



# **NEWBURY JR/SR HIGH SCHOOL “Black Knight Pride”**

## **STUDENT - PARENT HANDBOOK**

**2010-2011**

### **Vision Statement**

Within five years, the Newbury Local Schools will be recognized as schools of excellence.

### **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.

**STUDENT** \_\_\_\_\_

## TABLE OF CONTENTS

<b>I. Introduction .....</b>	<b>4-9</b>
<b>Alma Mater, Calendar, Staff Roster, Bell Schedule, Activities, Fee Lists</b>	
<b>II. Newbury Local Schools.....</b>	<b>10-12</b>
<b>Mission and Core Values, Ohio Educational Law</b>	
<b>III. Attendance.....</b>	<b>13-17</b>
<b>Terms, Policies, Procedures, Early Dismissal, Illness, Tardy to school, Tardy to class</b>	
<b>Extracurricular participation, Perfect Attendance, College visits, and Vacations</b>	
<b>IV. General Student Behavior.....</b>	<b>17</b>
<b>Student Arrival/Departure.....</b>	<b>17-18</b>
<b>Buses/Rules.....</b>	<b>18-19</b>
<b>Student Parking.....</b>	<b>20</b>
<b>Dress and Appearance.....</b>	<b>21</b>
<b>Library Rules.....</b>	<b>22</b>
<b>Food/Beverage.....</b>	<b>23</b>
<b>Nurse.....</b>	<b>24</b>
<b>Scheduling/Scheduling Changes.....</b>	<b>24</b>
<b>Early Dismissal.....</b>	<b>25</b>
<b>Grading/Testing.....</b>	<b>26-27</b>
<b>Study Halls.....</b>	<b>28</b>
<b>Computers/Internet.....</b>	<b>28-30</b>
<b>V. Program of Study.....</b>	<b>31-33</b>
<b>Graduation and Honors Diploma requirements, Honor and Merit Rolls, Academic Letters, Freshman Advisory, Special Programs.</b>	
<b>VI. Code of Conduct.....</b>	<b>34</b>
<b>Summary of Discipline- Rules 1-31</b>	
<b>Disruption of School.....</b>	<b>35</b>
<b>Fighting.....</b>	<b>36</b>
<b>Harassment/Bullying.....</b>	<b>36</b>
<b>Insubordination.....</b>	<b>38</b>
<b>Profanity.....</b>	<b>38</b>
<b>Truancy/Tardiness.....</b>	<b>39</b>
<b>Tobacco.....</b>	<b>39</b>
<b>Inappropriate Dress.....</b>	<b>40-41</b>
<b>Weapons.....</b>	<b>42-43</b>
<b>Cheating.....</b>	<b>44</b>
<b>Displays of Affection.....</b>	<b>45</b>
<b>Electronic Equipment.....</b>	<b>46</b>
<b>Tardy to School/Class.....</b>	<b>47</b>
<b>Peer Conflict.....</b>	<b>47</b>

<b>VII. Disciplinary Options.....</b>	<b>48</b>
<b>Emergency removal, Suspension, Expulsion, and Permanent Exclusion.</b>	
<b>VIII. National Honor Society.....</b>	<b>50</b>
<b>Guidelines</b>	
<b>IX. School Dances.....</b>	<b>51</b>
<b>X. Eligibility Guidelines for Extracurricular Participation.....</b>	<b>51</b>
<b>OHSAA requirements, GPA provision, IEPs.</b>	
<b>XI. Due Process Procedures for Extracurricular Activities.....</b>	<b>53</b>
<b>Removal from the team, Appeal Board, Recommendations</b>	
<b>XII. Training Rules.....</b>	<b>54</b>
<b>Use of substance, Curfews, Attendance, Required transportation, Disciplinary Actions, OHSAA.</b>	
<b>XIII. Student Health Policy on Chemical Dependency.....</b>	<b>55</b>
<b>Referrals, Programs, Procedures after referral.</b>	
<b>XIV. Medication Policy.....</b>	<b>57</b>
<b>Procedures for medicating at school, Written request, Storage, School nurse, Students may not carry.</b>	
<b>XV. Remedial and Advance Credit.....</b>	<b>58</b>
<b>Educational Options, Requirements, Written plans, Fees, Credit Flexibility</b>	

## **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*

## **IMPORTANT DATES TO REMEMBER**

August 24	First Day For Students
Sept. 2-6	No School
October 15	No School for Students
October 29	End of First Grading Period
November 17-18	Parent-Teacher Conferences
November 24-26	Thanksgiving Vacation
December 20-31	Winter Break
January 17	No School – MLK Day
January 20	End of Second Grading Period
February 21	No School – Presidents' Day
February 24	Parent-Teacher Conferences
February 25	No School for Students
March 25	End of Third Grading Period
April 18-26	Spring Break
May 30	No School – Memorial Day
June 5	Commencement
June 8	Last Day for Students

**NEWBURY JUNIOR-SENIOR HIGH SCHOOL**  
**14775 Auburn Road, Newbury, Ohio 44065 (440) 564-2281**  
**2010-2011 STAFF ROSTER**

Mrs. Judith E. Miller, Jr.-Sr. High School Principal  
Mrs. J. Gingerich, Title Coordinator  
Mr. Drew Hinkle, Special Education Director  
Mr. P. Toth, Athletic Director/Dean of Students  
Mrs. C. Hoover, Building Secretary  
Mrs. J. Salon, Guidance Counselor  
Mrs. M. Bing, Vocal and Instrumental Music  
Ms. B. Blair, Junior High Mathematics  
Mr. I. Borrer, Physical & Environmental Science  
Mr. P. Cataldo, Junior High Science  
Mrs. R. Cavanagh, Nurse  
Mrs. S. Cojocararu, French  
Ms. D. Connolly, Mathematics  
Mrs. B. Duncan, Jr. High Special Education  
Mrs. J. Endres, Art  
Mr. R. Fitz, Junior High Social Studies  
Mr. W. Gray, Chemistry, Physics  
Mrs. K. Harrison, High School English  
Mrs. B. Hart, Physical Education, Health  
Mr. J. Intelisano, High School Science-Biology  
Mrs. K. Johnson, Mathematics  
Mrs. J. Knight, Computer Science  
Mr. J. Lesesky, High School Social Studies  
Mr. R. Michael, High School Social Studies  
Mr. S. Mignogna, Physical Education, Health  
Ms. R. Miller, 7<sup>th</sup> Grade Reading/Language Arts  
Mrs. S. Morris, Eighth Grade English/Language Arts  
Mrs. M. Musick, Computer Technology/Business  
Ms. B. Peterca, Intervention Specialist  
Mr. T. Pokorny, Spanish  
Mrs. H. Scheer, Librarian  
Ms. M. Schullo, English  
Mrs. M. Shaffer, Intervention Specialist  
Mrs. S. Sipos, Family & Consumer Science  
Mrs. K. VanderMaas, Special Education

**PROUD TO BE A CHEMICAL-FREE  
BLACK KNIGHT!**

## BELL SCHEDULE

Tardy Bell 7:38

<u>PERIODS</u>		<u>BEGINS</u>	<u>ENDS</u>
1st		7:42 am	8:28 am
2nd		8:32 am	9:15 am
3rd		9:19 am	10:02 am
4th		10:06 am	10:49 am
5th - JR HIGH	CLASS	10:53 am	11:36 am
	LUNCH "B"	11:40 am	12:10 pm
	SR HIGH	LUNCH "A"	10:53 am
	CLASS	11:27 am	12:10 pm
6th		12:14 pm	12:57 pm
7th		1:01 pm	1:44 pm
8th		1:48 pm	2:31 pm

### MORNING ASSEMBLY SCHEDULE

1 <sup>st</sup>	7:42 a.m.	8:17 a.m.
2 <sup>nd</sup>	8:21 a.m.	8:56 a.m.
3 <sup>rd</sup>	9:00 a.m.	9:35 a.m.
4 <sup>th</sup>	9:39 a.m.	10:14 a.m.
ASSEMBLY	10:18 a.m.	10:49 a.m.

### AFTERNOON ASSEMBLY SCHEDULE

6th	12:14 pm	12:46 pm
7th	12:50 pm	1:22 pm
8th	1:26 pm	2:00 pm
ASSEMBLY	2:04 pm	2:31 pm

## Activities at Newbury Junior-Senior High School

Junior & Senior Student Council	Fall Play/Spring Musical
Class Officers	Weight Training
Volleyball	Junior and Senior Honor Society
Chorus	Concert Bands
Football	Office & Library Aides
Basketball	Track
Soccer	Baseball
Softball	Cheerleading
Jr. High Yearbook	Yearbook
Wrestling	Newspaper
French/Spanish Clubs	High School Key Club
Junior High Builder's Club	Pep Band

**NEWBURY JUNIOR-SENIOR HIGH SCHOOL  
FEE LIST 2010-2011**

<u>LOCKS:</u>	Required for all student lockers. Must be purchased from the school for key accessibility.	<b>\$ 6.00</b>
<u>ART:</u>	Art I	\$15.00
	Advanced Art	\$15.00
<u>BUSINESS:</u>	Accounting I	\$15.00
	Personal Finance & Investing	\$15.00
	Introduction to Business	\$15.00
	All Typing	\$ 3.00
<u>COMPUTER:</u>	All Classes	\$ 5.00
<u>ENGLISH:</u>	All Classes - Grades 9-12	\$32.00
	AP English 11 – Book Fee	\$24.00
	AP English 12 – Book Fee and exam fee	\$ 109.00
<u>FOREIGN LANGUAGE:</u>	Spanish I-II Workbook	\$20.00
	Spanish III Workbook	\$20.00
	French I, II, III, Workbook	\$11.94
<u>FAMILY &amp; CONSUMER SCIENCE:</u>	Foods I	\$50.00
	Parenting	\$10.00
	On Your Own	\$25.00
	Sports Nutrition	\$20.00
<u>MATH:</u>	Algebra I, Algebra II paper fee	\$ 6.00
<u>MUSIC:</u>	Band (Technique Book – 7-12)	\$ 8.00
	Band (Uniform Cleaning)	\$10.00
	Choir	\$10.00
	Keyboarding and Guitar Lab	\$10.00
	School Instrumental Rental	\$15.00
<u>SOCIAL STUDIES</u>	Senior Government/Economics	\$10.00

**NEWBURY JUNIOR-SENIOR HIGH SCHOOL  
FEE LIST 2010-2011**

<u>SCIENCE:</u>	Physical Science	\$15.00
	Physics	\$20.00
	Chemistry	\$20.00
	Biology	\$30.00
	Advanced Biology	\$50.00
	AP Biology Exam	\$85.00
	General Biology	\$25.00
	Environmental Science	\$20.00

<u>7TH GRADE:</u>	Art	\$ 8.00
	Keyboarding	\$ 1.00
	Current Events	\$ 2.00
	Science	\$12.00
	Spelling	\$13.00

<u>8TH GRADE:</u>	Language Arts	\$10.00
	Art	\$ 8.00
	Science	\$12.00
	French Workbook - Exploring French	\$10.00
	Spanish Workbook - Exploring Spanish	\$10.00
	<b>Family/Consumer Science</b>	\$15.00
	Sewing – Pants	\$20.00

<u>SENIORS GRADUATION FEE:</u>	Robes, Cap, Tassels, Flowers, Diploma and Transcript Fee	\$65.00
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<u>AGENDA/HANDBOOK FEE:</u>	\$ 6.00
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<u>PAY TO PARTICIPATE FEE:</u>	\$125.00
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**Each sport/per person—Due on/before the first day of mandatory practice**

## I. NEWBURY LOCAL SCHOOLS

### A. Welcome

Dear Student,

We welcome you to the 2010-2011 school year at Newbury Jr.-Sr. High School. Being a part of a secondary learning community offers countless opportunities for emotional, physical and cognitive growth.

Each new school year brings some additions and/or changes. Along with help from the Newbury Kiwanis Organization, we will once again offer the Junior High Builder's Club and a high school Key Club which offers high school students the opportunity to participate in service projects for the school and the community. We continue to offer a publications class that includes the preparation of our yearbook, *The Black Shield*, and also the fifth year of the publication of a student-run newspaper, *The Knightly News*. **Our newest addition to the offerings at Newbury Jr.-Sr. High School includes various ways to earn credits. This program called *Credit Flexibility* is explained in brief on pages 9 and 10. We will also expand our use of NovaNet internet-assisted curricula for grades 7-12.** The faculty, staff, and administration remain committed to providing you a safe learning environment, and we support you as you take advantage of the opportunities to succeed.

With pride in being a Black Knight,

Judith E. Miller, 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**

##### **Integrity**

We will provide an honest, truthful and ethical environment.

##### **Respect**

We will create an environment based on treating others in a manner in which we wish to be treated.

**Commitment**

We recognize the importance of enthusiasm, dedication and determination in upholding the high standards of the Newbury Local Schools.

**Cooperation**

We encourage mutual support, teamwork and shared responsibility among students, staff, parents and the community.

**Educational Diversity**

We recognize that all students can learn and that each student is unique – possessing varying abilities and potentials.

**Excellence**

We will provide a superior education enabling students to achieve at their highest potential.

**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 an 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

1. Truancy: Unauthorized absence from school or class without the prior knowledge and permission of school officials and parents.
2. Unexcused Absence: Absence not authorized by school officials such as (but not limited to) truancy, unexcused reasons on absence note, class cutting, failure to produce absence note or medical excuse when asked. Another type of unexcused absence is out of school suspension which is a corrective action applied to some conduct code violations. An unexcused absence results in the student's receiving a zero for the class or classes missed. Although missed work must be completed to provide continuity of instruction and learning and to eliminate the possibility of an Incomplete, no credit is given for the completed work. Note: removal from class for discipline constitutes an unexcused absence.
3. 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

4. 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 to a county unit for an in-school suspension, the absence from regular classes is excused, but students in in-school suspension are not eligible for interscholastic athletics.
5. 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. Policy**

Since the Newbury Local Board of Education has the responsibility to do everything in its power to insure 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 7-12, a student who has accumulated ten (10) consecutive days or fifteen (15) total days of unexcused absence and that student's parents shall be notified that the District will notify the Registrar of Motor Vehicles (where appropriate) and the Judge of the Juvenile Court of the child's persistent absence.
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 absences have been accumulated in any school year, the principal may require a valid medical excuse for any excused absence.

### **D. Procedure**

1. Any absence shall be charged against the student's record as covered by this policy except verified medical absences, approved family vacations, and all others approved by the administration.
2. 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 high school machine.

- 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.
  - 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.
3. **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.

4. Tardy to School: Arrival to school between the beginning of first (1st) period and 10:49 a.m. Only confirmed documentation from physician or court will waive disciplinary action for being late to school. Arrival after 10:49 a.m. will result in a charged tardy as well as ½ day (or more) absence.
5. Tardiness to Class: Arrival to class after the late bell sounds for the beginning of class. Individual teachers policies extend beyond this definition.
6. Students who arrive at school after 10:49 AM but before 12:00 noon will be considered at least ½ day absent. Students must provide written explanation for their absence.
7. Extracurricular Participation: Students must be in attendance for at least five (5) full periods to participate in or attend extracurricular activities on that day. Early dismissal may only be for medical or required legal appointments (and documentation must be provided). Students having completed at least 5 full periods of attendance who leave for reasons other than the above will not be eligible to attend or participate in extracurricular activities that day. Absences occurring on Friday will require the principal's approval for a student to be eligible for participation in an event or activity during the weekend.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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. A letter of request must have been submitted to and approved by an administrator at least 24 hours in advance;

- b. Students must have a 2.0 or higher cumulative grade point average;
  - c. Students must present evidence of attendance upon their return.
14. Vacation Policy: A student may be granted five (5) days excused absence for family vacation under the following conditions:
- a. The vacation is necessitated because of the parents' work schedule.
  - b. The student must be accompanied by one or both parents.
  - c. 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 of absence. Excessive or careless use of this policy may result in reduced student achievement.

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

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

**Students should not be in the building before 7:25 a.m. unless they are participating in a supervised activity. Newbury Local Schools' busses will not release students until 7:25 a.m. Students dropped off by parents will stay in the front lobby until 7:30 a.m.** Students not involved in extra-curricular activities or not supervised by a school staff member must leave the school building by 3:00 p.m. Any student waiting for parents to arrive for pick-up must wait in the high school lobby.

**Students arriving after 7:30 a.m.** should enter the building promptly and go directly to their lockers and 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. **Once a student boards a Newbury School bus or enters the building after being dropped off by parents, he/she is under the protection and supervision of the school district. Therefore, no student is allowed to leave the school grounds after being dropped off by the school bus or any other vehicle. Leaving without permission is considered truancy, and the student will receive appropriate disciplinary consequences.**

Tardiness to school will result in disciplinary action. All students arriving tardy to school should report to the Attendance Office. **NO STUDENT WHO IS TARDY TO SCHOOL WILL BE ADMITTED TO CLASS WITHOUT A PASS FROM THE OFFICE.**

#### **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 **\$6.00**. 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. **No garment with a hood of any type will be allowed in the halls or in class after arrival at school. This includes the sweatshirts called "Hoodies" which include a front pocket, a zipper closure, and a full hood that rests on a student's back.** Students must leave book bags in their locker. Book bags may not be carried to and from class.

### **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. 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, 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. Students are prohibited from throwing any objects at any time on or out of the buses.
  - 1st Offense - 1 - 3 Days Suspension from Bus and School
  - 2nd Offense - Five (5) Days Suspension from Bus and 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. Because of the lack of parking areas, we may have to limit student driving privileges to the following situations:

1. Students enrolled in vocational programs requiring the use of private transportation.
2. Students involved in extracurricular activities.
3. Students employed after school who require a car for transportation.

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 \$20.00 for a full year, and \$10.00 for any date after the beginning of the second semester- January 21, 2011.) A parking permit must be displayed from the vehicle's dashboard mirror by Friday, September 10, 2010. Registration forms and permits are available in the high school 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. **Any student who parks in marked Visitor's Spaces will lose parking privileges for the 3 weeks, be subject to disciplinary action, and will have to repay for a parking permit.**
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. Radios, cassettes and boom boxes are not to be played loudly on school property.
8. Improperly or illegally parked vehicles may be ticketed or towed. Cars on school property are subject to search and seizure.
9. Speed limit in parking lot is 5 mph.

## **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, rowdyism, obscenity or profanity on school property. Open displays of affection or dislike between the same sex or opposite sex are inappropriate in the school setting.

## 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.

## K. Library-Media Center Guidelines

**A student may use the library during a study hall only after receiving a dated, pass from one of his/her current teachers. The request must be written in that student's handbook for a specific period. The student is required to show the pass to the study hall teacher before going to the library. Upon entering the library, the student must present the pass to the librarian. There will be a limit of FIVE (5) students sent to the library during any given period.**

**Any student without a pass will remain in the library.**

**Any student arriving at the library without a pass from a teacher and a pass from the study hall teacher will be sent back to study hall.**

**No student is permitted to leave the library without permission from the librarian. Such incidents will be recorded as cuts.**

Rules established by the librarian in addition to normal school policy are to be followed. The privilege of using the Library-Media Center can be restricted or denied because of discipline problems.

**M. 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.**

**N. Food and Beverage/Lunch**

**No food or beverage will be permitted in the halls, classrooms, lobby or gym at any time. 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 a three (3) 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.

**O. 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.

**P. Counseling**

Students interested in consulting the guidance counselor should visit the guidance office during a study hall. If the counselor is available, the student will be given a pass to take to study hall. Before school, after school, or during class change, students may sign up to see the counselor (who will call students to the guidance office from the appointment sign-up sheet), but in no case may the visit to sign the appointment list 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 guidance office.

**Q. Nurse**

The school nurse maintains office hours in both district buildings. 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.**

While in the nurse’s office, students may not use personal electronic equipment including cell phones to contact parents. Violation of this regulation will result in disciplinary consequences.

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.

**R. 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 classes per semester, per year.

REQUEST MADE BY STUDENT	2008-09 SCHOOL YEAR DEADLINE
To add a semester course	5 days from the beginning of the course
To drop a semester course	10 days from the beginning of the course
To add a year-long course	10 days from the beginning of the course
To drop a year-long course	20 days from the beginning of the course

Students dropping a course after the deadline will receive a withdraw-fail (WF). The failing grade will be carried in all grading periods.

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

In compliance with the state statutes, the GEAUGA COUNTY BOARD OF EDUCATION affirms 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).

#### **T. 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.**

#### **U. 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 must be obtained before 8:30 a.m. 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 Attendance Office.

**No student will be dismissed from school via phone calls unless emergency situations occur.**

#### **V. 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.

**W. 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).

**X. Grading/Testing System**

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 using the following numerical scale:

<b>100-90</b>	<b>A</b>
<b>89-80</b>	<b>B</b>
<b>79-70</b>	<b>C</b>
<b>69-60</b>	<b>D</b>
<b>59&amp; below</b>	<b>F</b>

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.

## **9 Week Assessments**

Quarterly exams shall be administered in all academic classes. Quarterly exams may be projects, papers, presentations or combinations of these. They may not consist only of discrete true/false, matching, short answer instruments. These tests are to be cumulative in nature and should include materials covered during that and previous quarters. The last test administered during the fourth nine-week period is, in a very real sense, a final examination. Scores earned on these tests will be computed as part of the 9-week grade.

IT IS MANDATORY FOR STUDENTS TO TAKE ALL SCHEDULED EXAMS AND COMPLETE ALL ASSIGNED WORK IN ALL CLASSES. A STUDENT WHO FAILS TO DO SO MAY, AT THE DISCRETION OF THE INSTRUCTOR, RECEIVE AN INCOMPLETE FOR THE GRADING PERIOD. STUDENTS WHO DO NOT RESOLVE INCOMPLETES WILL HAVE INCOMPLETE GRADES CONVERTED TO FAILING GRADES AND WILL NOT RECEIVE CREDIT FOR THE COURSE.

A make-up examination time will be scheduled for students who miss an exam for excused reasons. The guidelines for “incomplete grades” will apply for the make-up exam.

## **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 they pass all parts of the Ohio Graduation Test. Any student not passing all Ohio Graduation Tests will not receive a Diploma. The only exceptions are students permitted to take alternative assessments. 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.

## Y. Study Hall Rules and Guidelines

1. Each student will be assigned a seat. **Only study hall instructorss may change this assignment.**
2. Students are not permitted to sit on the desks or tables or to deface them.
3. Students are not permitted to move chairs or tables or to litter.
4. **Students are not permitted to leave study hall without a pass, which must be presented at the beginning of the study hall period.** Students must use the sign-out sheets. Students who abuse the pass privilege will have it revoked.
5. No card playing is permitted. Students are not permitted to sleep.
6. **All electronic equipment and personal listening and/or recording devices are prohibited in study halls. (These include, but are not limited to, cell phones, I-pods, cameras, camera phones, CD players/tape players, and pagers.)**
7. No talking or group study is permitted without the permission of the teacher.
8. No food or drink is permitted in study hall or any classroom.

## Z. Regulations Concerning Use of Computers, Network and Internet

1. The use of the computers and the Network is a privilege, which may be revoked by the Administration at any time and for any reason. **All students and parents/guardians are required to sign the computer use agreement form at the beginning of each new school year.** Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The Administration reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
2. The Administration reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the Administration, at its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their teacher-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
3. All information services and features contained on the school or Network resources are intended for the private use of its registered users, and any use of these resources for commercial-for-profit or other unauthorized purposes (e.g. advertisements, political lobbying), in any form, is expressly forbidden.
4. The School District and/or Network resources are intended for the exclusive use of their registered users. Students are responsible for the use of their accounts/password and/or access privilege. Any problems which arise from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges.

5. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the Administration. Misuse shall include, but not be limited to:
  - a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
  - b. Misrepresenting other users on the Network
  - c. Disrupting the Network operation through abuse of hardware or software
  - d. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements or graphics, or discriminatory remarks
  - e. Interfering with other use of the Network
  - f. Extensive use for noncurriculum-related communication
  - g. Illegal installations of software
  - h. Unauthorized down-sizing, copying, or use of licensed or copyrighted software
  - i. Allowing anyone to use an account other than the account holder
  - j. Giving others your account information
  - k. Unauthorized entry into any account or database
  - l. Any activity that changes or modifies records of any person educated or employed by the school
6. School District and/or Network resources are for the purpose of:
  - a. Support of the academic program
  - b. General information
  - c. Recreational
7. The Administration and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
8. The Student will diligently delete old mail messages on a daily basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
9. The Administration and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The Administration and/or Network reserve the right to log Internet use and to monitor electronic mail space utilization by users.
10. The Student may not transfer files from the network or download from the Internet without the permission of the Administration, Network Director or Classroom Teacher Representative. Software owned by the school system can only be used on building networks and/or computers. Copying school-owned software or any copyright material is not permitted.
11. If a Student has permission from the Administration or Technology Director or representative and transfers files or software to or from the network, Internet, or local computers, he/she must adhere to the following school procedure: Antivirus

software will be supplied by Newbury Schools (installed on each computer) and all disks and files must be checked for viruses before using them on district computers. No Student may transfer any files from the Internet or networks without prior training supplied by Newbury Schools.

12. Students not following established network/computer procedures will be responsible for the cost of repairing the damage to the computer and/or network that was caused by their action.

#### **AA. Signs/Posters**

All signs, posters, and like materials must have prior approval from a building administrator before being displayed. **An administrative signature/initials and a date must be written on any sign/poster before it is posted on any wall. Any item posted without permission will be removed and not returned. Disciplinary consequences may follow.**

#### **BB. 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	3 credits
Science	3 credits
American History	1 credit
American Government	1/2 credit
Economics	1/2 credit
World History	1 credit
Health	1/2 credit
Physical Education	1/2 credit
Any combination of Foreign Language, Art, Music And Family/Consumer Science	2 credits
Technology	1 credit

#### **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 three (3) units of mathematics including at least Algebra I, Algebra II, and Geometry
3. Earn three (3) units of Science including at least one (1) unit in a Foundational Science with an emphasis in Chemistry, and at least one (1) unit in an Applied Science with an emphasis in Biology
4. Earn three (3) 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 on the ACT or equivalent composite score on SAT.

**B. Grade Classification of Students**

Students are classified by grade according to the number of credits they have earned:

Sophomore	5.25 credits
Junior	11.00 credits
Senior	16.25 credits

A student unable to advance in grade because of a lack of credits will be reassigned to a class list at the correct grade classification. It is the student's responsibility to see that all deficiencies in credits and failures in required subjects be made up.

**C. 4.0 Honor Roll**

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

1. 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 at the awards assembly at the end 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. In addition, a junior must have taken two lab sciences and at least one credit in mathematics above Algebra II.

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. In addition, a senior must have taken two lab sciences and two math credits above Algebra II.

Any students meeting the above requirements will be awarded an academic letter only after their academic honesty has been reviewed and approved by the majority vote of the faculty Academic and Scholarship Committee.

#### **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 Post Secondary Educational Option (PSEO) 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. Special Programs**

Our district seeks to identify, evaluate and provide an appropriate education for students who are disabled under Section 504 of the Rehabilitation Act of 1973. Section 504 protects all individuals with a disability which is defined as any person who:

1. Has a physical or mental impairment which substantially limits one (1) or more major-life activities, or
2. Has a record of such an impairment, or
3. Is regarded as having an impairment.

For additional information, please contact the principal or the Special Education director.

## V. CODE OF CONDUCT

- A. In order to ensure an environment that is conducive to the educational process, students are expected to behave in an appropriate manner as set forth herein.
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, 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.

All out-of-school suspensions will be considered unexcused absences from class with zero given for all work missed. Although no credit will be given, all work must be made up to provide continuity of instruction and learning and to eliminate the possibility of an Incomplete. The student must contact the teacher upon return to school and make the arrangements necessary.

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 will be denied the privilege of participating and also attending the graduation ceremony. Criminal charges will 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, senior flag, pagers, the setting off of the fire alarms, strikes or walk-outs, throwing food in the cafeteria, possession or use of laser pointers, using lighters, matches, 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, including 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 – 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 to be able 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, 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

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 minor and more serious 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 suspension of from three (3) to ten (10) days and will be progressive.

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

- 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. It can also be indirect such as spreading rumors, conducting campaigns of silence, or encouraging others to reject or exclude someone else.

Disciplinary action includes out of school suspension from three to ten days and will be progressive. Administrative discretion will determine the severity of the consequence.

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

- a. 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) or low alcoholic beverage 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 designee, that the student be expelled and referral will be made to the Geauga County 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.

First Offense – 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 Possible from Class
- Third Offense - One (1) Saturday Detention, Possible Loss of Privilege
- Fourth Offense - Suspension and Loss of Privilege
- Subsequent Offenses - Minimum Five (5) days suspension with possible recommendation for expulsion

**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 - Three (3) days suspension
- Second Offense - Five (5) days suspension
- Third Offense - Ten (10) days suspension

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

- First Offense - Two (2) detentions
- Second Offense - One (1) Saturday detention
- Third Offense - One (1) day suspension
- Fourth and Additional Offense - Three (3) days suspension

### **Rule 8. Truancy and Tardiness**

Truancy is declared when a student is absent from school for the day, or any portion thereof, without school authorization and prior parental consent, which includes skip-out day, caravans, or any other unauthorized absence from school. Excuses from school must meet the State of Ohio and Newbury Board of Education conditions as outlined in the Revised Code or Board Bylaws and Policies. In cases of prolonged absence, a physician's certificate may be required to verify the absence in question.

- First Offense - One (1) day suspension, referral to counselor
- Second Offense - Three (3) day suspension, referral to court
- Third Offense - Five (5) day suspension, referral to court
- Fourth Offense - Ten (10) day suspension, referral to court

### **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) days suspension, recommendation for Expulsion

### **Rule 10. Tobacco**

The use, possession, transmission or concealment of tobacco products or "look alike" tobacco 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	-	Ten (10) days suspension
Fourth Offense	-	Ten (10) days 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. Hooters, Johnson, and Coed Naked are examples of inappropriate shirts.
- 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, Bermuda shorts, walking shorts. Inappropriate shorts include, but are not limited to, spandex shorts, short-shorts, biker shorts, ragged cut-off shorts, athletic shorts, sweat shorts, boxer shorts. **Clothing with holes above the knee and shredded holes or openings is prohibited regardless of its being worn over leggings or tights.**
- c. Hats, visors, headbands, garment hoods and/or bandannas/handkerchiefs 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 have rivets or staples in places 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. Clothing with rips, tears, and holes is not appropriate for school.

- h. Sleeveless shirts, undershirts and tank tops are not to be worn as outer garments. 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 reach mid thigh. 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 on the waistline. They are not permitted to be worn on the hips or lower.
- k. Obscene or disruptive tattoos must remain covered at all times.
- l. Any other style or fashion that might prove to be disruptive, dangerous, or distracting to the established educational atmosphere will not be permitted.
- m. **Wearing pajama pants or dorm pants is prohibited.**
- n. **Excessive display of cleavage is prohibited.**

**On the first day of school, the students will receive reminders/updates regarding proper dress standards. These standards are also posted in the building. These are the only warnings the students will receive.**

- First Offense - **Detention**
- Second Offense - **2 Detentions**
- Third Offense - **One (1) Saturday detention**
- Fourth Offense - **One (1) day out-of-school suspension**

**Rule 12. Saturday Disciplinary Sessions and Detention**

A student who fails to attend Saturday disciplinary sessions and/or detentions assigned by his/her teachers or the Principal or Dean of Students 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 three (3) days
- Second Offense - Five (5) days suspension
- Third Offense - Ten (10) day suspension
- Subsequent Offense – Ten (10) day suspension with recommendation for expulsion

#### **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 list is not totally inclusive but some examples are firecrackers, sharp instruments, guns, ice picks, switchblades, pocketknives, 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  
**Ten (10) day suspension, recommendation for expulsion**
- b. Possession of firecrackers, smoke bombs and other items of this type.  
**Five (5) 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 - Up to 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 was possessing 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 will result in a three (3) 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 doing any act or coercing another, including the victim, to do 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. Loitering or Littering**

A student shall not loiter, litter or cause a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to or from school or school activities, or during the school day, or during school activities.

**Rule 22. 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 including, but not limited to, required immunizations.

**Rule 23. 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

**Rule 24. Class Cutting**

Students shall attend all classes as scheduled. Students shall not cause themselves to be late or missing from a class.

- 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, three (3) day suspension.

**Rule 25. 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 - Three (3) day suspension

**Students must use their own Newbury JR/SR High School Planner during the school day to obtain permission 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. It must contain the entire code of conduct. Any change to the required contents or approved use of this student planner may result in disciplinary consequences.**

**Rule 26.** Possession of and/or use of personal **listening and/or recording devices** (radios, tape players, CD players, I-Pods, MP3 players, headphones, pagers, and cellular phones) are prohibited during the school day (7:30 a.m.- 2:31 p.m.) **This also includes the use of cameras and camera phones. No student may take a picture of another student during the school day.** When a student arrives at school, all devices of this nature must be turned off and locked in the student’s locker.

- First Offense - Confiscation of item, **2 detentions**
- Second Offense - Confiscation of item, **1 Saturday detention**
- Third Offense - Confiscation of item, **1 day suspension**
- Fourth Offense - Confiscation of item, **2 day suspension**

**Any item confiscated will only be returned to the parent/guardian of the student by the Dean of Students or the Principal.** At the time any device is confiscated, a written log will be made (date seized, from whom it was taken and its condition) and the item will be locked in the high school safe. Students should note that all data contained within a confiscated electronic device is subject to search. This is the same standard used for locker searches.

**The Newbury Local School District is not liable for lost or stolen devices that are taken from students during the school day.**

**Rule 27.** Students Under 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 the suspension or expulsion. Students in violation of this Rule will face further suspension or expulsion from school, and may be cited for trespassing.

**Rule 28.** Refusal to accept discipline. When a student refuses to accept the assigned discipline for an infraction, the refusal can result in sterner action.

**Rule 29.** 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 30.** 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

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 - 1 Detention
- Tardy #4 - 1 Detention
- Tardy #5 - 2 Detentions
- Tardy #6 - 1 Saturday Detention
- Tardy #7 - 2 Saturday Detentions
- Tardy #8 - 1 Day Suspension, Parent Conference
- Tardy #9 - 3 Day Suspension, Possible Court Referral
- Tardy #10 - 3 Day Suspension, Court Referral

b. Tardy to Class

Tardies to class are cumulative through the year. They do not revert to zero each quarter. Tardies to class are defined by individual classroom teachers.

- Tardy #1 - Teacher Reprimand
- Tardy #2 - Teacher Reprimand
- Tardy #3 - 1 Detention
- Tardy #4 - 1 Detention
- Tardy #5 - 2 Detentions
- Tardy #6 - 1 Saturday Detention
- Tardy #7 - 2 Saturday Detentions
- Tardy #8 - 1 Day Out-of-School Suspension
- Tardy #9 - 3 Day Out-of-School Suspension

**Rule 31. 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.**

## **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 the school principal or assistant principal from the District's program for a period not to exceed ten (10) school days. If at the time a suspension is imposed, there are fewer than ten (10) school days remaining in the school year in which the incident that gives rise to the suspension takes place, the Superintendent may apply any remaining part or all of the period of the suspension to the following school year.

- A. Although a student under suspension will receive the grade of zero for all work missed, the student is required to make up all work in order to provide continuity of instruction and learning and to eliminate the possibility of an Incomplete.
- B. 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.
- C. IF SUSPENDED, THE STUDENT WILL BE GIVEN A COPY OF THE FORM AND A COPY OF THE APPEAL PROCESS. THE PARENT WILL BE NOTIFIED WITHIN ONE (1) SCHOOL DAY. AN ATTEMPT WILL BE MADE TO NOTIFY THE PARENT AT THE TIME OF THE HEARING.
- D. 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.
- E. An appeal may be made to the board-appointed hearing officer if the student feels unjustly accused and disciplined.
- F. Within three (3) school days, parents are to notify the building principal in writing of their desire to appeal a suspension. The principal will then notify the hearing officer, as named on the suspension appeal form, who will in turn contact the parents and arrange a time for a hearing. The Board-appointed hearing officer will preside at the appeal hearing.

- G. 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.
- H. 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.
- I. 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.
- J. 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.
- K. 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 Restriction” shall be the temporary exclusion of a student by the school principal from the district’s program for no more than one day. This option is only available to 7<sup>th</sup> and 8<sup>th</sup> grade students whose exculsion from the building presents a safety risk for that student and whose violation is not one involving drugs, alcohol, smoking, weapons, or fighting. The student will be removed from all classes and supervised by the principal or the dean of students within the high school office. All work will be done and graded. Interventions include consultation with the nurse, if appropriate; the guidance 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.

In-school suspension, if available, and other disciplinary options determined by the administration, including alternative educational options, may also be implemented.

## **VII. CRITERIA AND GUIDELINES FOR SELECTION TO THE NATIONAL HONOR SOCIETY**

- A. Candidates for Senior Honor Society must be members of Grade 11 or 12. Grades 8, 9, and 10 will be candidates for Junior Honor Society.
- 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 the 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 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's having received written notice of removal.

## VIII. SCHOOL DANCES

- A. Junior High School dances are restricted to Newbury students in grades 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. No persons age 21 and over will be permitted to attend dances as guests of Newbury students. The school reserves the right to require proof of age.
- 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.**

## IX. ELIGIBILITY GUIDELINES TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES

The regulations in Section IX govern athletes, cheerleaders and Knightettes.

### **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 courses 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 **1.40 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.

## **STUDENTS WITH IEPs**

An exemption for any student whose IEP indicates an exemption would be advisable will be determined on a student-by-student basis by the respective building principal in consultation with the OHSAA Commissioner.

## **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. 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.
- L. The decision rendered in J. and K. shall be 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/Knightettes for the season
  - Third Offense - Suspension from all sports/cheerleading/Knightettes 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 Student Discipline Code as adopted by the Board of Education.

7. Athletes should not quit a sport once the scheduled games have begun. An athlete may not quit one athletic team/cheerleading/Knightettes 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.
9. Extracurricular Participation: Students must be in attendance for at least five (5) full periods to participate in or attend extracurricular activities on that day. Early dismissal may only be for medical or required legal appointments (and documentation must be provided). Students who leave for reasons other than the above will not be eligible to attend or participate in extra-curricular activities that day. Absences occurring on Friday will require the principal's approval for a student to be eligible for participation in an event or activity during the weekend.

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, or a member of, 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.

The student's resistance to the program, treatment, AA, or Ala-Teen will probably be high; therefore, it is important that parents be made aware of the child's needs for help.

**IN CASES WHERE NEITHER THE STUDENT NOR THE PARENT WILL COOPERATE IN TAKING STEPS TO INTERVENE IN A STUDENT'S HARMFUL INVOLVEMENT WITH CHEMICALS, HIS/HER POSITION IN SCHOOL MIGHT BE IN JEOPARDY AND TRADITIONAL SUSPENSIONS AND COURT REFERRALS 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 as to need. 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's being found in violation of Rule 5B of the Conduct Code.

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

#### **Remedial and Advanced Credit**

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.

#### **Credit Flexibility Policy**

Credit Flexibility is any alternative coursework, assessment, or performance that demonstrates proficiency or proven ability for the awarding of equivalent graduation credit as approved by the school district. Students and/or parents interested in Credit Flexibility, once it has been adopted by the Board of Education, should request a copy of the policy and accompanying forms from the principal or counselor.