

## **NEWTON FALLS JUNIOR/SENIOR HIGH SCHOOL**

High School Office (330) 872-5121  
Junior High/Attendance Office (330) 872-0905/0906

### **Administrative Staff**

John E. Crowder, Jr., Principal	(330) 872-5121	crowderj@nfschools.org
Justin Christopher, Assist. Principal	(330)872-0906	christopherj@nfschools.org
Sandra Halls, HS Secretary	(330) 872-5121	hallss@nfschools.org
Vicki Shaulis, JH Secretary	(330) 872-0905	shaulisv@nfschools.org
Terri Pigg, Transportation	(330) 872-7295	pigg@nfschools.org
Lynn Thiry, Cafeteria	(330) 872-7090	thiry@nfschools.org

### **Procedures for Parents with Questions and/or Concerns**

**First Contact**      The child's teacher (teachers' email listed on the district website)

**Second Contact**      Guidance Department      (330) 872-7549

Michele Peace, Secretary      ext. 7360  
peacem@nfschools.org

Scott Kernen, Counselor      ext. 7361  
kernens@nfschools.org

Don Nicholson, Counselor      ext.7362  
nicholsond@nfschools.org

**Third Contact**      Justin Christopher      (330) 872-0905/0906  
Assistant Principal  
christopherj@nfschools.org

John Crowder      (330) 872-5121  
Principal  
crowderj@nfschools.org

### **Student Special Services**

Nancy Thomas, Secretary      (330) 872-0909 ext 7303  
thomasn@nfschools.org

Robin Langley, Director      (330) 872-0909 ext 7326  
langleyr@nfschools.org

**Transportation/Bus Concerns**

**First Contact** Terri Pigg (330) 872-7295  
Transportation Supervisor  
[piggt@nfschools.org](mailto:piggt@nfschools.org)

**Lunch Room/Cafeteria Supervisor**

**First Contact** Lynn Thiry, (330) 872-7090  
Cafeteria Supervisor  
[thiry1@nfschools.org](mailto:thiry1@nfschools.org)

**STUDENT DEMOGRAPHICS**

It is very important that you keep your child's records at the school up to date. This includes medications being taken, home address, phone numbers (home, work, and cell), e-mail address, and emergency contacts. For example, during inclement weather you will be contacted through the *Synervoice* phone system of any school cancelations. We must have your current phone number on file in order to contact you. Also, in an effort to increase communication with your child's teachers, we are encouraging all staff to create a directory of their student/parent e-mail addresses and/or other means of contact.

**School Website: [www.newton-falls.k12.oh.us/](http://www.newton-falls.k12.oh.us/)**

**Table of Contents**

<b>SCHOOL CALENDAR</b>	<b>Pg. 4</b>	<b>25...FIRE, TORNADO DRILLS, and LOCK-DOWNS</b>	<b>Pg. 15</b>
<b>GRADING PERIODS</b>	<b>Pg. 4</b>	<b>26...RESTRAINT AND SECLUSION</b>	<b>Pg. 15</b>
<b>DAILY BELL SCHEDULE</b>	<b>Pg. 4</b>	<b>27...STUDENT INSURANCE</b>	<b>Pg. 16</b>
<b>1...A BRIEF HISTORY OF NEWTON FALLS JR. &amp; SR. HIGH SCHOOL</b>	<b>Pg. 4</b>	<b>28...STATE OF OHIO DRIVING LAWS</b>	<b>Pg. 16</b>
<b>2... AUTHORITY OF THE LOCAL SCHOOL BOARD</b>	<b>Pg. 4</b>	<b>29...DRIVING TO SCHOOL/PARKING LOT REGULATIONS</b>	<b>Pg. 16</b>
<b>3...CODE OF CONDUCT</b>	<b>Pg. 5</b>	<b>30...TEXTBOOKS</b>	<b>Pg. 17</b>
<b>4...DRESS CODE</b>	<b>Pg. 7</b>	<b>31...SCHOOL LOCKERS – SEARCH AND SEIZURE</b>	<b>Pg. 17</b>
<b>5...DETENTION</b>	<b>Pg. 8</b>	<b>32... ACTIVITY GUIDELINES</b>	<b>Pg. 17</b>
<b>6...DETENTION ROOM RULES</b>	<b>Pg. 8</b>	<b>33...USE OF TELEPHONES</b>	<b>Pg. 17</b>
<b>7...REMOVALS</b>	<b>Pg. 8</b>	<b>34...MEDICATION</b>	<b>Pg. 17</b>
<b>8...IN – SCHOOL SUSPENSION RULES</b>	<b>Pg. 9</b>	<b>35...SCHOOL BUS HEALTH AND SAFETY REGULATIONS</b>	<b>Pg. 17</b>
<b>9...SUSPENSION OF STUDENTS</b>	<b>Pg. 9</b>	<b>36...LIBRARY REGULATIONS</b>	<b>Pg. 18</b>
<b>10...EXPULSION</b>	<b>Pg. 9</b>	<b>37...SCHOOL CLOSING</b>	<b>Pg. 18</b>
<b>11...PERMANENT EXCLUSION</b>	<b>Pg. 9</b>	<b>38...CARE OF BUILDING AND GROUNDS</b>	<b>Pg. 18</b>
<b>12...APPEALS TO BOARD</b>	<b>Pg. 10</b>	<b>39...VISITORS</b>	<b>Pg. 18</b>
<b>13...ATTENDANCE-CALL-OFF NUMBER</b>	<b>Pg. 10</b>	<b>40...LUNCH PROCEDURES</b>	<b>Pg. 18</b>
<b>14...ATTENDANCE POLICY</b>	<b>Pg. 10</b>	<b>41...STUDY HALL RULES AND REGULATIONS</b>	<b>Pg. 18</b>
<b>15...ATTENDANCE REGULATIONS</b>	<b>Pg. 11</b>	<b>42...PUBLICATIONS</b>	<b>Pg. 18</b>
<b>16...TARDINESS</b>	<b>Pg. 12</b>	<b>43...ACCIDENTS</b>	<b>Pg. 18</b>
<b>17...GRADUATION REQUIREMENTS</b>	<b>Pg. 12</b>	<b>44...HEALTH AND SAFETY RULES</b>	<b>Pg. 19</b>
<b>18...DISTRICT TEST SECURITY PROVISIONS FOR OHIO STANDARDIZED TESTING</b>	<b>Pg. 13</b>	<b>45...NEWTON FALLS ATHLETIC DEPARTMENT</b>	<b>Pg. 19</b>
<b>19...SCHEDULING</b>	<b>Pg. 13</b>	<b>46...ELIGIBILITY OF STUDENT ATHLETES</b>	<b>Pg. 19</b>
<b>20...FEES and FINES</b>	<b>Pg. 13</b>	<b>FIGHT SONG</b>	<b>Pg. 19</b>
<b>21...DEFICIENCY REPORTS/REPORT CARDS</b>	<b>Pg. 13</b>	<b>ALMA MATER</b>	<b>Pg. 19</b>
<b>22...HIGH SCHOOL and JUNIOR HIGH GRADING PROCEDURES</b>	<b>Pg. 13</b>		
<b>23...PROMOTION AND RETENTION</b>	<b>Pg. 14</b>		
<b>24...STUDENT USE OF TECHNOLOGY</b>	<b>Pg. 14</b>		

## SCHOOL CALENDAR 2018-2019

August 20 (Monday) JH/HS Open House	No School – Prof. Day & (5:00 pm to 6:30 pm)
August 21 (Tuesday)	First Day for Students
September 3 (Monday)	Labor Day – No School
September 4 (Tues.)	No School – Prof. Day
October 11 (Thursday)	JH/HS Parent/Teacher Conferences
October 12 (Friday) October 29 (Monday)	No School – NEOEA Day No School – Prof. Day
November 21-26 (Wed.-Mon.)	No School – Thanksgiving Break
December 10 (Monday) December 21 (Friday)	No School – Prof. Day Last Day before Winter Break
Dec. 24 – Jan. 4 January 7 (Monday)	No School – Winter Break School Resumes
January 21 (Monday)	No School – Martin Luther King Day
February 4 (Monday) February 14 (Thursday) February 15 (Friday) February 18 (Monday)	No School – Prof. Day Parent/Teacher Conferences No School No School (Presidents’ Day)
March 25 (Monday)	No School – Prof. Day
April 19 & 22 (Fri./Mon.) April 23 (Tuesday)	Easter Break School Resumes
May 23 (Thursday) May 24 (Friday)	Last day for students Last day for teachers
Graduation Date:	May 17, 2019 (Friday)

### GRADING PERIODS

<b>1st:</b>	August 20, 2018 to October 26, 2018
<b>2nd:</b>	October 29, 2018 to January 18, 2019
<b>3rd:</b>	January 22, 2019 to March 22, 2019
<b>4th:</b>	March 25, 2019 to May 23, 2019

### Professional Days

***(No School for Students on Professional Days)***  
***9/4/18; 10/29/18; 12/10/18; 2/4/19; 3/25/19***

Student Make-up Days: At End of School Year

School Website: [www.newton-falls.k12.oh.us/](http://www.newton-falls.k12.oh.us/)

## Jr./Sr. High School

### BELL SCHEDULE

7:30 a.m.	Building Open
7:35 a.m.	First Bell
7:37 a.m.	Warning Bell
7:38 a.m.	Tardy Bell
7:38 – 8:30	First Period
8:33 – 9:23	Second Period
9:26 – 10:16	Third Period
10:19 – 11:09	Fourth Period
11:12 – 11:42	Fifth Period Lunch
11:42 – 12:12	Sixth Period Lunch
12:12 – 12:42	Seventh Period Lunch
12:45 – 1:35	Eighth Period
1:38 – 2:28	Ninth Period
2:30 – 3:15	Detention Period

### 1. A BRIEF HISTORY OF NEWTON FALLS JR. & SR. HIGH SCHOOL

The first school building was a log structure built in 1812. It was served faithfully by Eden Newton, our town's first teacher. Historical records indicate that our first high school graduation occurred in 1878. A copy of the commencement program from May 29, 1890, indicated that commencement was held in the G.A.R. Hall. In 1919, the first high school building was built on Center Street and was used as a community and school building. In 1925, the building was remodeled and expanded to meet a growing community's educational needs.

The Center Street complex was remodeled and expanded several times until the devastating tornado in 1985. The Board of Education and citizens of the Newton Falls Community built a new, modern school south of town.

In 2000, the community realized the continuing need to modernize and upgrade the school facilities. Starting in September 2004, the entire Jr./Sr. High School complex was renovated and expanded with a new look, air conditioning, and converted to a top of the line "smart" facility.

### 2. AUTHORITY OF THE LOCAL SCHOOL BOARD

The State Board and local Boards of Education derive authority from Section 3313.20 of the Ohio Revised Code, which provides: The Board of Education shall make such rules and regulations as are necessary for its government and the governments of its employees, pupils of its schools, and all other persons entering upon its school grounds or premises.

The State Board of Education believes the issues of student rights and responsibilities to be important to all students throughout the state. The State Board, however, is a strong advocate of local authority and, therefore, leaves the responsibility of developing

guidelines for specific student rights and responsibilities up to local districts.

Section 3313.20 of the Ohio Revised Code authorizes Boards of Education, and not individual school administrators or teachers, to make such rules and regulations.

"Zero Tolerance" is advocated by the Board of Education for violent, disruptive, or inappropriate behavior and truancy.

***The school district follows the guidelines of the Family Education Rights and Privacy Act (FERPA) regarding all student records. Parents who do not want directory information for their child released to colleges, universities and military recruiters should contact the guidance office in writing by September 15 of each school year.***

Students must abide by the following regulations that have been adopted by the Newton Falls Exempted Village Board of Education. **Also, any amended school policies, additional school policies adopted, or changes to local, state, and federal laws during the school year, regarding the following regulations, will immediately replace the respective regulation printed in the following pages. Receipt of this handbook serves as a student's first warning.**

### 3. CODE OF CONDUCT

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. **This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs.** In addition, this Code of Conduct includes:

**1) Misconduct by a student that occurs off school district property but is connected to activities that have occurred on school district property; and**

**2) Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.**

**\*ORC**

The following violations may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention, In School Suspension, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion. **The administration reserves the right to use their discretion when interpreting, enforcing, and altering all disciplinary consequences.**

**All suspensions during the final week of school will be out of school.**

A three category classification system will be utilized when interpreting and enforcing discipline.

This code of conduct is also in effect for students who violate any rules pertaining to student use of technology and policy found in the school district's Technology Acceptable Use Policy.

**Minor Offenses:** Any violation of the basic operational school rules. **Consequences** may result in verbal or written warning or reprimand, referral to guidance counselor, parental contact or conference, detention(s), community service.

1. A student's behavior shall not cause or contribute to the **disruption** of any class, study hall, activity, function, or service provided or sponsored by the Newton Falls Exempted Village Board of Education and **ALL employees**.
2. A student shall not violate the school district **Dress Code**.
3. A student must follow **reasonable requests** made by employees of the school district who shall have responsibility for instruction, supervision, or administration of any school sponsored course, program, event, or activity. This also includes those people who provide special services such as the nurse, bus drivers, custodians, secretaries, clerk-typists, aides, club advisors, and coaches (when in performance of their duties).
4. A student shall show **respect** to other students, teachers, employees, or any other person while on the property or at an event regulated or co-sponsored by the Newton Falls Exempted Village Schools Board of Education.
5. A student may **only** use **electronic devices, for music, gaming, social media, or other forms of entertainment, etc. during lunch. These devices must be used with headsets or ear pieces of some type. These electronic devices are not permitted to be used in the hallways between classes. All confiscated materials will be held in the office until the end of the day. After repeated offenses, items will be held for pick up by a parent/guardian.**
6. **Any use of technology devices used in violation of the "Bring Your Own Technology Device Policy" will result in confiscation of the device until the end of the day in the office. After repeated offenses the device will be held in the office for pick-up by a parent/guardian.** As stated in the "Bring Your Own Technology Device Policy," students must use the school's supplied WiFi and not a personal cellular data plan.
7. A student must not violate any of the minor offenses listed in the technology section (24) of the handbook.
8. A student must show reasonable care in the use of **textbooks, equipment, supplies, and facilities.**

9. Students are expected to be **on time to class, shall not be truant from class, or depart a class**. Students must have a valid pass to be in the halls during class time.
  10. Students are expected to be **on time to school**. Students must have an excused note from a parent for being tardy to school (see list of excusable reasons in section 16 Tardiness).
  11. Students must meet or attempt to meet the standards or requirements of their specific classes. Students are to attend and actively **participate in class**.
  12. Students that are at least 3 assignments behind in their classes may be referred to the office for an office detention.
  13. Presenting someone else's work as one's own in order to obtain a grade or credit is considered to be **cheating**. This includes, but is not limited to, copying others' assignments, quiz or test answers, and blatant **plagiarism**. Students who violate this policy will receive zero credit for assignments or work involved. Repeated offenses will result in disciplinary actions.
  14. **Food and pop are permitted in the classrooms and hallways if handled discreetly and responsibly with teacher/administrator permission (HS students only)**. All drink containers must have a **screw on lid**. Pop/vending machines are not for use during class times. Machines are turned on during the lunch hour and after the end of the normal school day. **JH students are not permitted any food or drinks in any classrooms**.
  15. Students must **dispose of trash** and clean up any mess they create in the building or on school grounds.
  16. Book bags, backpacks, and gym bags are to be used to bring books/clothing to and from school only. **They are not to be used during the school day from class to class** without special permission from the administration.
  17. A student shall not engage in **over amorous** behavior.
- Major Offenses:** Any violation of a serious nature and repetition of minor offenses. **Consequences** may include referral to guidance counselor, parental contact or conference, In School Suspension, community service, emergency removal, referral to law enforcement agencies, Out of School Suspension.
18. **Failure to serve detentions.**
  19. **Continued repetition of minor offenses.** (This can be 3 referrals for the same offense or any combination of 5 or more referrals for minor offenses.)
  20. **Failure to follow a reasonable request of an administrator.**
  21. A student must not violate any of the major offenses list in the technology section (24) of the handbook.
  22. A student may not **vandalize** or cause damage to public or private property. Parents are liable for up to \$10,000 in damages to school property. (ORC 3109.09)
  23. Students may not **fight** or deliberately **provoke** another student to fight. It takes two to fight. (Provoking is considered to be the student(s) texting comments encouraging the fighters or verbally going back and forth antagonizing the potential conflict.)
  24. A student shall not **initiate or participate in a student prank** towards another student or district employee or participate in any activity which has the potential of **creating an unsafe condition**.
  25. A student shall not incite or participate in any **action, activity, or unauthorized assembly**, which by design or result disrupts the normal operation or atmosphere of the school and its program.
  26. A student may not **remove, steal, or take** without permission, public or private **property**.
  27. A student shall not engage in **gang-related activities** including but not limited to: writing in gang language or symbols on notebooks/book covers/papers; showing colors/wearing gang apparel; initiations; intimidation and recognizing other gang members. Gang-related tattoos need to be covered.
  28. A student may not possess, use, conceal, distribute or sell any **tobacco product, lighter, matches, pipes, e-cigarettes, or rolling papers**.
  29. A student shall not **bully, cyber-bully, harass, verbally or physically assault, threaten, another student(s)**. This shall include harassment of a sexual, ethnic, racial, religious, etc., nature and all forms of bullying and/or cyber-bullying that occurs during school hours on school property (including the school bus), at a school sponsored event, or disrupts the educational atmosphere of another student during school hours, regardless of the time and location the reported bullying/harassing occurs.
  30. A student may not **use abrasive and/or obscene language and/or inappropriate gestures toward another student**.

31. A student shall not **use abrasive and/or obscene language and/or inappropriate gestures** in addressing a **staff member**.
32. A student **shall not engage in sexual behavior or misconduct**.
33. A student **shall not leave the school building** without authorization and shall not be truant from school.

**Definition: *Bullying/Intimidation/Harassment***

***Is an intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both 1) causes mental or physical harm to the other student, and 2) is sufficiently severe, persistent, or pervasive that it creates an intimidation, threatening, or abusive educational environment for the other student...this includes violence within a dating relationship.***

**Severe Offenses:** All violations of local, state, and federal law, repetition of major offenses, as well as those specifically listed. **Consequences** will result in emergency removal, referral to law enforcement agencies, suspension and/or expulsion. The administration may offer alternatives to reduce and/or alter all consequences.

34. **Continuation to commit major offenses.** (not the repetition of the same major offense)
35. A student's conduct shall not violate **federal, state, or local laws**. A student who violates certain school rules should, therefore, understand that charges might be filed at any time during the disciplinary process.
36. A student may not possess, sell, or distribute **firearms, knives, chemical explosives, and other dangerous weapons** or any instrument that may be used for illegal activities. Report this immediately to a principal.
37. A student may not possess, use, conceal, be under the influence of, distribute, or sell **alcoholic beverages, controlled substances, counterfeits**, or any items that may be used to consume illegal substances. Any alcohol or drug paraphernalia is also prohibited on school property.
38. A student shall not **threaten verbally or physically assault (actions that create fear, distress, or injury), a staff member**.
39. A student shall not **participate in any activities that may incite panic**, such as activating the fire alarms, false 911 calls, bomb threats, etc. This may include severe violations of the student Internet agreement.

#### 4. DRESS CODE

- **Students and parents/guardians should be aware that school is a place for the business of education and is not a showcase for extreme styles of dress and grooming.** Students must follow the **dress code** guidelines listed below or any Board of Education revisions adopted during the school year:
- Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements.
- While attending school or participating in any school sponsored activities, a student's dress and/or grooming will not disrupt the setting or constitute a health threat to the individual or other students.
- Dances also have dress code guidelines that will be discussed during the discipline assemblies. These guidelines are created based on the formal dress attire frequently worn to school dances and a reflection of the following dress code specifications for daily wear in the building. (see attached)
- **Any uniform worn in school must conform to the dress code.**
- Students will not wear shorts, or skirts that are higher than **5" from the middle of the knee**.
- No "sagging" (baggy) pants/shorts. Shorts and pants must be worn at the waist and **belted and/or tied properly**.
- Spandex/stretch clothing are permitted to be worn as an undergarment; but must be worn with a dress, skirt, shorts or tops that are long enough to meet the 5" length rule from the middle of the knee. (This includes any form of stretch material and colors/patterns.)
- **No shorts are permitted from November 1st through March 31st.**
- Upper body articles of clothing must cover the body from the shoulder to the waist: Sleeveless blouses and shirts are not permitted unless layered with a "proper" shirt over or under the sleeveless blouse. Shirts or blouses exposing midriff, backs, shoulders, undergarments, or with plunging/low-cut necklines are not permitted. **Midriffs must be covered when sitting, standing, or walking.**
- All upper body clothing must be of sufficient density that the body cannot be seen through the clothing. See-through mesh jerseys are permissible if another "proper" shirt is worn underneath.
- No headgear (hats), bandannas, handkerchief, or headbands may be **worn, carried, or draped from a pocket** inside the building.
- **Hoodies (the hooded part attached to the garment) are not permitted to be worn at any time in the building during regular school hours**
- Clothing that is torn, ragged, or designed to look sloppy or attract undue attention, will not be permitted **if it is exposing skin from the shoulders to 5" above the knee unless it is layered over articles of clothing that adhere to the dress code. Any extreme tears or outfits that draw undue attention will not be permitted.**

- Outdoor apparel (coats, vests, and jackets) should be placed in the student's locker for the duration of the day. **This includes sunglasses and gloves.**
- **Due to the many temperature changes in the building throughout the day, it is advised that you keep a sweater or sweat shirt in your locker.**
- Sleepwear or beachwear is not permitted.
- **No slippers or flip flops are permitted year round. Athletic/shower sandals and regular sandals are not permitted during the winter months when shorts are not permitted to be worn: November 1st through March 31st. If athletic/shower sandals are worn, they must be worn with a sock.**
- Long pocket chains, studded bracelets, dog collars, factory designed strapping, and other articles, which may be judged to be potentially harmful to one's self or others, are not permitted.
- **Exposed body, facial rings or hoops, extended piercings or body jewelry that brings undue attention** will not be permitted.
- No tattoo, article of clothing, button or badge may be worn if it draws undue attention to specific body locations and/or contains the following:  
Implied/Offensive/Obscene/Vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; inappropriate sexual references; and/or advertises any product or service not permitted to minors by law.

Staff members have the right to confiscate dangerous or disruptive items.

*No single dress code can address changing style or fads. **The building principal shall make the determination whether the student's dress or garments meet the school's requirements. Violators of the dress code will be required to change. If unable to get appropriate clothing from home, the student may be detained from classes until they are able to meet the dress code requirements. Repeat violators will face more serious consequences.***

## 5. DETENTION

Detentions may be assigned for minor violations of the Student Code of Conduct. Detentions are assigned a minimum of 24 hours in advance. Detentions are served after school Monday through Friday from 2:30 pm until 3:15 pm in designated room.

Detentions may be assigned to students for any regulations addressed in the student handbook by the staff.

**Failure to serve detentions will lead to further consequences, which may result in suspension.**

## 6. DETENTION ROOM RULES:

Students serving detentions are there because of misconduct. Detention time is disciplinary in nature. All rules must be followed to avoid more serious disciplinary action.

1. **Students must report on time to be admitted.**
2. **Students must bring study materials to use.**
3. **No sleeping, talking, eating or other activities are permitted.**
4. **Students must follow directions of the supervisor and stay until dismissed to get credit for time served.**

Anyone asked to leave the detention room for misconduct is subject to further disciplinary action. When dismissed, students must leave the building immediately.

## 7. REMOVALS

1. If a pupil's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, then:
  - The superintendent, principal, or assistant principal may remove the student from the premises of an academic or extracurricular activity.
  - A teacher may remove the student from an academic or extracurricular activity under his/her supervision, but not from the premises. If a teacher makes an emergency removal, his/her reason must be submitted to the principal in writing as soon after the removal as practicable.
2. A due process hearing must be held within 72 hours after removal is ordered.
  - Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as possible prior to the hearing.
  - The pupil must have the opportunity to appear at an informal hearing before the principal or assistant principal and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
  - The person who ordered or requested the removal must be at the hearing.
  - Within 24 hours of the decision to suspend, the administration will notify the parent, guardian, or custodian of the pupil and the Clerk of the Board of Education of the suspension.
  - The notice must include the reason for the suspension and the right of pupil and parent to appeal to the Board of Education or its designee; it must also include the right to be represented at the appeal and to request the hearing appeal to be held in executive session.
3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement. The teacher cannot refuse to reinstate.



4. In an emergency removal, a pupil can be kept from the class until the matter of his/her misconduct is disposed of either by reinstatement, suspension, or expulsion.

## 8. IN – SCHOOL SUSPENSION RULES

1. Students will not be permitted to leave in-school suspension unless an administrator grants permission with a pass.
2. Students will be required to bring all needed textbooks and materials. Work completed in in-school suspension will receive credit.
3. TALKING IS NOT PERMITTED!
4. Students not complying with the in-school suspension supervisor, in-school suspension room regulations, or being disruptive may receive out-of-school suspension equal to the full length of the original suspension.
5. If the student has no work or assignments, the in school supervisor will provide one for the student. All completed assignments will be given to the in-school suspension supervisor, to be returned to the classroom teacher.
6. There will be no in-school suspension the last week of school.

## 9. SUSPENSION OF STUDENTS

Suspensions are used as a means to compensate for more serious violations or repeated offenses of the code of conduct.

The principal (or assistant principal) may suspend a student from school for a period of up to ten (10) days for violation(s) of the Code of Conduct. The superintendent may expel a student from school a full year which may extend into the next school year.

- **Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school. The student will make-up major tests or projects due during the days missed. The days out will count as unexcused days absent.**
- Students who are suspended out of school temporarily lose Internet privileges.

Procedures for student suspensions are:

1. Written notice of the intended suspension with the reason(s), the dates, and type of suspension assigned will be given to the student. The principal/assistant principal will discuss with the student the reported behavior and give him/her an opportunity to comment on the alleged charges.
2. Parents will be notified by phone, if possible. A copy of the written notice will be mailed to the home within 24 hours.

3. The parent/student has the right to appeal the suspension. The appeal must be in writing to the Superintendent within 10 calendar days. Parents or guardians may request a hearing regarding the suspension before an executive session meeting of the Board of Education or its designee.
4. The Board of Education, after an investigation has been made concerning the suspension of the student, will render a decision, in a public session, of returning the student to the classroom or sustaining the suspension as handed down by the administration. THESE PROCEDURES WILL APPLY TO ALL OUT OF SCHOOL SUSPENSIONS.

## 10. EXPULSION

Expulsion may result in the loss of credit for course being taken at school, at the Trumbull County Technical Career Center, or at any college or university, whether under the Secondary Post Enrollment Option or at the student's own expense.

1. The superintendent must send the pupil and his/her parent or guardian written notice of the intended expulsion.
  - a. The notice is to include reasons for the intended expulsion.
  - b. The pupil and parent or REPRESENTATIVE has an opportunity to appear (on request) before the superintendent to challenge his/her action or to otherwise explain the pupil's actions. The administrator cannot compel such hearing in the event the pupil and parent choose not to have a hearing.
  - c. The notice is to state the time and place to appear, which must not be fewer than 3 days nor more than 5 days after the notice is given.
  - d. The superintendent may grant an extension of time. If granted, he/she must notify all parties of new time and place.
2. Within 24 hours of the expulsion, the administration will notify the parent, guardian, or custodian of the pupil and Clerk of the Board of Education of the action to expel. The notice must include the reasons for the expulsion, and the right of the pupil, parent, or custodian to appeal to the Board of Education or its designee. The student has the right to be represented at the appeal and to request the hearing to be held in executive session.

## 11. PERMANENT EXCLUSION

The Board of Education may seek the permanent exclusion of a student 16-years of age or older that is either convicted in criminal court or adjudicated delinquent by a juvenile court of any of the following offenses that occur on school grounds or at a school function:

1. Illegal conveyance or possession of a deadly weapon or dangerous ordnance, carrying a concealed weapon, aggravated trafficking, trafficking in drugs, trafficking involving the possession of bulk amount of controlled substance or the sale of a controlled substance and/or

2. Aggravated murder, murder, voluntary or involuntary manslaughter, felonious or aggravated assault, rape, gross sexual imposition or felonious sexual penetration, if the victim is a district employee or student. In addition, complicity in any of the above acts, whether or not that complicity takes place on school grounds or at a school function, may also be the basis for permanent exclusion.

## 12. APPEALS TO BOARD

- A pupil or his/her parent or custodian may appeal his/her expulsion or suspension by a superintendent or administrator to the Board of Education. Such pupil or his/her parent, guardian, or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the board or its designee in order to be heard against suspension or expulsion.
- A verbatim (word for word) record is required. This may be taped, etc.
- Formal action to affirm, vacate, or modify the disciplinary action on the appeal may only be taken in "public" session. The decision of the board is further appealable to the Court of Common Pleas under O.R.C. 2506

## 13. ATTENDANCE-CALL-OFF NUMBER

- **Authorized** absences are obtained by a parent/guardian calling **330-872-0906** by 7:30 a.m. of the first day a student is absent. An answering machine will answer this number 24 hours a day. The parent/guardian is to give the student's name, grade and reason why the student is absent. A written excuse by the parent/guardian is to be delivered to the attendance office upon the student's return to school.

## 14. ATTENDANCE POLICY

### A. Philosophy and Reasons For Absences

It is the belief of the Board of Education that daily attendance in school is vital in helping a student achieve the maximum potential of his/her education. Irregular attendance is often a major indicator of poor achievement in school by a student. Our schools cannot provide continued and consistent instruction to a student who is not present in school on a regular basis.

State law specifically states that every youngster up to the age of 18 must attend school. The law is very clear on what constitutes a legal excuse for an absence from school. **No parent or guardian has the right to excuse his/her child from school for any other reason than those stated by state law or recognized by the Newton Falls Exempted Village Board of Education. Any parent so doing is in violation of the law-specifically, contributing to the delinquency of a minor.** Furthermore, children can be held accountable for the actions of their parents/guardians and be punished by school authorities for being kept from attending school.

The following are acceptable reasons for absences from school recognized by the Board of Education:

- Personal illness (a written doctors excuse verifying the illness may be required after a child has been called off for this reason 5 times in a grading period or 10 times for the entire school year).
- Illness within the family
- Quarantine of the home
- Death of a relative
- Work at home directly and exclusively for parent/guardian (**applies to students over 14 years of age only**)
- Religious reasons
- Vacations with parent/guardian or a person designated by the parent. The building administrator must receive a written request two to five days prior to the departure and the student has three (3) days to complete and submit all missing work upon their return.
- All school sponsored activities in which the student is not in attendance (applies to absences of up to 24 hours)
- College visitations of three days for a student possessing Junior/Senior status
- Any activity or circumstance given approval by the building administrator/Superintendent
- A summons to appear in Court

### B. Definitions

**Absence** means failure of a student to attend school and/or a class assigned for instruction.

**Due Process Appeal** means a request for reconsideration of a decision rendered. The Due Process procedure includes:

- **Step 1**-a committee composed of the building administrator, guidance counselor, and the student's teacher(s)
- **Step 2**-Superintendent of Newton Falls Exempted Village School District
- **Step 3**-Newton Falls Exempted Village Board of Education

**Partial Absence** means a request from the parent/guardian for a student to be dismissed from school at a specified time due to an excusable reason should be called into the attendance secretary at least one half hour prior to dismissal.

**Excused Absence** means an absence of a student that meets standards as defined by Section 3301.51.13 of the Ohio Revised Code and/or others approved by the Newton Falls Board of Education (see listing) as well as meeting the allocated time period for notification of an absence.

**Extended Chronic Illness** means an absence period of ten consecutive excusable absences caused by a medical problem, which has been confirmed in writing by a student's physician. The school will provide for alternative educational instruction to take place at a time and place convenient for all parties.

**Habitual truant** means any child of compulsory school age who is absent without legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month, or 72 hours or more in a school year.

**Tardy to school** means arrival to school after its designated starting time.

**Tardy to class** means arrival to a scheduled class or activity after its designated starting time. The bell schedule is the determining factor for tardiness to a class. However, a teacher's classroom regulation may extend beyond this definition.

**Truancy** means being absent from school or class without an excusable reason or without authorization from school personnel.

**Unauthorized Absence** means being absent from a scheduled class/activity/event without an excusable reason or without authorization from school personnel.

**Unauthorized Departure** is defined as leaving the school building or a scheduled class/activity/event without authorization from school personnel. **Five or more minutes** from a scheduled class/activity/event will classify the absence as unauthorized.

**Unexcused Absence** means an absence that does not meet the standards as defined by Section 3301.51.12 of the Ohio Revised Code and the Newton Falls Board of Education and/or any absence that is not verified by parental/guardian notification within the 48 allocated time period.

### **C. Absence Policy**

The Newton Falls Exempted Village Board of Education has established a maximum of nine (9) unexcused absences per semester and eighteen (18) unexcused absences per academic year as a basis for academic credit.

Students in Kindergarten through grade eight may be retained if they have accumulated beyond the ten percent limit (18 days) during the academic year.

Students in grades nine through twelve may not receive credit, thus receive a failing grade (F), if they have accumulated more than the nine (9) unexcused absences allowable in any semester class, and eighteen (18) unexcused absences allowable in any class of a yearly duration.

The classroom teacher will notify parents of students in grades 9-12 when their child (ren) accumulates three (3), six (6), and nine (9) unexcused absences for a semester class, and six (6), twelve (12), and eighteen (18) unexcused absences for a yearly class.

**All out of school suspensions shall be designated as unexcused absences.** A student in grades 7-12 will be permitted to make up tests and major projects for

academic credit missed due to a suspension from school. Daily assignments, such as homework, quizzes, and in-class assignments missed due to a suspension, are not to be made up for credit

A zero percent shall be assigned for all tests, assignments, projects, etc., missed due to an unexcused absence other than those related to a suspension from school.

Students absent from school shall receive one day for each day designated as an excused absence to complete missed assignments, tests, quizzes, etc.

**A student who receives work prior to leaving for a vacation and/or during an extended absence shall present all assignments to the classroom teacher upon his/her return to school. The student has three (3) days to complete all missing work.**

For the purpose of academic credit/promotion, a student will receive **one-half day absence** if he/she is absent from school more than the building allotted time for tardiness up to **3 hours 20 minutes**. A student will be considered absent a **full day** if he/she misses **more than 3 hours 20 minutes**.

A student who is by definition habitually truant from school or class, absent beyond the nine unexcused absences (for a semester course) and 18 unexcused absences (for a yearly course), will be **required to attend with their parent/guardian the Truancy Attendance Intervention Plan/Program**. Students failing to participate in the plan/program will result in charges being filed at the Trumbull County Juvenile Court. Any parent who does not complete the program may be reported to law enforcement authorities for parental education neglect, a fourth class misdemeanor if found guilty.

## **15. ATTENDANCE REGULATIONS**

Parents need to notify the school on the first day a student is absent; **otherwise, the student will be marked unexcused and not permitted to make up any missed assignments.** It will be helpful if the parent can notify the school if the absence will be extended beyond that day. In such cases, it will not be necessary for the parent to call the school on a daily basis for an extended absence.

**An answering machine is available 24 hours a day for parents to report a child's absence.** If the school is not notified by 10:00 a.m., the school will attempt to reach the parent by phone.

A written letter from the parent/guardian upon the return of the student to school explaining the reason for the absence will be accepted as an excused absence. **A parent/guardian will have 48 hours after the student's return to school to submit a written excuse.** The building administrator has the discretion to extend the 48-hour grace period.

**If no excuse is provided or if a doctors excuse is required/requested and one is not provided or received after the allocated time period, the absence will be designated as *unexcused and all work will receive zero credit.***

The school's daily attendance is reported by period on DASL (the State reporting software) to notify teachers as to the proper status of a student's absence.

**The Board of Education reserves the right to verify such statements/excuses and to investigate the cause of each single absence or prolonged absence.**

## 16. TARDINESS

Students arriving to school after 7:38 a.m. and before 9:26 a.m. are designated tardy.

All students arriving after the 7:38 a.m. tardy bell must sign in at the Attendance Office and receive an Admit Slip to enter class. No student will be permitted to enter a class without an Admit Slip.

Acceptable reasons for arriving tardy to school are the same as the acceptable reasons for being absent from school.

Students need to provide a written excuse from their parent/guardian for their tardiness. **A student will have 48 hours to submit a written excuse for his/her tardy.** Failure to provide a written excuse will result in the tardy being designated as *unexcused*. A student will not be permitted to make up missed assignments, tests, quizzes, etc., due to an unexcused tardy. A tardy is designated as an *excused* tardy if it results from:

- Personal illness (a written doctors excuse verifying the illness may be required after a child has been called off for this reason 5 times in a grading period or 10 times for the entire school year).
- Illness within the family
- Quarantine of the home
- Death of a relative
- Work at home directly and exclusively for parent/guardian (**applies to students over 14 years of age only**)
- Religious reasons
- Vacations with parent/guardian or a person designated by the parent. The building administrator must receive a written request two to five days prior to the departure and the student has three (3) days to complete and submit all missing work upon their return.
- All school sponsored activities in which the student is not in attendance (applies to absences of up to 24 hours)
- College visitations of three days for a student possessing Junior/Senior status
- Any activity or circumstance given approval by the building administrator/Superintendent
- A summons to appear in Court

**A student will be permitted to arrive to school tardy on three (3) occasions during a semester**

**without penalty**, regardless of the reason. Beginning with the **fourth** tardy, a detention will be assigned for every unexcused tardy. A student may accumulate a **maximum of twenty (20) unexcused tardies during the school year.** Students with excessive tardiness will be subject to disciplinary actions, which may include attending with their parent/guardian the Truancy Intervention Program. Continued tardiness will result in a referral to the Attendance Intervention Team resulting in an Attendance Intervention Plan/Program.

Unexcused tardiness to school will impact a student not receiving academic credit in a course due to the maximum number of absences permitted in a class (refer to Attendance Policy).

The classroom teacher will handle unauthorized tardiness to class by submitting a referral for discipline to the office.

If a student is detained by the office or another teacher causing the student to report to class after the tardy bell, the ***student should request an admit pass from said teacher.***

## 17. GRADUATION REQUIREMENTS

**The following required course credits are mandated by the Ohio Department of Education.**

English.....	4 Credits/4 Years
Math.....	4 Credits/4 Years
Including 1 unit of Algebra II	
Social Studies.....	3 Credits/3 Years
Including ½ unit of American History	
and ½ unit of American Government	
Science.....	3 Credit/3 Years
Including 1 unit of Physical Science	
Including 1 unit of Biological Science	
Including 1 unit of advanced science	
Health.....	1/2 Credit/1/2 Yr.
Physical Education.....	1/2 Credit/ 2 Yr.
Fine Art.....	1 Credit
Electives.....	5 Credits
Totals.....	21 Credits

All students must receive instruction in economics and financial literacy during grades 9–12 and must complete at least two semesters of fine arts taken any time in grades 7-12. Students following a career-technical pathway are exempted from the fine arts requirement.

**All students must meet the state approved testing requirements for graduation. For any student entering high school prior to July 1, 2014, this is the OGT Test. For the Class of 2018 and beyond it begins with accumulating a minimum of 18 points on the 7 required course exams. Other testing requirements will be discussed with each respective class as the State Department of Education continues to refine and publish them.**

## 18. DISTRICT TEST SECURITY PROVISIONS FOR OHIO STANDARDIZED TESTING

It is unethical and illegal to alter a student's responses or to assist a student to cheat in any way on Ohio Standardized Testing.

Except for the practice test materials, the tests may not be reproduced or released to students, parents, the media, or to any other individual or group.

Examiners shall personally distribute and collect test materials. Students leaving the testing room after materials have been distributed shall not be permitted to take any materials from the testing room.

Students confirmed of cheating or assisting another student to cheat will be subject to disciplinary action. An individual's test may be invalidated for any violation.

Test results shall be listed on each student's permanent record.

Students and/or their parent/guardian shall have the right to see their individual test results in the form provided by the State Department of Education. Requests to review results will be in accordance with District policy.

Violations of test security provisions should be immediately reported to test proctors and/or the district test coordinator.

These procedures are in accordance with test security provisions of ORC 3301-13-05. The complete district policy is on file with the district test coordinator, principals, and superintendent.

## 19. SCHEDULING

- Registration sheets are given to students in the early spring so that choices can be made for the following year. Students are given as much freedom as possible in choosing their own schedule.
- All students are to carry courses required for their grade level.
- All students are expected to carry five full periods of classes. Students may not have more than 2 study halls.
- District policy does not permit parents to request specific teachers when more than one staff member teaches a subject offered.
- Scheduling and schedule changes are carried out through the guidance office. **Requests to ADD a course must be made no later than the first two weeks of each semester. Requests to DROP a course should be made prior to the end of the fourth week of the first nine weeks of the class.** A class dropped after the fourth week will result in a grade of WF (withdrawn/fail).
- Requests for changes must be made in writing from the parent/guardian and changes will only be honored if the class desired is available, has room for additional students, and open during the same period.
- All schedule changes requested after the previously

mentioned deadlines must be approved by administration.

## 20. Fees and Fines

Students enrolled in the District are furnished basic textbooks without costs. However, a fee for consumable materials and supplies used in the instructional program is established at the beginning of each school year and may vary as the cost of materials and supplies fluctuates.

The District does not charge students eligible for free lunch under the National School Lunch Act or Child Nutrition Act a fee for any materials needed to participate fully in a course of instruction. **This provision does not apply to elective classes, extracurricular activities, and student enrichment programs that are not courses of instruction.**

Fines occur when school property, equipment, or supplies are damaged, lost, or taken by individuals. **Free lunch eligibility does not exempt a student from paying fines.**

Grades and credits are not made available to any student, graduate or to anyone requesting same on his/her behalf until all fees and fines for that student have been paid in full. **Participation in extracurricular field trips will not be permitted unless payment has been received. Students will be prohibited from participating in commencement exercises unless payment has been received. Students may be retained for lack of credits unless payment has been received.**

## 21. DEFICIENCY REPORTS/REPORT CARDS

Deficiency reports (progress reports) will be sent out the fifth week of every grade period. The teacher may send additional notices if deemed necessary. Report cards, issued once every nine weeks, are given to the student on the Friday following the end of the nine-week period, providing no fines/fees are owed.

## 22. HIGH SCHOOL and JUNIOR HIGH GRADING PROCEDURES

### Numerical Grading Scale

<b>A+ = 97 – 100</b>	<b>C+ = 77 – 79</b>
<b>A = 93 – 96</b>	<b>C = 73 – 76</b>
<b>A- = 90 – 92</b>	<b>C- = 70 – 72</b>
<b>B+ = 87 – 89</b>	<b>D+ = 67 – 69</b>
<b>B = 83 – 86</b>	<b>D = 63 – 66</b>
<b>B- = 80 – 82</b>	<b>D- = 60 – 62</b>
	<b>F = 0 – 59</b>

### Nine Weeks Grade:

The 9 weeks grade will be a percentage grade. That percentage grade transfers to a letter grade that goes on the grade card. (See: Numerical Grading Scale)

**\*Participation in a fundraiser cannot count towards academic credit for any classes!**

**Mid Term and Final Exams:**

All students in grades 9-12 will take exams. Only the principal can waive this requirement for a class. Full year courses will take a mid-term exam and final exam. Semester courses will take only a final exam. Teachers in grades 7 and 8 may require a mid-term and final exam. However, the value of the exam will count as a test score for the respective quarter's grade.

**Determining Semester/Year-End Grades:**

Nine weeks grades in a semester course continue to be weighted at double their value, the final exam at face value (total divided by 5).

Full year course, nine weeks grades will be weighted at double their value, the mid-term and final exam at face value (total divided by 10). Teachers will deal only with percentages but will put a letter grade on the report card. This letter grade will be entered on the transcript. When averaging grades the teacher **may** substitute a 55% for a grading period "F".

Junior High courses shall total the nine weeks grades and divide by two (2) if a semester course or divide by four (4) if a year course.

**Incomplete Grades/Coursework**

**Students must complete all make up work within two weeks of the completion of a grading period** with the exception of the last grading period. All incomplete work must be made up by the last day of school during the last grade period. Failure to complete coursework will lead to a grade of "F" instead of an incomplete. Credit may be denied if a student fails to demonstrate knowledge of the subject matter, measurable signs of improvement, signs of progress toward completion of assigned work or poor attendance.

Parents of students under 18 must meet **financial obligations**, which have been incurred as a result of one or more of the following:

- Fees
- Fines levied for failure to return library books on time
- Lost textbooks
- Fines or charges levied to pay for damage to textbooks, the building, and/or contents of school buildings.

**Seniors who owe money will not be permitted to participate in graduation ceremonies and will not receive their diploma until all obligations have been satisfied.**

**23. PROMOTION AND RETENTION**

Guidelines for grades 7 and 8 are as follow:

**Any student who fails two or more academic core subjects may be retained.**

Guidelines for grades 9 – 12 are as follow:

**Promotion and retention is based upon the passage of credits. The following scale will be utilized to determine what grade level homeroom and grade appropriate social activities a student will be assigned to and permitted to participate.**

- 9<sup>th</sup> grade.....**promotion from 8<sup>th</sup> grade
- 10<sup>th</sup> grade.....**earned a minimum of five (5) credits
- 11<sup>th</sup> grade.....**earned a minimum of ten (10) credits
- 12<sup>th</sup> grade.....**earned a minimum of fifteen (15) credits

**All correspondence credit or educational option credit submitted for promotional consideration must be completed prior to the end of the two week drop/add scheduling period in August or the end of each respective grading period.**

**24. STUDENT USE OF TECHNOLOGY**

The Newton Falls School District is providing access to its computer networks and the Internet **ONLY for** educational purposes. All Internet users are expected to abide by the rules covered below.

Students are permitted to use approved personal electronic devices for educational purposes under the directions of school personnel. Students using their own electronic devices may access only the wireless internet provided by the district and must abide by the District Acceptable Use Policy and Guidelines, and the district's "Bring Your Own Device" policy.

The district's "Bring Your Own Device" policy states, that a student MAY ONLY use their devices while connected to the school's WiFi network. Any use of services such as social media and/or websites that are not appropriate can only be accessed at school if the student is not complying with this rule and using a cellular data plan to access the network. If these other services are observed by district personnel, the portable device may be confiscated and band of the school network since this could lead to virus infestation on the school's network.

**Any violation of the following rules and items found in the Technology Acceptable Use Policy will be considered a violation of the school district's code of conduct.** The building administrators and staff reserve the right to terminate immediately the transaction or account of any student or person who misuses the system. The system administrators will deem what is inappropriate in accordance to the district's *Technology Acceptable Use Policy*, and their decision is final.

## Minor Offenses

1. Students shall not use the school's network for improper activity, including violation of copyright or other laws. This includes but is not limited to; downloading, installing, games, game emulators, music, or video files.
2. Students shall not alter computer settings (internal or electronic) or the physical appearance of the computer in any way. This includes but is not limited to screen savers, system passwords, backgrounds, or menu settings.
3. Students cannot bring into the network any electronic media that has not been checked for viruses by either the teacher, or network administrators. This includes cell phones, mobile devices, CDs, DVDs, Floppy Disks or any other external media (i.e.: ipods, thumb drives, mp3 players, etc.).
4. Students shall not use the Internet for any informational activities that is not related to education. The Internet within the school is to be used for research purposes only. Examples of sites that are not considered educational are: auction sites, games, music, videos, and personal communications such as non-school e-mail or chat systems unless they are related to a teacher's lesson. Personal use is not permitted.
5. Students shall not waste technology resources, including bandwidth, file space, paper and printer supplies.
6. Students shall not bring food, beverages, or gum/candy around any computer or electronic equipment including but not limited to single computers within a classroom or computer labs.
7. Students shall not connect a personal portable device such as a laptop, PDA, cell phone, or handheld computer to the district's network, wired or wireless, without being reviewed by the systems administrator or teacher. Each device must be scanned for possible viruses and properly configured for network access in accordance to the district's agreement with their Internet Service Provider. In order for a laptop to have access to the district's network, it must have an updated, active, virus scanning utility installed and working properly.
8. Students shall not distribute any personal information electronically through the district's computer network or share their username and password with any other person(s). Personal information includes, name, address, phone number, and e-mail address or screen names.
11. Intentionally upload/download a computer virus that contains a form of a worm, time bomb, or Trojan horse, that is intended to disrupt the computer network or gain access to secured information.
12. Intentionally upload/download inappropriate/disruptive material from any outside sources including social media but not limited to pornography, vulgar text, or any other forms of "electronic bullying".
13. Gain access to another student's, teacher's, or administrator's account and/or data without permission.
14. Use technology in any form that violates major offenses in the schools' code of conduct.

## Severe Offenses

15. Use technology in any form that violates severe offenses in the school's code of conduct.

## 25. FIRE, TORNADO DRILLS, and LOCK-DOWNS

State law requires fire and tornado drills as well as the new safety and security lock-down drills to be held on a regular basis. The district will continue to develop the A.L.I.C.E. system for crisis situations. Detailed information regarding these drills is posted in each classroom. The use of cell phones will not be permitted during these drills.

## 26. RESTRAINT AND SECLUSION POLICY SUMMARY

It is the policy of this District to use positive behavioral interventions and supports. The behavioral intervention technique of restraint will only be used by trained personnel, in a manner that is age and developmentally appropriate, to address student behavior that poses an immediate risk of physical harm to the student or others, when no other safe or effective intervention is available. Restraint will not be used to obstruct a student's breathing or mode of communication. District employees will not engage in the practice of prone restraint, any form of restraint which unduly risks serious harm or needless pain to a student, corporal punishment, child endangerment, deprivation of a basic need, seclusion and restraint of preschool children, non-prescribed chemical or mechanical restraints, or other aversive behavioral interventions.

The behavioral intervention technique of seclusion will only be used if a student's behavior poses an immediate risk of physical harm to the student or others and no other safe or effective intervention is possible. Seclusion will not be used as a form of punishment or discipline, to force compliance, for staff convenience, or as a substitute for other less restrictive means of assisting a student to regain control. Seclusion may only be used in an age and developmentally appropriate manner, for the minimum amount of time necessary to protect the student or others from physical harm, and in an unlocked room or area with adequate space, lighting, and ventilation. Students in seclusion will be under the supervision of a trained employee who is able to constantly observe the student

## Major Offenses

9. Repetitive minor offenses will be considered a major offense in accordance with the schools code of conduct.
10. Physically vandalizing, degrading, damaging, or disrupting the computer system, peripherals, or network performance.

for indications of physical or mental distress requiring removal and/or immediate medical assistance.

Each instance of restraint or seclusion is documented in a written report, which is kept in the subject student's education record and made available to the student's parents within 24 hours of its occurrence. The District will respond in writing within 30 days of receiving a complaint regarding a documented use of restraint or seclusion. Students who repeatedly engage in behavior necessitating restraint and/or seclusion will receive a functional behavioral assessment to identify and more effectively address the student's needs.

## 27. STUDENT INSURANCE

The Board of Education has made arrangements to offer accident insurance to pupils. All students are urged to subscribe. All settlements and claims are matters between the insurance company and the parents of the student. Insurance enrollment and payment is made directly to the insurance company.

## 28. STATE OF OHIO DRIVING LAWS

1. According to the state legislature, Senate Bill 140, and the Bureau of Motor Vehicles:
  - Students who drop out of school before their 18<sup>th</sup> birthday will lose their driver's license until age 18.
  - **Students who miss 60 consecutive hours in a school month without being medically excused or a total of at least 90 hours in a school year may lose their license until age 18.**

## 29. DRIVING TO SCHOOL/PARKING LOT REGULATIONS

1. All student drivers must have a valid driver's license.
2. All students must have their vehicle registered. The cost of registration will be determined by the administration. If the vehicle is not registered with the principal, the student will be fined \$10 after one previous warning. If you change vehicles, notify the principal.
3. Automobiles may be subject to State Highway Patrol inspections.
4. Speed will be limited to 10 mph in order to ensure safety of all students.
5. All vehicles will be parked in the student parking lot and in an orderly fashion.
6. Students are required to leave vehicles upon opening of school doors.
7. Students are not permitted in vehicles or in the parking lot during school hours without permission from the office.
8. **Student drivers who are tardy more than 5 times per semester will forfeit their driving/parking privileges for a period of four weeks, after 10 tardies, drivers will forfeit their driving/parking privileges for the remainder of the semester.**
9. **Reckless and unsafe** operation of any motor vehicle on school property is forbidden. Violation of

any driving regulations may result in disciplinary action, denial of driving privileges to school, reporting of offense to legal authorities, as well as suspension/expulsion from school.

10. **Drivers of vehicles who leave the building without permission are considered unauthorized departures.** Drivers who assist unauthorized departing students by providing rides or loaning their vehicle during school hours will forfeit their driving/parking privileges and the right to park on school property.
11. Contraband materials, including stolen goods, drugs, alcohol, weapons, etc., may not be left in vehicles, and action will be taken in accordance with the law and the student code of conduct. Students in violation of this rule will also lose their driving/parking privileges.
12. Student automobiles are subject to searches. School officials may search automobiles if there is a reason to believe that a student is in possession of dangerous or illegal items.
13. All vehicles parked in the high school student lot located between the Jr./Sr. High building and the Elementary building, must have a Newton Falls parking tag.
14. Permits must be hung on the inside rear-view mirror of the car or placed on the dash of the left-hand side. **FAILURE TO DO THIS COULD RESULT IN YOUR VEHICLE BEING TOWED.** Notification must be made to the principal if for any reason the tag is not displayed.
15. Cars parked in fire lanes, blocking the oil well or traffic, or in an off-limits area may be towed. Any area outside the student lot is considered off-limits.
16. Drivers should report accidents immediately to the administration, and in some cases to the police, as well as report vandalism or theft.
17. Persons parking in school parking lots do so at their own risk. Cars should be locked.
18. Juniors and Seniors will be issued driving permits first. Sophomores will be able to obtain permits if space is available.
19. Students with parking permits must maintain passing grades and above 93% attendance to avoid having their permit revoked.

### Criteria and Priority for Issuing Parking Spaces

- A. Handicapped students
- B. Participants in off-campus academic programs/OWE
- C. Senior Class
- D. Junior Class
- E. Sophomore Class (Open Enrollment)
- F. Sophomore Class (space permitting)

### How are they obtained?

During the last week of school, applications for parking will be available in the High School office for upcoming Juniors and Seniors only. Juniors and Seniors who did not obtain their parking permit prior to the last day of school will be able to obtain their parking permits starting two weeks prior to the beginning of the school year and extending into the first week of school. Sophomores will be able to obtain permits for any remaining spaces



beginning September 15<sup>th</sup> in the High School office during their study hall or lunch. Parking permits will be available the first week of each marking period for students receiving their driver's license during the previous marking period. Students must present their driver's license and pay the \$10.00 fee to pick up assigned tags.

### 30. TEXTBOOKS

The Newton Falls Board of Education will furnish all textbooks for the pupils in our school district. All of these textbooks will bear the official seal of the school board, an accession number on the inside front cover, and date of issue. Students should use every means possible to give them proper care. A book cover on every issued textbook **is required** to prevent minor damage. Fines will be charged for lost or damaged books.

### 31. SCHOOL LOCKERS – SEARCH AND SEIZURE

#### **Lockers supplied by the school and used by the students are the property of the Board of**

**Education.** Therefore, student lockers and the contents of the lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a school rule or criminal statute. Random searches may include the assistance of dogs trained to detect the presence of drugs.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others. *Any student who exercises the privilege of parking an automobile on school grounds shall be considered to have given implied consent to a search of such automobile at any time a search is requested by the school administration.* Failure to comply with a reasonable search will be considered insubordination.

### 32. ACTIVITY GUIDELINES

#### **Athletic Contests:**

The individual student should display appropriate sportsmanship by:

1. Consider the opponents and officials as guests and treat them as such.
2. Respect the rights of students from the opposing school.
3. Respect the authority and judgment of the coach.
4. Cheer both teams as they come on the field of play.
5. Commend or cheer good plays by either team.
6. Cheer an injured player when he/she is removed from the game.
7. Support his/her cheerleaders wholeheartedly.
8. Accept the official's decisions as final.
9. **Be modest in victory, and gracious in defeat.**

#### **Social Functions:**

1. Appropriate dress for dances: Information will be provided in a separate handout.

2. No alcohol or drug use (breathalyzers may be used prior to admittance and/or during the event).
3. No tobacco use. (Cigarettes, E-cigarettes, snuff or chewing tobacco)
4. **No over-amorous behavior**---kissing, hugging or otherwise behaving in a physical, romantic manner.
5. Destruction of decorations or property will result in immediate removal from dance, and school administrators will be notified.
6. No obscene language, gestures, or inappropriate motions/movements .
7. **Once admitted to a dance, students who leave the dance will not be readmitted.**

When violations occur, they will be reported to the school and the school will enact appropriate punishment. The responsibility of a chaperone is to enforce the above rules and school policies.

### 33. USE OF TELEPHONES

The office phones and classroom phones are for school business only, and permission from the secretary, principal, or teacher is necessary for use. If phone messages for students are received in the office, students will be notified only in the event of an emergency.

**Students found using cell phones/personal communication devices in the building during normal school hours will be dealt with according to the code of conduct.**

### 34. MEDICATION

Students may not carry any prescriptive or non-prescriptive medication at school. **ALL** medicines must be kept for the student in the clinic or respective office. A permission form signed by a parent/guardian must be on file before a student may use any medication (which is provided by the parent) at school. The school will provide over the counter medications for students with parental permission only. All medication must be brought to school by a parent/guardian. Students diagnosed with Asthma may carry their inhaler during school hours with physician and parental permission.

### 35. SCHOOL BUS HEALTH AND SAFETY REGULATIONS

The safety and well being of all students while being transported to and from school is a major importance. The school bus driver is in complete charge and is responsible for student conduct. Good manners, order, and reasonable quiet on the school bus are absolutely necessary to ensure the safety of all students. **Students who fail to cooperate will be denied the privilege of bus transportation. The entire school code of conduct applies to students while they are on the school bus.** Students will be reported on a Bus Conduct Report form.

### **Procedures and rules:**

1. Students must be at bus stop 5 minutes before pick up and not waiting in house or vehicles when bus arrives.
2. Students must ride the bus to which they are assigned and be discharged only at their assigned bus stop.
3. Students must cross the street only in front of the bus and obey the bus drivers' hand signals.
4. Students must wait at their place of safety until the bus leaves.
5. Students must sit in their assigned seats and not change seats while the bus is in motion.
6. Students must keep aisles and exits clear.
7. Students are not permitted to drink, eat, chew gum, tobacco, and/or other objects.
8. Students may not use profane or vulgar language.
9. Students may not throw or pass objects on, from or into the bus.
10. Students must not put head, arms or any body part out of the bus window.
11. Students must be quiet at railroad crossings. NO talking.
12. Loud talking or boisterous behavior is not permitted.
13. Students may not smoke, use e-cigarettes, light matches or lighters on the bus.
14. No fighting, scuffling, and/or horseplay are permitted.
15. Students may not possess and/or use any electronic devices.
16. Students may carry on the bus only objects that can be held in their laps.
17. No weapons of any kind (toy or real) are permitted.
18. Any act of inappropriate nature.
19. Any act of vandalism marking or destroying any part of bus.

Parents are responsible for the conduct of pupils while at the bus stops when going to and from school.

In the event of an emergency, parents must make arrangements to pick up child at school or at child's assigned bus stop.

### **36. LIBRARY REGULATIONS**

Students are encouraged to use the library for the purpose of research, homework, and pleasure reading. If students have a specific assignment from a teacher, they should get a pass from that teacher. They will receive priority in attending the library from study hall. Failure to observe all library rules will result in the loss of library privileges.

### **37. SCHOOL CLOSING**

Students are advised that certain emergencies, which might cause the closing of school (snow, power failure, etc.), will be aired over local TV stations NBC, CBS, ABC, FOX; radio stations WRRO -1440 and/or WKBN - 570 as well as the school Synervoice phone system. All concerned are urged to listen to the radio and TV stations to discover

whether or not there will be a closing of school. DO NOT CALL THE RADIO AND TV STATIONS OR THE SCHOOL OFFICES!

### **38. CARE OF BUILDING AND GROUNDS**

Your cooperation is desired in maintaining the upkeep and cleanliness of the school and grounds. Waste paper containers are placed in all the rooms and elsewhere around the school. Help keep our school clean.

### **39. VISITORS**

***The building principal must approve visitors to school. Anyone entering the building must report to either the attendance office or high school office.***

### **40. LUNCH PROCEDURES**

Guidelines for lunch include:

- a. Walk to the lunchroom
- b. No overcrowding at tables—basically 6 per table-- do NOT rearrange chairs
- c. No chairs are permitted at the end of the tables closest to the cashiers
- d. Students must be seated while eating and drinking
- e. Each student is responsible for throwing away his/her trash
- f. Junior high students must sit at the same table all period and must be dismissed by a monitor at the end of the period

### **41. STUDY HALL RULES AND REGULATIONS**

All students are to report to all assigned study periods as scheduled. Students are considered tardy if not in an assigned seat when the bell rings. Books and other study materials must be brought to study hall. Sleeping and general conversations are not permitted. Activities other than individual study require permission of the supervisor.

### **42. PUBLICATIONS**

Publications and Copyright Publications such as the student newspaper, yearbook, WebPages, video clips, viewed audio clips, or any other publicly viewed material are connected to the overall school program. This student-produced media is subject to editorial control by the school's administrators and/or designee and becomes the copyright of the school district once they are produced or displayed to the public.

### **43. ACCIDENTS**

All accidents, injuries, and emergency situations must be reported immediately to the office. A student accident report must be filed on each incidence. This form may be picked up in the nurse's office or high school office. Students should report blood spills to a teacher, the office and/or a custodian. No one should handle blood without taking universal precautions including wearing rubber gloves.

#### 44. HEALTH AND SAFETY RULES

Before any student begins tryouts and/or participates in a school sport, marching band, or cheerleading, he/she must present a completed physical examination form, a waiver for school insurance (if school insurance is not purchased) and an emergency care authorization form which has been sufficiently completed so that proper authorities might be contacted in case of an emergency. In addition, a copy of the emergency care authorization form must be in the hands of the proper supervisor in charge for all school activities.

#### 45. NEWTON FALLS ATHLETIC DEPARTMENT

##### **Permission to Participate/Conduct Agreement:**

All athletes are required to sign a Board of Education approved athletic contract. All athletes are required to sign a Board of Education approved mandatory drug testing policy form. The school will administer the proper discipline in accordance with the athletic contract.

#### 46. ELIGIBILITY OF STUDENT ATHLETES

Newton Falls Jr. and Sr. High Schools are members of the Ohio School Athletic Association and follow all rules and regulations of this association.

- OHSAA guidelines are used to determine eligibility and any other local district procedure approved by the Board of Education.
- Eligibility of student athletes is determined by the **preceding grading period.**
- The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. **EXCEPTION: For the fall sports season, eligibility is determined by the fourth grading period of the previous year.**
- If a student enrolled in grade 7 or 8 attains the age of 15 before August 1 of a given school year, the student shall be ineligible to participate in the junior high interscholastic athletic program.

- If a student enrolled in high school attains the age of 19 before August 1, of a given year, the student shall be ineligible to participate in the interscholastic athletic program.

### Fight song

***Go Newton Falls High  
Fight for victory,  
With your colors flying  
We will cheer you all the time.  
Rah! Rah! Rah!  
Go Newton Falls High  
Fight for victory,  
Spread far the fame of our fair name.  
Go you Tigers! Win that game!  
FIGHT!***

### Alma Mater

***To Newton Falls we stand and sing,  
And praise to alma mater bring.  
Ever will our thoughts to thee  
Be pledged in love and loyalty.  
Friendships true and memories dear  
Will live throughout each coming year.  
Fellowship within thy halls  
Has bound our hearts to Newton Falls.***

