a guest who currently attends another high school. For Prom, Newbury students may bring a student who currently attends another high school or who graduated from Newbury or another high school one year out from the previous school year. Any guests will have to provide documentation of his/her school status.
- C. High School students and their guests are subject to being breathalyzed before entry to any Newbury High School dance upon request of the administrator in charge. A police officer will be on duty to perform the task.
- D. The appropriateness of student dancing will be determined by the administrator on duty at the dance. Students who do not follow the administrator's directions for proper dancing may be removed and parents/guardians called.

**IX. ELIGIBILITY GUIDELINES TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES**



The regulations in Section IX govern athletes and cheerleaders.

## **OHSAA ACADEMIC REQUIREMENTS**

A student in grade 9, 10, 11, or 12 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and have received passing grades during that grading period in subjects that earn a minimum of five (5.0) credits per year toward graduation. Any high school subject that receives at least 1/4 credit per semester may be included in the five credits required.

Eligibility or ineligibility of a student continues until the start of the fifth day of the next grading period at which time the grades in the immediately preceding grading period become applicable. EXCEPTION: Eligibility or ineligibility for the first grading period commences with the first day of the Fall sports season.

A student in grade 7 or 8 must have passed at least 5 credits for which grades are given. Students enrolled in the first grading period after advancement from the 7th or 8th grade must have received passing grades in a minimum of five of those subjects in which the student received grades during the preceding grading period in order to be eligible. Seventh and eighth graders must meet all other enrollment conditions listed.

Summer school grades or grades obtained through tutorial may not be used to substitute for failing grades from the immediately preceding grading period for purposes of extracurricular eligibility.

## **GPA PROVISION**

Students enrolled in grades 7-12 in the Newbury Local School District must maintain a 1.45 GPA in order to be eligible under the provisions of Section 3313.535 of the 1997 Budget Bill (HB 215). Summer school or tutorial grades may not be used to change or augment the GPA established for eligibility purposes.

Newbury Local School District requires that a passing grade be at least a 60% for students in grades 7-12 inclusive.

## **FAILURE GRADE POLICY**

Failing grades will not deny an athlete participation providing all other academic conditions have been met.

### **Ineligible Students**

Students failing to meet the above requirements in any one grading period will not be permitted to participate in any organizational (club) activities as a member until the required level of achievement is once again documented (next grading period). A student may participate in practice with the approval of the head coach, athletic director, principal and parent/guardian.

## **TRANSFER STUDENTS**

Students who move to the Newbury Local School District during a grading period and enrolling in grades 7-12 must follow current OHSAA Bylaws on scholarship for the remainder of the grading period that the enrollment occurs.

## **DOCUMENTATION**

Before any otherwise eligible student may practice or compete in interscholastic athletics covered under OHSAA and Newbury Schools rules and regulations, that student must have on file a current:



- a. physical exam card
- b. medical treatment responsibility form
- c. emergency medical authorization
- d. athletic contract signed by parent and student
- e. concussion form signed by parent or guardian
- f. Lindsay's Law verification form signed by parent or guardian
- g. notification of participation fee payment

**X. DUE PROCESS PROCEDURES FOR EXTRACURRICULAR ACTIVITIES**

- A. All participants will be governed by the rules and regulations adopted by the Board of Education.
- B. Participants and their parents are to be made aware of rules, regulations, and penalties that pertain to the activity in which the student is participating.
- C. The coach or activity advisor will discipline participants who are found to be in violation of adopted rules and regulations. Discipline will be reasonable and follow adopted Board guidelines.
- D. The coach or activity advisor will meet with the offending participant, present the charges, allow the participant the opportunity to refute or rebut the charges, and then administer the discipline.
- E. Disciplinary action that results in removal from the team or activity for 24 hours will be reported to the principal and parents in writing.
- F. When an activity advisor recommends disciplinary action that exceeds the penalties adopted by the Board of Education (i.e., denial of participation from the activity for more than 24 hours), a hearing must be held with the principal. The principal or his designee will conduct the hearing and take action on the matter.
- G. Annually, the Principal shall appoint a 3-member Appeals Board to consider any appeal of denial of participation in an athletic or athletic-related activity.
- H. The student and/or parent must present appeal of the denial of participation in writing to the Chairperson of the Appeals Board within 72 hours of the denial. The written appeal is to contain the specific reason(s) for the appeal in terms of the rules and procedures not followed by the coach, advisor, Athletic Director, or Principal.
- I. The Chairperson of the Appeals Board will convene the Appeals Board and review all pertinent information or question any witnesses within 72 hours of receiving the appeal. Within five (5) days of receipt, the Chairperson of the Appeals Board will present its written recommendations concerning the appeal.
- J. Within seven (7) workdays, the Principal will weigh the recommendations of the Appeals Board, render a decision, and communicate said decision to the concerned parties. The pendency of an appeal will not stay the denial of participation.



- K. Should the high school Principal be a party in the process of determination of the facts used by the coach or advisor in deciding on denial of participation, a supervisor from the Geauga County Educational Service Center will stand in place of the high school Principal. These decisions are final.

#### **XI. ATHLETIC TRAINING RULES**

We believe that physical conditioning is a vital factor in the success of any athletic program. We believe that physical conditioning is also a vital factor in protection of the student participant. All athletes should, therefore, accept the fact that they have a responsibility to keep themselves in top physical condition at all times. All athletes are requested to abide by the training rules.

The rules are designed to provide students with adequate rest and to forbid indulgence in smoking, drinking, and/or use of drugs, all of which are harmful to the athlete.

The following rules shall apply to all Newbury athletes:

1. Dress and Grooming: The adopted Board of Education School Dress Code will apply. When participating in any school-sponsored athletic event the student will dress within the guidelines as set forth by the coach/advisor.
2. There will be no drinking, smoking, or use of drugs at any time the student is under the authority of the school.

**First Offense** - Ineligibility for all school contests or practices during the duration of the suspension. The student must attend and comply fully with the assessment evaluation by a certified counselor before participating in further contests. Cost of assessment paid by student's family.

**Second Offense** - Suspension from the sport/cheerleading for the season

**Third Offense** - Suspension from all sports/cheerleading for the current school year

3. Curfew: Home at 11:00 p.m. on nights before games, practices, and school; otherwise, 12:00 a.m. Exceptions must be approved by the coach in charge.
4. Athletes MUST attend all games and scheduled practices unless excused by the coach for illness or injury. Vacations should be scheduled so as not to conflict with the athletic season. If students take a vacation during the season, they should not expect to retain the position they had when they left for vacation.
5. All participants are to travel to and from away athletic events on the transportation provided by the Board of Education. WITH PRIOR WRITTEN PERMISSION GRANTED BY THE PRINCIPAL (**OR DESIGNEE**), THE STUDENT MAY BE EXEMPTED FROM THIS RULE. The principal will not approve transportation of one student by another or transportation of a student by another student's parents.
6. Athletes shall comply with the Board adopted Student Discipline Code.



7. Athletes should not quit a sport once the scheduled games have begun. An athlete may not quit one athletic team/cheerleading and be added to another team's roster during the same season without the prior approval of both affected coaches/advisors and the principal.
8. All equipment must be returned or paid for at replacement cost before permission will be granted to participate in another activity.

Coaches/advisors may have rules and regulations that are sport specific that still fall under the provisions of the adopted Board of Education Training Rules. Disciplinary action resulting from violation of any of the coaches' rules may result in one of the following actions:

1. Verbal reprimand.
2. Reasonable physical requirements; e.g., laps, sprints, climbing ropes, etc.
3. Denial of participation for one event.
4. Denial of participation for more than one event (including suspension from the program). Due process will be followed.

OHSAA - The Ohio High School Athletic Association regulations mandate that any athlete or coach removed from competition due to unsportsmanlike conduct will be removed from participation for two (2) events on the first infraction. Football is one (1) event. A second infraction will result in removal for the rest of the season. Removal at the end of a season will carry over through the next competitive season.

#### **XI. NEWBURY LOCAL SCHOOL DISTRICT STUDENT HEALTH POLICY ON CHEMICAL DEPENDENCY**

Newbury Schools recognize that chemical dependency is an illness often preceded by misuse and abuse. Because we wish to intervene early in the disease process, contact with students manifesting signs of misuse/abuse will be made to educate and aid them should they need help.

Initial contact will be made after a referral source alerts the chemical dependency core group. Referrals come from a multiplicity of sources demonstrating concern--parents, teachers, friends, students, administration, law enforcement, courts, social workers, and school counselors.

Referral sources will remain confidential until after initial contact is made with the student and parent or guardian. Students who do not have a chemical problem may wish the aid of chemical dependency staff and program in supporting their decision not to use at all. Such support is available for them through the chemical dependency program.

Other students may have a parent, guardian, or significant person who has a chemical problem; help is also available for them through the chemical dependency program. When a student is recommended to the chemical dependency program for evaluation, all information will be confidential and shared only with involved staff and the student's parents.

The following procedure is recommended when a referral is received:





1. The core group will contact the student for an initial interview. Other concerned persons may be contacted at this time to confirm data received.
2. After the initial interview(s), a chemical(s) dependency counselor will be contacted for consultation by the core group. If the recommendation of the group is verified by the chemical dependency counselor, the group will inform the principal and the school guidance counselor of the recommended course of action for the student, which would be one or more of the following:
  - a. Would benefit from more knowledge for harmful drug consequences; therefore, suggest a specified time involvement in the chemical dependency program.
  - b. Further evaluation in the chemical dependency program is necessary; therefore, additional time involvement in the chemical dependency program.
  - c. Inpatient treatment - needs intervention.
  - d. Outpatient treatment - may need intervention.
  - e. Active A.A. - Ala-Teen involvement.
  - f. No problem. No immediate concern.
3. The core group will then contact the student's parents and inform them of the recommendation. A parent conference will be arranged to discuss the decision and parent input and support will be solicited.
4. If the referral has been made by the principal due to a violation of the student discipline code, after assessment, an alternative suspension contract, consisting of such commitments as in #2 (and a reduction of up to 50% of the suspension) and as the group deems necessary, may be arranged with the student and his/her parent.
5. The core group should contact the parents also and recommend contact with any existing parent support groups within the school, community, or area.

IN CASES WHERE NEITHER THE STUDENT NOR THE PARENT WILL COOPERATE IN TAKING STEPS TO INTERVENE IN A STUDENT'S HARMFUL INVOLVEMENT WITH CHEMICALS, THE STUDENT'S POSITION IN SCHOOL MIGHT BE IN JEOPARDY AND TRADITIONAL SUSPENSIONS AND COURT REFERRALS MAY BE FULLY APPLIED.

## **XII. NEWBURY LOCAL SCHOOL DISTRICT MEDICATION POLICY**

Newbury Local School District recognizes that some children are able to attend school because of the effective use of medication. Any medication, whether prescription or nonprescription (over-the-counter), administered by school personnel without the written order of a physician and signed permission of the parent/guardian can be interpreted as practicing medicine which is prohibited by law. Medication should be administered at home and efforts should be made by the parent and physician to arrange for medication to be administered at home. However, when no other alternative is possible, the following procedure must be followed for a student to take medication at school and to be administered by school personnel:

1. A written request must be submitted from the physician, including the name and address of the student, school and class in which student is enrolled, name of the drug, dosage, time interval medication is to be taken, date medication is to be started and discontinued, list the possible side effects, one or more phone numbers at which physician can be reached in an emergency, the nature of the illness, and special instructions for administration of the drug, including sterile conditions and storage.



2. Injections will not be given except as stated in #11.
3. A current written request form must be submitted by the parent/guardian requesting that the school comply with the physician's order.
4. All medication shall be brought to school in a container properly labeled by the pharmacy or physician. The label must include the student's full name, grade, name and dosage of the medication, and the time it is to be taken.
5. The parent/guardian responsible for providing the medication shall also be responsible for notifying the school of any changes in the original order. A new request form shall be submitted for any change in the medication order and at the beginning of each school year.
6. The school principal will appoint one person, preferably the school nurse, to supervise the storing and dispensing of the medication.
7. An accurate record of the administration of the medication shall be kept and placed in the student's folder.
8. Medications will be kept in a locked place that is not easily accessible to students or other unauthorized persons. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.
9. The school nurse shall explain to the child and to the teacher(s) involved the possible side effects of the medication.
10. The medication is to be received by the person authorized to administer the medication to the student for whom the medication is prescribed in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
11. Medication for allergic reactions to bee and insect stings must be accompanied by a signed physician's statement. Adrenaline injection for such reactions shall be given by the school nurse or any other trained school personnel.

If the school nurse, in her/his professional judgment, deems a parent/guardian's request for administering medication at school to be inappropriate, she/he may refuse the request. At no time will medication be administered or taken at school when there are unanswered questions about the medication.

No student may carry, possess, conceal, transport, or provide to himself or herself or others any medication whether over-the-counter or prescription. An exception might be medication designed for self-administration (such as an inhaler) and only with a prior signed physician's statement received and approved by the school nurse and principal.

Failure to adhere to the above may result in a student being found in violation of Rule 5B of the Conduct Code.



### **XIII. NEWBURY SCHOOL REMEDIAL AND ADVANCED CREDIT**

#### **Educational Options**

The Board of Education realizes that an effective educational program is one that provides opportunities for student learning both within the classroom and for specific reasons beyond the traditional classroom and school day. These expanded opportunities are viewed as educational options to supplement the regular school program.

The intent of educational options is to allow educators, other professionals, parents and others to work together to provide opportunities for students to learn in an independent or individual setting and to study or work with recognized experts in specific fields. Educational options are seen as additional curricular opportunities to improve, expand and enrich student learning experiences and perspectives.

Independent study, tutoring, travel, mentoring, summer school, correspondence courses, online courses, college courses, and mentorships are representative of what the Board views as educational options supplementing the regular school program.

When initiated, educational options must adhere to these criteria's:

1. The student must turn in a signed Educational Option Form, including signatures of parent(s)/guardian(s) for students under the age of 18, to participate in the program.
2. The Principal or Designee will review the form with the student before approving or denying the request. If the request is denied the student may appeal this decision to the Superintendent.
3. Prior to the commencement of the Educational Option an Instructional Plan that will include an outline specifying major instructional activities and identifying materials, resources, facilities, and equipment needed to achieve the instructional objectives will be developed by the student and the School Counselor
4. The Instructional Plan will include a written plan for the evaluation of student performance and a timeline for the regular, periodic evaluation of the educational option. Continuance of the option will be determined by the results of these evaluations.
5. Fees will be established for educational options needed. Participating students will be expected to pay applicable fees upon beginning the option. The Principal will develop regulations for educational options when the options are initiated.
6. The student, parent(s)/guardian(s) (when applicable) , and the Principal or designee will sign and receive a signed copy of the Instructional Plan. A copy of each plan will be submitted to the Superintendent.



## Credit Flexibility Plan

### **CREDIT FLEXIBILITY PLAN**

This guideline identifies the criteria relevant to the development of the District's Credit Flexibility Plan. The District Credit Flexibility Plan offers a variety of learning opportunities for students with a focus on performance, acknowledges students' differing learning styles, paces, and interests, and enables students to demonstrate creativity, explore academic and career interests, and practice critical thinking. Students may earn credits by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; and/or
- C. pursuing one (1) or more educational options in accordance with the District's Credit Flexibility Plan.

The Plan, developed by the District's Administration in accordance with Ohio's Core Curriculum initiative, provides that:

- A. any student is eligible to be considered for alternative ways to earn credit toward graduation, but students must meet the conditions prescribed in order to earn the credit;
- B. students who "test out" of coursework may use one (1) or more mechanisms from the State's pre-approved list, including various commercial assessments or performance-based means;

Locally-developed assessments meeting the stated criteria of being developed in accordance with quality guidelines and/or through peer reviewed processes may be utilized.

- C. Issuance of credit will be determined locally by the Principal or designee.



The District Credit Flexibility Plan will adhere to the guidelines established by Newbury Board Policy, Section 5460B.

