

**Student Handbook**

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

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**Joe Stewart, Principal**

**Lawrence Kozlowski, Assistant Principal**

**Counselors:**

**Carol Ann Coulter - Grades 10 -12**

**Byron Trapp - Grades 9-11**

**Phone: 513-553-3191**

**FAX: 513-553-2531**

**I. SCHOOL OPERATIONS AND POLICIES**

**A. ATTENDANCE**

The administration and faculty of New Richmond High School strongly emphasize consistent and punctual student attendance at school. Regular attendance assures the student the opportunity of receiving a full education and also helps establish a strong sense of responsibility. Additionally, a good school attendance record provides an excellent reference for future employers. Therefore, each student is expected to attend school on a regular basis and be punctual (on time) in his/her attendance.

**Absences are counted by the hours a student attends or misses school. A student is considered to be a habitual truant when he/she misses 30 hours consecutive, 42 hours in 30 days or 72 hours in a year.**

**1. Legitimate Reasons for Absence**

According to Ohio Revised Code 3321.04, parents must send any child of compulsory school age to school for the full time that school is in session. However, the school realizes that there are occasions when a student must be absent from school. State law stipulates that an absence from school may be **approved** for the following reasons:

- Personal illness of the student (School may require physician's certificate to verify a student's illness.)
- Illness in the immediate family
- Quarantine of the home
- Death of a relative (Absence for this reason is limited to three days unless reasonable cause can be shown to grant an extension.)
- Work at home due to the absence of parents/guardians (Students must receive prior approval from the school to receive an excused absence for this reason.)
- Observation of religious holidays
- Emergencies or circumstances which are considered by the school to be sufficient cause for absence.

**2. Notification to the School**

**On the day of the absence**, the parent is to call the school to report and verify the absence. **This call is to be made prior to 8:25 a.m. (9:25 on Delayed Start Wednesdays)**. Parent/Guardian will give his/her name and the first and last name of his/her child. (In many cases, the child's last name is different from the parent/custodial parent/guardian.)

In addition, on the **first day** the student returns to school after the absence(s), he/she is to report to the main office upon arriving to school with a note from his/her parent/guardian. The note should include the following information:

- Student's name (first and last name)
- Grade level (9, 10, 11, 12)
- Date(s) of absence(s)
- Reason for absence(s)
- Parent/guardian signature

### 3. Extended Periods of Absence/Family Vacations

If a student is going to be absent from school for an extended period of time, the parents/guardians must notify the school office **at least 5 days prior to the absence** unless an emergency situation exists.

Requests for family vacations **must be submitted and approved by administration at least 5 days** before the vacation. A maximum of **5 days per school year** will be excused for family vacation. **All work assigned by his/her teachers is to be completed and turned in on the first day he/she returns to school.**

### 4. Excessive Absenteeism

The New Richmond Board of Education has a “Zero Tolerance” policy for those students who are excessively absent and/or tardy.

The administration and faculty at New Richmond High School consider in-class instruction and the accompanying activities the most integral part of the course of study. A student who exhibits a pattern of excessive absences is risking academic failure in the courses affected by the absences. Any attendance allowances that are given will be based on a review of each individual case by the principal

### 5. Notification to Parent/Guardian concerning truancy.

Parents shall be notified when a student misses 25 consecutive hours of school, 38 hours’ absence in a month, 65 hours in a year. The accumulation of hours of absence includes tardies or late arrival and early departures from school. The school district is required by law to report the individual student absence information to the Ohio Department of Education.

When a student misses 30 hours consecutive, 42 hours in 30 days or 72 hours in a year, the school shall assign the student to an Absence Intervention Team (AIT) within 10 days.

The AIT will proceed with the development of the Truancy Intervention Plan. The AIT shall include ALL of the following:

- Provide written Truancy Intervention Plan,
- Provide counseling for the habitual truant,
- Require parent / guardian to attend parent involvement programs,
- Require parent / guardian to attend truancy mediation programs,
- For those students with temporary driving permits or driving licenses, the Superintendent shall inform the Bureau of Motor Vehicles of the notice to suspend driving privileges in accordance with ORC 3321.13.
- Attendance that does not improve after mediation will be referred to the Juvenile Court system.

### 6. Make-up Work

Students absent for any reason, including suspension, are permitted to make up all school week missed for full credit. If a student is going to be absent for three days or more, homework assignments and in-class assignments may be sent home at the request of parents/guardians. Upon returning to school, **the student must take the initiative to make up the work missed.** Arrangements must be made between the student and the teacher on the **first school day following the absence.** Students will have an equal number of days in attendance to days absent for completion of homework, in-class assignments, tests, etc. **ALL MISSED WORK MUST BE COMPLETED BY THE END OF EACH GRADING PERIOD. No “Incompletes” will be assigned.** (Also see make-up work for family vacations.)

Students absent from class for field trips or other school related activities during the school day (college visitations, job shadowing, athletic tournaments in which the student is a participant, etc.) **are required** to make up work for classes that are missed. **This work is to be turned in the next school day.** It is the student’s responsibility to see his/her teacher(s) in advance of the absence to obtain class assignments. Completed assignments are submitted **the next school day** in order to count for credit.

### 7. Tardiness to School/Leaving School Early

**All students** must receive authorization through the general office to leave the building **AT ANY TIME** during school hours. If a student needs to leave school early, a note including the following information is to be brought to the office before school on the day of the early dismissal:

- Explain the reason for the early dismissal request (doctor’s appointment, funeral, etc.).
- State the exact time the student is to leave.
- Indicate who will be picking the student up.

- Include signature of parent/guardian.

**Students must sign out through the main office before leaving school. These hours are cumulative in the total hours absent for the year.** Students on school-sponsored field trips are considered to be in attendance.

Students involved as participants in extracurricular activities (such as athletic contests, drama productions, and school dances) on Saturday, must be in school all day on the preceding Friday in order to participate. Any requests for exceptions must be made to school administration.

Tardiness to school is cumulative through the entire school year. As related to truancy and attendance monitoring, this does not reset at the end of the semester. However, for the purposes of school disciplinary consequences, students do start fresh at the start of the second semester.

Students are expected to be on time for school and for all classes. This is also expected of students involved in extracurricular activities. Students who are tardy to school or leave may be excluded from participating in extracurricular events on the given day. Exceptions to this must be approved by school administration.

For extra-curricular participation, a student is considered **TARDY** to school if he/she arrives **after** 7:40 a.m. Arriving after 8:43 a.m. or leaving prior to 1:30 p.m. constitutes a **HALF-DAY** absence. The principal must approve any exception.

*NOTE: Students involved in extracurricular activities (athletic contests and practices, drama practices, clubs, etc.) **may not participate** in that day's activities unless the tardy is for a doctor's appointment. The student needs to bring written verification from the doctor's office to be excused.* The principal must approve any exception.

For the purpose of attendance tracking, any tardies to school or early dismissal from school resulting in missing more than one class period will be considered a half-day absence.

## **B. SCHOOL FEES**

Fees are assessed by the school under the guidelines of the Ohio Revised Code 3313.642 to help defray the cost of consumable items used by students in their classes. Non-payment of fees will result in the student's grades and credits being withheld. Additional fees are also assessed to cover the cost of damaged, destroyed, or lost school property, textbooks, or locks.

All students, except those eligible for a waiver, will be required to pay a general fee established by the board of education. This is to help cover the costs of instructional supplies and student identification cards. **Additional fees** may be charged for students enrolled in certain courses. The board reserves the right to charge a fee for materials or supplies in these courses.

## **C. STUDENT ID CARDS/LOCKERS**

### **1. Student ID Cards**

Student ID cards can be required for students to be admitted into school activities at the student admission price. Students without ID cards may pay the adult admission price to athletic events without their student ID. Student ID cards are also required for admittance to school dances. Student ID cards are issued at no cost to the student based upon two conditions:

- In order to have a picture ID, students must be photographed for the yearbook. There is no charge for this service.
- Students must pay their school fees prior to receiving their ID cards.

### **2. Lockers**

Student lockers, desks, cabinets, and similar property are the property of the New Richmond Board of Education, and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Lockers will be assigned the first week of school. The student assigned is the only person given the combination, and it should be kept secret. All hall and gym lockers are school property and, therefore, subject to inspection by school authorities. The following list is a recommendation to keep lockers secure:

- Do not exchange lock combinations with other students.
- Do not trade lockers or share lockers with other students. On occasion, teachers or other school personnel may need access to a locker for books, assignments, etc.
- Make sure that the locker is locked before leaving it.
- Do not keep money or other valuables in lockers.

Coats/hats/book bags must be stored in lockers at the beginning of each school day. Students will not be permitted to bring these items into the halls, the classroom, or the lunch area.

#### **D. FREE/REDUCED LUNCH PROGRAM**

Families whose financial condition may entitle their children to participate in the free/reduced lunch programs may apply through the cafeteria for inclusion in this program.

#### **E. SEARCH FOR CHILDREN WITH A DISABILITY**

School districts throughout Ohio are participating in an effort to identify, locate and evaluate all children with a disability from birth to age twenty-one. By a disability, we mean conditions such as multiple disabilities, hearing impaired, visually impaired, orthopedically and/or health impaired, severe emotionally disturbed, cognitively disabled, specific learning disabled and speech or language impaired.

Many children with a disability are not visible because they do not function in the mainstream of the community. Also, many unidentified children with a disability are preschoolers. Parents may not be aware that programs and services are available.

If you know of a child with a disability within the New Richmond Exempted Village School District, please contact the Director of Staff and Pupil Services at 513 553-2612 or the child's school principal.

#### **F. SCHOOL BUS TRANSPORTATION RULES/STUDENT DRIVERS AND PARKING REGULATIONS**

##### **1. School Bus Transportation Rules**

Although the New Richmond School District furnishes transportation in accordance with State Law, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Once a student boards the bus – and only at that time – does he/she become the responsibility of the School District. Such responsibility will end when the student is delivered to the regular bus stop at the close of the school day.

Students on a bus are under the authority of and directly responsible to the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road, and to ensure the safety and proper maintenance of school buses.

A. Students will:

1. Be careful in approaching bus stops – walk on the left, toward oncoming traffic; be sure the road is clear both ways before crossing the highway.
2. Be on time for the bus in order to permit the bus to follow the time schedule. Drivers are not to wait for tardy students when they are on schedule. Students should arrive at pickup points no more than ten (10) minutes and not later than 5 minutes prior to the scheduled time of the arrival of the school bus.
3. Sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct in a manner similar to that of a teacher in a classroom.
4. Reach assigned seat in the bus without disturbing or crowding other students; remain seated while the bus is moving. Moving from seat to seat, pushing, jostling, throwing articles, yelling, or creating any disorder or distraction impeding safe operation of the bus is prohibited.
5. Obey the driver promptly and respectfully; realize that he/she has an important responsibility and that it is everyone's duty to help.
6. Not engage in loud talking. Laughing or use of profane language. Unnecessary confusion diverts the driver's attention and may result in a serious accident.
7. Keep head, arms, and hands inside the bus at all times. Windows are intended for light and ventilation.

8. Be courteous to fellow students and to the bus driver.
9. Treat bus equipment as they would treat valuable furniture in their home. Damage to seats and other parts is unacceptable. Parent(s)/guardian(s) will be responsible for any damage to a bus by their children.
10. Students must refrain from eating and drinking on the bus except as required for medical reasons.
11. Students must not use tobacco or tobacco products on the bus.
12. Students must not have alcohol or other drugs in their possession on the bus. Prescription medication required for a student may be carried to the school office by the student on the bus with prior approval of the building administrator.
13. Students must not throw or pass objects on, from, or into the bus.
14. Students may carry on the bus only objects that can be help in their laps unless otherwise authorized by the bus driver.
15. Students must not have firearms, ammunition, explosives, animals, (dead or alive), glass containers or any other dangerous materials or objects on the bus.
16. Students are to observe quiet at all railroad crossings or during any other time specified by the bus driver.
17. Remain seated until the bus stop to unload. Standing while the bus is moving will not be permitted. Wait for signal from the bus driver and then cross the road at least ten (10) feet in front of the bus.
18. Students must leave or board the bus at locations to which they have been assigned. Deviation from this policy will be authorized only through written parental request and authorized by the Principal.

## **2. Student Drivers and Parking Regulations**

The New Richmond Exempted Village School District provides transportation for all students in the district and expects students to avail themselves of this opportunity. However, school officials realize that occasions may arise when students need to drive to school. In order to obtain a permit to park on school property, students must meet the requirements for obtaining a permit and agree to abide by the regulations listed below.

The following regulations **must be followed**

1. Parking permits will be issued throughout the school year, depending on availability.
2. Parking permit fee is \$15.00 per year. Parking permits will not be issued until school fees; fines and parking fee are paid.
3. Students must be licensed to drive and have liability insurance. A copy of driver's license and proof of liability insurance must be submitted with the parking application before a permit will be considered.
4. The school assumes no responsibility for cars or their contents while parked on school property.
5. No passengers are permitted in the beds of pick-up trucks.
6. Students are to park only in the student lots.
7. Students should observe the parking lot speed limit of 15 mph.
8. Any changes in license plate number or type of car should be reported immediately.
9. Excessive tardiness to school will result in a loss of parking privileges.
10. PARKING PERMITS WILL BE ISSUED BASED ON FIRST COME FIRST SERVE.
11. Students will be directed to park in a specific lot/parking space by administration.
12. Any vehicle driven onto school property are subject to search

## **H. RESIDENCY REQUIREMENTS/CHANGE OF ADDRESS OR PHONE NUMBERS**

### **1. Residency Requirements**

Ohio Law requires that all New Richmond students under the age of eighteen who attend New Richmond High School must reside with their parents, custodial parent, or guardian(s) and/or meet additional residency requirements as specified in Ohio Revised Code 3313.64.

### **2. Change of Address or Phone Numbers**

During the school year various types of information must be mailed to the parents of each student. Also, parents must be notified in case of illness or emergency. Therefore, it is important that the office have an accurate address and phone number (home and work) of the parents/guardians of each student. Any time a change of address or phone number occurs, each student must notify the office **immediately**.

## **I. EIGHTEEN YEARS OF AGE**

All students must abide by all rules and regulations (including rules pertaining to attendance) as set forth in this handbook. Eighteen-year-old students living at home must bring parental notes for absences and early excuses.

Students who are eighteen years of age and not living with their parents are required to prove independent living status by means of pay receipts or other employment documents.

## **J. HEALTH SERVICES/TAKING MEDICATIONS, IMMUNIZATIONS and HEALTH RECORDS**

### **1. Health Services**

Any student who is injured or becomes ill at school should first report to the teacher in charge who will refer those cases needing more attention to the office. The Health Aide will make the necessary parent/guardian contacts and in cooperation with the parents, determine if the student needs to be released to go home or if he/she should return to class.

**Under no circumstances are students who feel ill to call home without obtaining prior permission from the Health Aide or principal's office.**

### **2. Taking Medication at School**

Students may have illnesses that require medication for relief or cure but do not prevent the student from attending school. If medication must be taken during school hours, the following guidelines are to be followed:

- a. Students are to bring the medication to school in a doctor's or pharmacy labeled container with prior permission by the school administrator. The label must include the name of the patient, date, dosage, and time interval for dosage. Bring only the amount of medication that must be taken at school.
- b. Students are to bring medication directly to the main office when arriving to school in the morning. Included with the medication are the following:
  - written orders from the doctor on the approved form
  - written permission from parents/guardian on the approved form
  - phone number(s) where the parent/guardian can be reached at time(s) medication is to be given
- c. Medication will be kept in the clinic. Students receiving medication are to report to the clinic to take the medication at the required time.
- d. Non-prescription medicine (e.g., aspirin, throat lozenges, and antacid tablets) will be dispensed only with written permission from a doctor.
- e. For field trips, the teacher or coach must be presented with the medication and is charged with the responsibility of keeping it in his/her possession.

### **3. Immunizations**

The State School Immunization Law requires that an immunization record be on file for each student. At the beginning of each school year or whenever the student enrolls at New Richmond High School, he/she has **14** days to provide evidence that he/she meets or exceeds immunization standards or provide a physician's statement that immunization could be harmful to the student. If a student fails to provide the information within the prescribed time, he/she will be excluded from school until the student has complied with the law. The MCV4 meningococcal immunization (2 doses) must be administered prior to entry for all senior students.

### **4. Health Records**

Each year there are certain health records, including but not limited to the Annual Health Information Record and the Emergency Medical Authorization Form, which must be completed or updated. Students are to take the forms home, have them completed, obtain parent/guardian signatures, and return them promptly to school.

### **5. Head Lice**

When we suspect head lice to be present, suspected classroom(s) may be checked. If a child is found to have lice in either the nit (egg) or adult form, parents will be notified to pick up the infected student. Parents will be required to keep the child home until appropriate medication (available at any pharmacy or the family doctor) has been given. **The school will excuse one day absent**

**for head lice, any absence beyond that day will be counted as unexcused.** The Health Department may also be contacted to aid in securing the shampoo for the treatment. A student may return the next day following the treatment.

When returning to school, the student must report to the office for screening. If evidence of head lice still exists, the student will be sent home again and not permitted into the classroom until the inspection by the office is passed. If a student is found to have evidence of head lice after the initial treatment and is sent home a second time, bus privileges will be denied until the office inspection is passed or a doctor's note documenting treatment is presented to the office.

#### **6. Bed Bugs**

Bed bugs can occur in any community regardless of the population, per capita income. Ethnic/racial makeup of the population, or any other factor. Except for a few minutes of contact during which the bugs may feed on blood in the skin, bed bugs do not live on a person, unlike head lice that remain in the hair of a person. Public Health scientific evidence does not show that bed bugs directly spread disease. As a result, law requires that students WILL NOT be excluded from school due to bed bugs. New Richmond Exempted Village Schools' guidelines, at a minimum, include the Clermont County Public Health Department guidelines and the Environmental Protection Agency for handling a bed bug presence in a school facility as outlined below. If a student has bed bugs, staff will follow these guidelines with privacy and dignity, adhering to the district's established administrative guidelines contained within board document **8450B**.

#### **K. SCHOOL CLOSINGS**

To the extent possible, all parents/guardians will be contacted by telephone in the event of an unanticipated change in the school schedule due to inclement or emergency conditions. It is critical that the main contact number be accurate. Changes to that number should be communicated to the building office.

The School Messenger notification system will allow us to deliver unlimited communication to parents, staff, and community members in only minutes- regardless of the number of recipients. It is an instant telephone communication system that allows for the dissemination of vital information quickly and effectively. This system will allow the New Richmond Exempted Village School District to quickly notify parents, staff, and community members for emergency calls and weather related notifications.

#### **L. LOST AND FOUND**

Clothing and other articles found in the building or on school grounds should be turned into the main office. Students should check the office immediately after losing an item. Because of space limitations, articles will not be held indefinitely and will be disposed of if left unclaimed after a reasonable amount of time.

#### **M. WORK PERMITS**

Any student who needs to obtain a work permit can pick up the necessary application forms in the main office. After the application card, physical card, and pledge of employer card have been completed, the student is to bring them to the main office where the school information will be completed. The cards will be forwarded to the superintendent who will issue the final work permit.

#### **N. COLLEGE VISITATIONS/JOB SHADOWING RECRUITMENT VISITATION**

##### **1. College Visitation**

A junior or senior who has a definite appointment with a college admissions office may be granted 3 days each of their junior and senior year for approved absences to keep such appointments. The first **two** of those days will be listed as personal field trip days and not counted against a student's daily attendance. Visitation beyond the first **two** will be counted as normal student absences. Permission for school appointments must be made with the guidance office at least **2** days **PRIOR** to the date of the proposed absence. It will be the responsibility of the student to make up missed school work. Failure to obtain prior approval or return a signed form from the college will result in an unexcused absence for that student.

##### **2. Job Shadowing**

Students are encouraged to begin researching career options early in their high school programs. Job shadowing enables a student to spend a short amount of time on a job site observing a chosen workplace or setting. Applications for job shadowing days are arranged through the Guidance Office like college visit days. Students may use one job- shadowing day during their sophomore year.

### **3. Recruitment Visitation**

Visits to New Richmond High School by college recruiters must be arranged through the main office. Recruiting procedures listed by the NCAA will be strictly followed. Visitations may occur before or after school and during the lunch period.

### **O. FIRE/TORNADO/ SAFETY DRILLS**

Fire drills are held at regular intervals throughout the school year in compliance with state code to familiarize students with standard procedures to follow for emergency evacuation. When the alarm rings, students are to follow the directions of the teacher and walk quickly to the prescribed exit. Each room also has directions posted. Tornado drills are also held during the months of April and May in accordance with state law. Students are to follow the teacher's directions as posted in each room. Lock-Down drills will be held annually to insure the safety of students in the event of a threat against the school involving an act of terrorism or other acts which would compromise the safety of the school population.

### **P. SCHOOL SECURITY/ VISITORS/BUILDING USAGE**

The New Richmond Board of Education or its designee reserves the right to search the locker, desk, person, and personal property of a student on school grounds, in school vehicles, or at any school activity when it is reasonably necessary for the maintenance of order, discipline, and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons and personal belongings; including but not limited to, purse, athletic bags, and articles of clothing in the locker are subject to search for contraband, harmful or dangerous substances.

Searches will be based upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into consideration, but not limited to the age, history, and school record of the student, the prevalence and seriousness of the problems, the need to avoid delay, and the reliability of the information on which suspicion is based.

The New Richmond Exempted Village School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school. The district and/or law enforcement officials are authorized by the Board to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities and premises. Such patrols may be random in nature.

Any time a dog alerts to a particular vehicle, locker or other container, it will be considered reasonable suspicion to search the vehicle, locker or other container in accordance with established procedures. Dogs will not be used to search a student.

**New Richmond High School will NOT PERMIT STUDENT VISITORS during school hours.**

All visitors must sign in through the main office. At that time, they need to state the nature of their business and be given a visitor's pass. They will also be directed to the area specified.

**Students are not to remain in the building or on school property after school hours or during days that school is not in session unless they are members of a recognized school organization practicing or meeting under the direct supervision of a faculty member or sponsor.**

### **Q. BUILDING DECORATIONS**

Students must receive permission from the principal or his/her designee before posting any sign, poster, advertisement, or other similar item on school property. Prior approval will help insure that posted items will not cause damage to the walls, are appropriate, grammatically correct, and in good taste. Posted items are to be placed on the walls with masking tape. The items are to be removed the next school day after the advertised event has occurred.

### **R. DIRECTORY INFORMATION**

"Directory information" is defined to include the pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of graduation, and awards received. "Directory information" may not be withheld from military recruiters, businesses, industry, charitable institutions, colleges, or universities unless such restrictions are imposed uniformly on each of these groups. Names and addresses must be given to military recruiters unless the student or the student's parent, guardian, or custodian requests otherwise in writing, as per Ohio Revised Code 3319.321.

### **S. Community Service Requirement**

The New Richmond Exempted Village School District Board of Education recognizes the importance of volunteer service to the community compatible with role of schools in today's society. Further, the school district supports the ideal that caring for others and the community are the characteristics of responsible adults.



To this end, all high school students are required to complete a minimum of twenty (20) hours of unpaid, community service prior to graduation. Community service may be performed at any time during the students' high school career, including the summers between, but in every case must be completed by the first Friday in May of the students' second semester of their senior year.

Community Service is defined as an activity performed to benefit at least one other unrelated person for which the volunteer receives no pay. Non-Profit organizations include the Red Cross, Goodwill Industries, Habitat for Humanity, etc. If an individual or group earns profit from the students' work, it is not considered community service but simply "free labor." Service hours to benefit for profit activities will not be applied to this requirement except under exceptional, pre-approved circumstances.

The Student Program Administrator (SPA) supervises this program, defines community service, tallies student hours, suggests and advises student planning. All community service projects must be approved by the SPA in writing or email in advance of the student's starting date via the Pre-Approval Form, complete with name, phone number of direct supervisor. The SPA, in conjunction with the building Principal, will have final authority to approve service projects.

## 1. Limitations

Service through the Judicial System- Court assigned service will not be applied to community service requirement.

Organization Based Service- In general, service performed for profit making activities is not applicable with the exception of hospitals, nursing homes, and other such medical providers.

Service through religious organizations- Participation in religious ceremonies, projects that further a religious denomination or those that improve a particular church do not qualify as community service. Participation in church sponsored community projects that benefit non-church members or the community at large may qualify as community service.

Traditional School-Sponsored Activities- Traditional after school events are applicable but with a ceiling number of hours to volunteer credit. Students will be permitted to sign up, however they will not be given a credit exceeding ten (10) hours of campus volunteer effort no matter how many hours are actually worked.

## 2. Documentation

In order to receive community service credit, verification forms signed by supervisor, student, and parent should be turned in to SPA within one (1) week of completion of service. Forms may be picked up in the guidance, SPA offices or submitted from the internet via GoogleDocs.

## II. ACADEMIC INFORMATION

**Please note that much of the following information and other important information can be found on <http://www.nrschools.org/nrhs/>.**

### GUIDANCE OFFICE

- End of Course Exam Retakes will be held during 2nd quarter
- End of Course exams will be held during 4th quarter
- ACT – NRHS code 363-760
- SAT – NRHS code 363-760
- SAT – PSAT October 14, 2020
- Scholarships – go to [www.nrschools.org/nrhs/](http://www.nrschools.org/nrhs/) and click on the Guidance Tab
- Guidance Staff:
  - o Mr. Byron Trapp (9th & 11th Grade)-[trapp\\_b@nrschools.org](mailto:trapp_b@nrschools.org), 553-3191 x 10800
  - o Mrs. Carol Ann Coulter (10th and 12th Grade)-[coulter\\_c@nrschools.org](mailto:coulter_c@nrschools.org), 553-3191 x10801
  - o Mrs. Julie Fetchak (Guidance Secretary)-[fetchak\\_j@nrschools.org](mailto:fetchak_j@nrschools.org), 553-3191 x 10802

### A. NRHS Academic Honors

Students graduating with at least a 4.0 GPA and 24+ credits shall graduate with "Highest Honors". Students graduating with 24 credits or more and at least a 3.6 GPA shall graduate with "Honors". Students qualifying for honors and highest honors will be recognized at the commencement ceremonies. Graduating seniors with a weighted GPA of 4.0 or higher will be recognized at graduation with the designation, "Summa Cum Laude." Graduating seniors with a weighted GPA between 3.8 – 3.9999 will be recognized at graduation with the designation, "Magna Cum Laude." Graduating seniors with a weighted GPA between 3.5 – 3.7999 will be recognized at graduation with the designation, "Cum Laude." In addition, students who achieve perfect attendance for twelve years of school will also be honored at commencement ceremonies.

## B. NRHS ACADEMIC LETTERS

Academic letters are awarded for outstanding academic accomplishments at the conclusion of the academic year. Students can obtain an academic letter by meeting the following criteria:

- Students in grades 9-12 who qualify for the Honor Roll in the four previous grading periods will receive an academic letter.
- Each student in grades 9-12 who achieves 4.0 or higher will receive a letter and a “Lamp of Knowledge” pin.
- After the initial letter, students receive service bars to place on their letters for subsequent qualifying years.
- At an awards program, the Board of Education will recognize the recipients of these awards and members of the National Honor Society.

## C. Grading System

Percentage grades are used by a teacher for computing final course grades and the following scale applies:

A+ = 100 – 97      B+ = 89 – 87      C+ = 79 – 77      D+ = 69 – 67      F = 59 – 0

A = 96 – 93      B = 86 – 83      C = 76 – 73      D = 66 – 63

A- = 92 – 90      B- = 82 – 80      C- = 72 – 70      D- = 62 – 60

NRHS reserves the right to administer semester exams. If exams are given, then each quarter will constitute 40% of a student’s final semester grade, and the exam will constitute 20%. If exams are not given, then each quarter will constitute 50% of a student’s final semester grade.

## D. Grading Scale

Grade point average is determined by an accumulation of points divided by the number of credits attempted. All subjects are included in the grade point average. Semester grades will be the basis of computation. “Audit” grades are not included in the GPA. Grade point averages shall be computed at the end of every semester. Honors and advanced placement classes receive additional weight:

Regular Classes	Honors/AP/CCP Classes
A+ = 4.0	A+ = 4.5
A = 4.0	A = 4.5
A- = 3.7	A- = 4.2
B+ = 3.3	B+ = 3.8
B = 3.0	B = 3.5
B- = 2.7	B- = 3.2
C+ = 2.3	C+ = 2.8
C = 2.0	C = 2.5
C- = 1.7	C- = 2.2
D+ = 1.3	D+ = 1.3
D = 1.0	D = 1.0
D- = 0.7	D- = 0.7
F = 0	F = 0

Grades of D, D+ or D- will not be weighted.

Class rank is established by using the GPA and ranking the students numerically.

If two or more students have the same overall average, they are ranked as being equal and the student next in rank is dropped places equal to the number tied.

## E. Graduation Requirements

The following courses are the minimum requirements for all students:

Subject Areas	Required Credits
Social Studies	1
American Government	1
American History	1
English	4
Health	½
Mathematics	4
Fine Arts	1
Science	3
Physical Education	½
Electives	3½
College and Career Readiness	½
<b>TOTAL CREDITS REQUIRED</b>	<b>20</b>

1. Mathematics units must include 1 unit of algebra II or the equivalent of algebra II.
2. Students who participate in interscholastic athletics, marching band, or cheerleading for two full seasons are exempt from the physical education requirement. Students must take another course of at least 60 contact hours.
3. Science units must include 1 unit of physical sciences, 1 unit of life sciences, and 1 unit of advanced study in one or more of the following sciences: chemistry, physics, or other physical science; advanced biology or other life science; astronomy, physical geology, or other earth or space science.
4. Electives units must include one or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education or English language arts, mathematics, science, or social studies courses not otherwise required.
5. All students must receive instruction in economics and financial literacy during grades 9-12. Students following a career-technical pathway are exempted from the fine arts requirement.

## F. STATE OF OHIO ACADEMIC HONORS DIPLOMA

High school students have the opportunity to earn either a regular high school diploma or an Academic Honors Diploma. What are the criteria for receiving a regular diploma? The student must successfully complete the high school curriculum or individualized education program developed for the student by the high school and demonstrate proficiency on the End of Course tests in math, English language arts, science and social studies. What are the criteria for receiving an Academic Honors Diploma? The student must meet the same requirements established for the regular diploma plus the criteria for honors provided below. The student who completes the college preparatory curriculum in high school shall meet all but one of the following criteria:

- Four units of mathematics that include Algebra I/Math 9, Geometry/Math 10, Algebra II/Math 11 or equivalent, and another higher level course or a four- year sequence of courses that contain equivalent content
- Four units of science that include 2 units of advanced science
- Four units of social studies
- Either three units of one foreign language or two units each of two foreign languages
- One unit in fine arts
- Maintain an overall high school unweighted grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year
- Obtain a composite scores of 27 on the ACT tests or a 1280 on the Scholastic Assessment Tests SAT

The student who completes at least two years of an intensive vocational or technical education curriculum in the high school shall meet all but one of the following criteria:

- Four units of mathematics that include Algebra I/Math 9, Geometry/Math 10, Algebra II/Math 11 or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content

- Four units of science that include two units of advanced science
- Four units of social studies
- Two units of one world language
- Four units of Career-Technical courses.
- Maintain an overall high school unweighted grade point average of at least 3.5 on a 4.0-point scale up to the last grading period of the senior year
- Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus
- Obtain a composite scores of 27 on the ACT tests, 1280 on the Scholastic Assessment Tests SAT, or a 6 or higher on Reading for Information and a 6 or higher on Applied Mathematics
- Achieve the proficiency benchmark established for the appropriate Ohio Career-Technical Competency Assessment or the equivalent

### **G. Progress Book**

Progress Book is a secure, online web-based service, available to all parents who request it and meet the requirements. Weekly grades will be posted for each student.

#### **Requirements:**

- All school fees and charges paid
- Appropriate training
- Parent forms filled out

### III.

New Richmond Ex. Village School District  
Code of Conduct  
2021-2022

Dear families in the New Richmond Schools,

As many of you know, the New Richmond Schools began implementation of the PBIS (Positive Behavior Intervention and Support) initiative several years ago. The purpose of the PBIS initiative is to establish and maintain effective school environments that maximize academic achievement and behavioral competence of all learners in our district. This competence is gained as a result of school personnel and families working together to provide a continuum of support for all learners. Several key elements of PBIS are:

- A common purpose and a positive approach to discipline
- A clear set of positive expectations and behaviors
- Procedures for teaching and encouraging expected behaviors
- Procedures for discouraging inappropriate behaviors
- Data used to guide decision making and planning
- Emphasis on prevention of inappropriate behaviors

We have five school-wide expectations which are posted throughout each building and discussed frequently with students. These expectations are captured in the acronym PRIDE (Prepared, Respect, Integrity, Dependable, and Effort). It is our goal to be very specific with students as to the behaviors that will allow them to be Prepared, show Respect for themselves and others, display Integrity, be Dependable, and give great Effort within each area of the school and the classroom. This creates a framework for behavioral success, as well as an accountability structure for students and staff.

This effort has been, and always will be, a joint effort between the school and our community. Much of the great work which aligns with PBIS is done at home by all of you, and we thank you for those contributions. It is a pleasure to be serving with you in developing the social and behavioral competencies of our students.

We hope you will take some time at the beginning of this school year and discuss with your child the importance of positive behavior in school and in the community at large. Included in the following pages are the important components of the program – and the Student Handbook – presented from a perspective of “what students should do” to be successful. It is a map for success at New Richmond!

Your attention to Lions Pride Behavioral Expectations and support of the positive behaviors needed will insure that the culture that is needed for all students to be successful is everyone’s priority.

If you have any questions about this Code of Conduct, or the supports we offer, please contact your child’s principal.

Regards,

Tracey Miller  
Superintendent

## Table of Contents

### Supports for New Richmond School students (Pages 3-5)

1.	1.	<u>Vision</u>
2.	2.	<u>Mission</u>
3.	3.	<u>Goals of Code of Conduct</u>
4.	4.	<u>Summary of New Richmond Schools' Policy on Student Behavior</u>
5.	5.	<u>PBIS</u>

### Code of Conduct 2019-20 (Pages 6-10)

1.	1.	<u>Introduction to Code of Conduct</u>
2.	2.	<u>Lions Pride Behavioral Expectations</u>
3.	3.	<u>Corrective Strategies for Tier I Offenses</u>
4.	4.	<u>Corrective Strategies for Tier II Offenses</u>
5.	5.	<u>Corrective Strategies for Tier III Offenses</u>

### APPENDIX (Pages 11-28)

6.	6.	<u>Tier I Offenses - definition of terms</u>
6.	7.	<u>Tier II Offenses - definition of terms</u>
6.	8.	<u>Tier III Offenses - definition of terms</u>
6.	9.	<u>Emergency Removal, Suspension, and Expulsion</u>
6.	10.	<u>Searches of Students and Student Property</u>
6.	11.	<u>Expectations for Behavior in the Cafeteria</u>
6.	12.	<u>Honor Code</u>
6.	13.	<u>Dress Code</u>
6.	14.	<u>Computer Network Usage</u>
6.	15.	<u>Drug/Substance Abuse</u>
6.	16.	<u>Media Center</u>

### **Vision Statement**

To create and maintain a safe and orderly educational environment that engages tomorrow's leaders through passionate, innovative learning.

### **Mission Statement**

The New Richmond Schools, in partnership with parents and community, provides all students with a comprehensive educational experience in a safe and nurturing environment, preparing them for the highest levels of personal achievement with the ability to demonstrate confidence, leadership and responsibility.

### **Goals of the Code of Conduct**

- To ensure that every student in the New Richmond Schools is continuously engaged in appropriated programs of academic instruction within safe and orderly environments
- To provide clear and explicit expectations for social behaviors within all school settings
- To specify guidelines for teaching and encouraging social skills necessary for meeting district behavioral expectations
- To describe explicit methods of corrective instruction and consequences for responding to behavior infractions

### **Summary of the New Richmond Schools' Policy on Student Behavior**

All students have the right to learn, and no student has the right to disrupt the learning activities of others. Each year the New Richmond Board of Education will adopt a districtwide policy to provide guidelines for the teaching and implementation of expected behaviors.

This district Code of Conduct provides definitions of behavior infractions and some include examples. These examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples given. This plan includes activities for teaching and encouraging expected behaviors. Each school communicates the-school-behavior plan to its parents/guardians and students — including strategies for teaching and reinforcing behavior, and strategies for providing consequences for both positive and negative behavior.

Parents and guardians should understand the school-behavior plan at their children's schools. The safety and security of all school children are our highest priorities, and we are committed to providing a safe learning environment. Parents and guardians who have questions or concerns should contact the school's Principal.

Our intention is to provide corrective instruction to students who fail to meet behavioral expectations.

### **Positive Behavior Intervention and Supports (PBIS)**

The building blocks of PBIS, a data-driven, prevention focused approach for meeting the behavioral needs of all students. The PBIS framework is part of the NREVSD pyramid of interventions, a proven step-by-step process that uses both prevention and intervention techniques to meet the needs of the whole child.

#### **Pyramid of Interventions**

The PBIS pyramid consists of three tiers of intervention: School wide/ Core Classroom Instruction, Targeted / Small Group Instruction, and Intensive Individual Intervention.

#### **Introduction Code of Conduct**

Students are expected to follow the districtwide Code of Conduct before, during, and after school. Students are to follow the verbal and written expectations of all staff. The code is in effect inside school buildings, on school grounds and at school-related activities. Students must also follow these expectations on the school buses or vans that bring them to school, take them home, or transport them to school-related events.

Students in co-curricular and extracurricular activities represent our school and are expected to use appropriate behavior within the guidelines of The Student Code of Conduct. Coaches, sponsors, and other school personnel in positions of authority have set forth expectations applicable to their activities; and it is the expectation that student participants uphold these rules. (Extra-Curricular Handbook for Students and Parents)

This code is also in effect for (a) misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property owned or controlled by that district; (b) misconduct by a pupil that, regardless of where it occurs, is directed at a district official or employee, or the property of such official or employee.

The Student Code of Conduct is based upon the rights of the individual and his/her respect for self and others. Expectations of conduct are relative to the **welfare** and **safety** of all at New Richmond High School. Whether an expectation is written or understood is immaterial. If an action is one which would clearly disrupt, interfere with, or endanger those who are present, then a corrective strategy to the offense will occur under The Student Code of Conduct. In addition, all students at New Richmond High School are accountable under the Ohio Juvenile Code and the Criminal Code of the State of Ohio.

When a student fails to meet the expectations of conduct set forth, then corrective action must be taken. Offenses or violations to The Student Code of Conduct will result in one of the following disciplinary actions:

- contact with the parents/guardians
- removal from the classroom
- privileges denied
- detentions (lunch time or after school)
- Tuesday or Thursday School (1 or 2 hours)
- in-school isolation
- community service
- emergency removal
- referral to law enforcement agencies
- out-of-school suspensions
- expulsion
- court hearings

### Working with Families to Keep Students in School and Engaged in Learning

- What families can expect: (Steps following student misbehavior)

When an administrator finds that a student has committed an offense, the school administrator will:

1. Investigate the incident, including meeting with the student and others involved to allow them to explain the situation.
2. The parent/guardian will be notified of the incident and any corrective strategy will be shared.
3. The parent/guardian will also be notified in writing if appropriate.

- Actions families can take:

1. Ask for a meeting
2. with the school administrator to request information about the investigation and to discuss the corrective strategy decision.
3. Appeal process if necessary (for suspensions and expulsions) by calling the superintendent's office.

### Lions Pride Behavioral Expectations

<b>Prepared</b>	<b>Be ready to learn</b>
<b>Respect</b>	<b>Be considerate of self, others, and community</b>
<b>Integrity</b>	<b>Be honest to self, others, and community</b>
<b>Dependable</b>	<b>Be trustworthy and reliable</b>
<b>Effort</b>	<b>Be your best self</b>



**Corrective Strategies for Tier I Offenses**

Districtwide Expectations What's expected of students	What students should do Expected Behavior	What students should not do Examples of Offenses	Choices to Address Student Offenses These are not intended to be the only choices or sequential.
Prepared	Keep yourself and possessions in an orderly fashion	<u>Student Storage</u> <u>Inappropriate Attire</u>	Planned ignoring Redirect student
	Dress for success and be school appropriate	<u>Student Disease and Cleanliness</u>	Proximately control
Respect	Follow appropriate relationship expectations	<u>Display of Affection</u>	Change seating
	Obey all vehicle expectations	<u>Student Driving</u>	Reteach, model, and practice behavior
	Obey all playground expectations	<u>Playground</u>	Offer break
Integrity	Be responsible for your own actions	<u>Gambling</u>	Explain, teach, and model natural consequences
	Do the right thing the right way	<u>Contributing to Another's Misconduct</u>	Have the student choose a method of apologizing or making amends to those harmed or offended
Dependable	Follow technology expectations	<u>Inappropriate Use of Technology</u>	Provide a reflective activity
	Obey all school expectations	<u>Cell Phones/Electronic Device</u>	Parent Contact
		<u>Extra-Curricular Activities</u>	Conference with parent and/or student
Effort	Follow Directions	<u>Disruption of School</u>	Detention during which student completes work
	Obey all transportation expectations	<u>School Bus/Vehicle Transportation</u>	Office referral

\*Selections from this list will be made by school officials in a least restrictive and progressive manner

**Corrective Strategies for Tier II Offenses**  
**OFFENSES IN TIER II REQUIRE AN AUTOMATIC OFFICE REFERRAL**

Districtwide Expectations What's expected of students	What students should do Expected Behavior	What students should not do Examples of Offenses	Choices to Address Student Offenses
Prepared	Learn from previous mistakes  Ask for help when needed	<u>Repeated Violations/Chronic Misbehavior</u>	These are not intended to be the only choices or sequential. Conference with student Parent contact
Respect	Take care of school property  Follow school wide expectations  Demonstrate kindness toward students, staff, and visitors	<u>Damage to School/Private Property</u>  <u>Disrespect/Insubordination</u>  <u>Hazing</u>  <u>Harassment</u>  <u>Bullying</u>	Loss of privilege Reteach, model, and practice behavior Create a behavior contract Student may be asked to complete a community service task Provide a reflective activity
Integrity	Tell the truth  Ask before borrowing  Stay in assigned area  Resolve problems Positively	<u>Forgery/Cheating</u>  <u>Threats</u>  <u>Trespassing</u>	Have the student choose a method of apologizing or making amends to those harmed or offended  Refer to MTSS Team (Multi-Tiered Systems of Support)
Dependable	Attend school daily  Be on time  Use technology appropriately	<u>Truancy</u>  <u>Inappropriate Use of Technology</u>	Student may be asked to pay restitution
Effort	Use polite words  Obey laws regarding tobacco/vaping for minors	<u>Obscene Language and Literature</u>  <u>Possession, Smoking and/or Use of Tobacco</u>	Refer to counseling agency Create a home-school communication system Create daily or weekly check-ins with designated staff member for a set period of time Detention during which student completes work In-school Intervention (ISI) Out of school suspension File charges if law is broken

\*Selections from this list will be made by school officials in a least restrictive and progressive manner

**Corrective Strategies for Tier III Offenses**  
**OFFENSES IN TIER III REQUIRE AN AUTOMATIC OFFICE REFERRAL**

Districtwide Expectations What's expected of students	What students should do Expected Behavior	What students should not do Examples of Offenses	Choices to Address Student Offenses  These are not intended to be the only choices or sequential.
Prepared	Ask for help if you are not safe  Come to school with appropriate materials	<u>Dangerous Weapons, Explosives, and/or Instruments**</u>	Contact Parent  Conference with student  Reteach, model, and practice behavior
Respect	Solve problems peacefully  Ask for help from a staff member if you do not feel safe  Respect school property	<u>Assault</u>  <u>Arson</u>  <u>Theft</u>	Create/modify a behavior contract  Student may be asked to complete a community service task  Have the student choose a method of apologizing or making amends to those harmed or offended
Integrity	Obey the laws of the school and community	<u>False Alarms</u>  <u>Threats</u>	Refer to MTSS Team or IEP team  Refer to counseling agency
Dependable	Make healthy choices  Come to school ready to learn	<u>Alcohol and Other Drugs</u>	Create a home-school communication system  Require daily or weekly check-ins with designated staff member for a set period of time
Effort	Surround yourself with positive people  Be your own advocate  Learn to walk away	<u>Gang Activity</u>	Student may be asked to pay restitution  Possible suspension with recommendation for expulsion**  File charges if law is broken

\*Selections from this list will be made by school officials in a least restrictive and progressive manner

\*\*Possession of a firearm requires expulsion (ORC Ohio Revised Code 3313.66 (B) (3))

## APPENDIX

This Code of Regulations is adopted by the Board of Education of the New Richmond Exempted Village School District pursuant to Sections 3313.661 and 3313.662, Ohio Revised Code.

### Definition of Terms for Tier I Offenses

In most instances, Tier I offenses will be corrected by the teacher or supervising adult in the setting where the misbehavior occurred.

1. Contributing to Another's Misconduct: Contributing to another student's misconduct, or being an accomplice to another student's misconduct or violation of school conduct code. No student shall contribute to another student's misconduct or violation of school conduct code, while at the same time not actively participating in the actual violation; such as, being a lookout, using their car to transport a student who is truant, or helping another student in any way to commit a violation of school policy or conduct code. Failure to report actions or plans of another person to a teacher or Administrator where the actions or plans of another person, if carried out, could result in harm to another person or persons, or damage property, when the student has information about such actions or plans.

2. Display of Affection: Students shall not at any time under school jurisdiction engage in any sexual act, make any inappropriate display of affection, including the holding of hands, toward another student, visitors or school employee. Violation of the District's sexual harassment policy shall be prohibited.

3. Disruption of School: A student shall not use in the school building, on school grounds, on a school bus, or other school vehicle, or at any school-sponsored event, harassment, violence, physical assault, force, noise, coercion, verbal threats, intimidation, fear, passive resistance, trespass, forgery, any form of cheating, or any other conduct that will intentionally cause the substantial and material disruption or destruction of any lawful mission, process, or function of the school.

4. Extra-curricular Activities: Students shall obey all special rules and regulations of each activity as established by the advisor, coach, or sponsor of the activity.

5. Gambling: The Board is definitely opposed to and forbids any form of gambling or game of chance in the school buildings or on school property. Possible exception: Raffles, contests, etc. that are approved by the Principal that are charitable in nature.

6. Inappropriate Attire: A student shall not dress or appear in a fashion deemed inappropriate because it either [A] interferes with the student's safety, health and/or welfare, or that of other students, or [B] causes disruption or directly interferes with the educational process, or [C] displays messages, images, insignias, symbols, etc. that have been identified by independent outside resources as discriminatory, prejudicial, or hateful in nature.

7. Inappropriate Use of Technology: A student shall not misuse the computers. This includes: vandalism, theft or misuse of the hardware; plagiarism; unauthorized access to files not belonging to the student; tampering with security software or network privileges; logging onto the network with a fraudulent ID or password; using the facilities without proper supervision; installation of software on a computer or network; or unauthorized use, copying, or downloading of programs, files, and/or pictures. Violations may result in revocation of access privileges, suspension, expulsion, other school disciplinary actions, and/or appropriate legal action.

- Students are prohibited from using wireless communication devices (WCD) to capture, record, or transmit the words and/or images of any students, staff member, or other person in the school or while attending a school-related activity, without expressed prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.
- The use of WCD that contain built-in cameras (devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, classrooms, and restrooms.
- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person the impression of being threatened, humiliated, harassed, embarrassed, or intimidated (Bullying and other Forms of Aggressive Behavior).
- Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.
- Violations of these guidelines may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (i.e., child pornography). Discipline will be imposed on an escalation scale ranging from a warning to an expulsion based the number of previous violations and/or the nature of the circumstances surrounding the violation.

- If a WCD is confiscated, it will be returned/released to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.
- Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property or the unauthorized use of such devices.

8. Cell Phone/Electronic Device Policy:

Students are permitted to carry cell phones during the school day. However, these devices may not disrupt instruction or be used to violate other areas of the student code of conduct. If such violations occur, the following disciplinary actions may be followed: Parents will be notified when cell phones are confiscated.

1st Offense = Warning given to student

2nd Offense = ISI (After school DT if available)

3rd Offense = 3 day out-of-school suspension (Friday School if available)

4th and Subsequent Offenses = 3 - 5 day out-of-school suspension

If deemed appropriate by school administration, devices may be confiscated. In such instances, parents will be notified and may need to pick up the device from school. As a general rule, this action will only be taken in instances of repeated violations or insubordination or if the device is suspected of being used inappropriately and in violation of another aspect of the student code of conduct.

9. School Bus/Vehicle Transportation: All students shall abide by the rules of conduct established by the BOE in regards to student conduct. These rules shall be equally applicable whether the bus/vehicle issued for field trips, as transportation to and from school, or for any extra-curricular activity. In addition, any rules set forth by the State of Ohio regarding conduct on school transportation, shall apply.

10. Student Disease and Cleanliness: A student shall not attend school if suffering from a contagious or infectious disease, or if physically unclean to the point of being offensive to other students and/or school personnel.

11. Student Driving Privileges: A student shall not operate a motor vehicle in a reckless manner while on school property. Students shall abide by the adopted driving and parking regulations while on school premises.

12. Student Lockers: A student shall not place keep or maintain any articles or materials in school-owned lockers which are of non-school nature and that may cause or lead to cause a disruptive activity on any school property or at any school-sponsored activity, function, or event.

Unannounced locker searches may be conducted at any time by the Principal or his/her designee, and one of the staff members. Students are not permitted to change lockers without the permission of a building administrator. A Master List shall be kept showing to whom each locker has been assigned.

13. Common Areas: Students shall not use inappropriate language, exclude others, damage or misuse school equipment. Students shall not interfere with others personal space.

**Definition of Terms for Tier II Offenses**

1. Damage to School or Private Property: A student shall not intentionally cause or attempt to cause damage or destruction of school or private property on school grounds or during a school activity, function or event off school grounds; on the private property of a district official or employee whenever located.

2. Disrespect/Insubordination: A student shall not be disrespectful toward or fail to comply with directions of regular, substitute or student teachers, teacher aides, supervisors, Principal, bus drivers, 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 minor rule, directive, or discipline procedure shall constitute insubordination.

3. Forgery/Cheating: A student will not falsify in writing the name of another person or times, dates, grades, addresses, data on school forms or correspondence directed to the school. A student shall not cheat or plagiarize.

4. Hazing: Ohio law specifically forbids hazing and states this is not to take place in any manner in Ohio Schools. Likewise, to persecute, harass or humiliate another student and/or employee is unacceptable behavior in the New Richmond School District. Any student or student(s) parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against building staff members should be filed with the building principal. Complaints against the building principal shall be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Please refer to BOE policy 5516 for additional information.

R.C. 2307.44, 2903.31, 3313.661

5. Harassment: Ohio law specifically forbids harassment and states this is not to take place in any manner in Ohio Schools. Likewise, to persecute, harass or humiliate another student and/or employee is unacceptable behavior in the New Richmond School District.

The NREVSD Board of Education will vigorously enforce its prohibition against discriminator harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), disability, age (except as authorized by law), religion, ancestry or genetic information (collectively, "Protected Classes) that are protected by Federal civil rights laws, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

Please refer to BOE policy 5517 for additional information.

R.C. 2307.44, 2903.31, 3313.661

6. Bullying: Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, district employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Bullying means:

- a. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- b. violence within a dating relationship.

Please refer to BOE policy 5517.01 for additional information

7. Obscene Language/Literature: No student shall use foul or obscene language, gestures, or noises directed toward other students, visitors or school personnel, or possess, sell, disseminate or otherwise distribute any pornographic materials to other students, visitors or school personnel, while on school premises.

8. Possession, Smoking or Use of Tobacco: The possession or use of tobacco in any form is prohibited on school property or during school-sponsored activities on or off school property. No student shall possess or use lighters, matches or other incendiary devices while under the supervision of school personnel. Buying, selling, transferring, using or possessing any substance containing tobacco, including, but not limited to, cigarettes, cigars, a pipe, a clove cigarette, chewing tobacco, snuff, and dip, alternative nicotine delivery device/vape/ juul, et. al. or using tobacco in any other form is prohibited. Progressive disciplinary action will be taken as follows:

1st Offense = 3 day out-of-school suspension. In lieu of a 3 day out of school suspension the student can agree to go through and complete a school sponsored Tobacco/Vaping Education Program.

2nd Offense = 5 day out-of-school suspension, reported to local law enforcement agency

3rd Offense = 10 day out-of-school suspension, reported to local law enforcement agency

4th Offense = 10 day out-of-school suspension, reported to local law enforcement agency, recommendation for expulsion from school

9. Repeated Violations/Chronic Misbehavior: Any series of behavioral violations that create a pattern of misconduct or reoccurring inappropriate behavior which disrupts or interferes with any school activity is unacceptable and serves as a disruption of the school environment punishable by suspension/expulsion from school.

10. Threats: No student shall direct any verbal or written physical threats toward other students, visitors, school personnel, school property, or personal property. No student shall engage in extortion of a pupil or school personnel.

11. Trespassing: No student shall trespass on any unauthorized area of school property or premises.

12. Truancy: No student shall be truant, absent from school, leave school without permission once arriving on the school grounds or transportation on any day or portion thereof, without school authorization. Tardiness and skipping school detention will not be tolerated and subject to the consequences defined in this policy.

### **Definition of Terms for Tier III Offenses**

1. Alcohol and Drugs: No student shall possess, transmit, conceal, use, consume, show evidence of having consumed, used or offer for sale any alcoholic beverages, illegal drugs, prescribed drugs, look-alike drugs or any mind altering substance while on school grounds or facilities; at school sponsored events; in other situations, under the authority of the District or in controlled vehicles. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products and drug paraphernalia.

2. Arson: No student shall willfully and maliciously burn, set unauthorized fires or attempt to burn, all or any part of any building or any property of the Board of Education. No student shall possess lighters, matches or other incendiary devices while under the supervision of school personnel.

3. Assault: A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way which could reasonably cause physical injury to a teacher, an administrator, other school employee, another student, or visitor not employed by the school. Sexual assaults, acts or gestures directed toward other students or any school personnel are expressly forbidden. No student shall commit an act that is a criminal offense when committed by an adult and that results in serious physical harm to persons or property on any property owned or controlled by the board, or at an interscholastic competition, extracurricular event, or any other school program or activity. Further, no student shall participate in a physical altercation with another at any time under the jurisdiction of the School Code of Conduct.

4. Dangerous Weapons, Explosives and/or Instruments: A student shall not possess, handle, transmit, or conceal any object which might be considered a dangerous weapon, explosive, or instrument of violence including, but not limited to guns, knives, ice picks, night sticks, mace, brass knuckles, explosives, firecrackers, and bombs. This prohibition is in effect on property owned or controlled by the school, at an interscholastic competition, extracurricular event, or at any other school program or activity that is not located in a school or on property owned or controlled by the district. (As provided in Ohio Revised Code §§3313.66 and 3313.661, violations of the code involving firearms or knives are subject to expulsion from school for one (1) year.)

5. False Alarms: No student shall participate in the act of initiating a fire alarm, or initiating a false warning report of a fire or any impending bombing, or other catastrophe, without just cause. (As provided in Ohio Revised Code §3313.66(A)(5), a student may be expelled for a period of up to one (1) year for making a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.)

6. Theft: A student shall not steal or attempt to steal or be in the possession of stolen property or property other than theirs on any school or private property, or the personal property of other students, visitors or school personnel, either on school grounds or during a school activity, function, or event off the school grounds.

7. Gang Activity: Students are not permitted involvement in gang activity that includes, but not limited to, graffiti, signs, signals, tattoos, hand gestures, and the wearing of gang affiliated clothing. A gang is any identifiable group or club which exists without the sponsorship of the school or sponsorship of any recognized adult community or civil organization and which has no acceptable social goals. Students in violation of this policy will receive one warning.

8. **Threats:** No student shall direct any verbal or written physical threats toward other students, visitors, school personnel, school property, or personal property. No student shall engage in extortion of a pupil or school personnel. Threats of a widespread (including those made using social media) or exceptionally egregious nature will be escalated to this higher tier of disciplinary consequences. As a general rule, threats of this nature will also result in the involvement of law enforcement.

### **Emergency Removal, Suspension and Expulsion**

The written notice of intent to suspend shall be given to the student at an informal hearing. The notice of intent to expel shall be sent to the student and his parents and the students and parents will be provided an opportunity for an informal hearing prior to a decision to expel.

If a student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process, said student may be removed from curricular or extra-curricular activities or from the premises or classroom by a building administrator. This is referred to as Emergency Removal and will be followed with appropriate communication in accordance with policy and Ohio Revised Code.

The building administrator may suspend a student from school for a period of up to ten (10) days for violations of the Code of Conduct. The superintendent may expel a student from school for up to eighty (80) days and in some cases for an entire 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. Expulsion may result in the loss of credit for courses being taken at school, at the Grant Joint Vocational School, or at any college or university, whether under the Secondary Post Enrollment option or at the student's own expense.

Students will receive an unexcused absence for each school day missed as a result of a suspension and/or expulsion.

A student or his parents may appeal any decision of the New Richmond Exempted Village School District administration to suspend a student from school to the superintendent/designee. A student or parent must request an appeal in writing within 10 days after the discipline measure takes effect. The student and his parent may be represented in all appeal hearings. Pursuant to Ohio law, a student or parent may further appeal an expulsion, suspension or denial of extracurricular activities to the Clermont County Court of Common Pleas.

It is the policy of the New Richmond Exempted Village School District Board of Education that students shall not be permitted to return to school pending any appeal process with the administration or the court. The school district will make every effort to promptly hear all appeals to minimize a student's absence from school. Should the Board of Education, the superintendent, or their designees, reverse or modify a discipline decision and permit a student to return to school, such student shall be permitted ample time to make up all assignments and work missed as a result of his/her absence.

\*(Use or possession of weapons at school, on school property or at school activities; inflicting serious physical harm to persons or property at school, on school property, or at a school activity; threatening harm of school with a bomb threat.)

### **B. Searches of Students and Student Property**

The New Richmond Board of Education is committed to protect students from individuals not associated with the school system but also recognizes its responsibility to cooperate with law enforcement agencies and Human Services; keeping in mind the rights of students and parents. This cooperation must recognize the functions of the schools, be in harmony with the Constitution of the United States, the laws of Ohio, and recognize the potential enrichment that law enforcement agencies and Human Services can make in the educational program.

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school Administration to try to protect each student under its control. Interviews of students by law enforcement officers and Human Service Employees, who show proper identification, will be permitted during the school day only when interviews during non-school hours are not possible, impractical, or would unduly interfere with the agency. When appropriate, an effort should be made to notify the parent, guardian, or other adult person having care and custody of the student. In the event that an interview is conducted on the school premises, the Principal or his/her representative must be present during the interview.

A local law enforcement agency is required to produce a warrant prior to conducting any search of a student's personal property kept on school premises. When the local law enforcement agency has reason to believe that any item which might pose an immediate threat to the safety or security of others is kept in a student locker, desk, or other storage space, searches may be conducted without a previously issued warrant.



1. The questioning of students by law enforcement agencies is limited to situations where parental notification has been attempted or the school official has made an independent determination that reasonable grounds exist for conducting an interrogation during school hours.
2. Whenever possible, local law enforcement agencies should contact and/or question students out of school. When it is absolutely necessary for an officer to make a school contact with a student, the school authorities bring the student to a private room and the contact is made out of the sight of others as much as possible.
3. The school Principal must be notified before a student may be questioned in school or taken from a classroom.
4. The Administration shall attempt to notify the parent(s) of the student to be interviewed by the local law enforcement agency, if unable to notify parent(s), the investigation shall proceed.
5. To avoid possible criticism, a school official requests to be present when an interrogation takes place within the school.
6. When the local law enforcement agency removes a child from school, the Administration will make an attempt to notify the parent(s).
7. The local law enforcement agency should always be notified by the school Principal whenever a student is involved in any type of criminal activity. When the Principal learns of this involvement, he/she should notify an officer of the local law enforcement agency. The school should not attempt to handle matters which are properly in the realm of the local law enforcement agency.

### **C. Expectations for Behavior in the Cafeteria**

Students should take as much pride when eating in the cafeteria as they do when eating in the dining areas of their home and should exhibit well-mannered, courteous behavior during the lunch hour. Students are expected to follow the rules listed below:

- a. Students are to form single-file lines leading to the serving areas.
- b. "CUTTING" IN LINE IS PROHIBITED
- c. All trash and refuse should be disposed of in the appropriate garbage containers. NO TRASH IS TO BE LEFT ON TABLES
- d. Students are not to take any food or drink from the cafeteria area. NO FOOD OR DRINK ALLOWED IN THE HALLS OR CLASSROOMS
- e. No food, utensils, refuse or other objects are to be thrown in the cafeteria

**Open containers such as coffee mugs, cups, cans or bottles are not to be brought into the building or carried throughout the building during the school day except at lunch time while in the lunch area.**

### **D. Honor Code**

Presenting someone else's work as your own in order to obtain a grade or credit is cheating. This includes, but is not limited to, copying other's assignments, quiz or test answers, and plagiarism. ***Cheating includes (but is not limited to) the following:***

- Presenting work that is not your own for compositions, projects, assignments, quizzes, or tests.
- Using materials that are not permitted by your teacher to obtain credit.
- Collaborating in the preparation of an assignment unless doing so is specifically allowed by the teacher.
- Submitting falsified signatures.
- Submitting work that is not your own.
- Submitting the same work for more than one class without obtaining permission of the teacher(s) beforehand.
- Copying the answers or work of another person without giving credit to that person or citing the source.
- Sharing information or answers when doing take-home assignments and tests except when the teacher has authorized collaboration.
- Using for tests or quizzes any materials or equipment not authorized by the teacher.
- Aiding others in their efforts to cheat.
- Doing the work for another person.
- Stealing a test or an answer key from a teacher.
- Using work prepared by somebody else (for example, commercially prepared material.)
- Submitting false records, information, or data, written or oral.
- Representing as individual work the work of several people on a project or assignment
- Using clip art without citing your sources.
- Downloading material from an on-line source and representing it as your own without citing sources or crediting the author.

**Consequences for cheating or plagiarism may be a zero and an office referral. Possible consequences include in-school suspension, out-of-school suspension or expulsion.**

Students who violate the Academic Integrity Policy may disqualify (or expel) themselves from

- National Honor Society
- Academic Letters
- Exam Exemptions
- Attending School Functions
- Having Computer Privileges
- Having Parking Privileges

**E. Dress Code**

Students are expected to dress in a manner that is appropriate to the school environment and does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting. These regulations will assist parents, students, faculty, and Administrators in determining appropriate student standards for dress while at school or school-sponsored activities. Clothing and grooming may be more strictly regulated when students are working with machinery, working in a laboratory, preparing food in class, working in the cafeteria, or participating in sports or physical education classes.

1. Parents and students maintain responsibility for their dress and personal appearance.
2. When any dress or grooming interferes with the cleanliness, health, welfare, or safety of students, or when any dress or grooming disrupts the educational process by being distracting, indecent, or inappropriate to the educational process, it is prohibited
3. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
4. School administration, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the school administration is final.

**General Guidelines:**

- a. Leotards, tights, leggings, or the like are not to be worn **alone** as a substitute for jeans, slacks, or yoga pants.
- b. Clothing with insignias, slogans, logos or pictures which are in poor taste, suggestive, obscene, profane or vulgar cannot be worn in school. (Also see Tier I, Rule 6)
- c. Buttons, patches or signs worn cannot be in poor taste, suggestive, obscene, profane, or vulgar. (Also see Tier I, Rule 6)
- d. Drug, alcohol or tobacco-related logos, insignias, slogans, or pictures on clothing, buttons, patches, or signs are not permitted. (Also see Tier I, Rule 6)
- e. Torn or tattered clothing that create a safety hazard, or clothing with holes that are overly revealing are not permitted.
- f. Hats, hoods, caps, headbands, or sunglasses may not be worn in the building during school hours.
- g. Shorts are permitted to be worn during the school day and for P.E. and must be socially appropriate.
- h. Any type of gang – related apparel will not be permitted.
- i. Shirts are to be buttoned properly. Muscle shirts, see-through shirts, or shirts normally worn as under-garments are not to be worn as outer garments. Shirts without sleeves cannot be worn.
- j. Appropriate shoes must be worn. Shoes with any type of cleat are not permitted in the building.
- k. Jeans or pants must fit properly around the waist. Any jeans or pants that cannot stay up without a belt or suspenders are prohibited.
- l. Dresses, skirts, slacks, jeans, shorts, Capri pants or pantsuits may be worn and may not be shorter than mid-thigh length even with leggings or tights worn underneath.
- m. All tops, blouses, or shirts must completely cover the torso. Halter tops, tube tops, midriff blouses, or any top not fitting this description is prohibited.
- n. Tops or dresses with spaghetti straps must have a shirt or blouse beneath. Sheer or see-through fabrics are not permitted.
- o. Appropriate undergarments must be worn. No undergarments should be showing inappropriately.
- p. No clothing should be worn that has see-through/sheer sections.

## F. Computer Network Usage

At the beginning of every school year each student will receive a complete copy of the New Richmond School District Computer Network and Internet Acceptable Use Policy and Agreement. Both the parent/guardian and the student must read, understand, and agree to the terms of the "Policy and Agreement" to gain access to computer usage. Access by students to the computer network and the Internet is being provided for educational purposes only.

### General Computer Network Usage Rules:

- Do not share passwords or attempt to discover other student's passwords.
- Use appropriate language - no swearing, vulgarities, suggestive, obscene, belligerent or threatening language
- No messages are to be sent over the network. This also includes notes or letters written to other students.
- Do not reveal personal information such as home address and/or telephone number.
- No student may access, without permission, any local area network or any part of the Ohio Educational Computer Network and/or Internet.
- Software may not be installed or executed on the computer system, including the student's home directory.
- Student users may only log into the system using their own account name and password. (Students shall not access the network system for any reason at any time)
- Material/sites composed/viewed on the computers should be free of language/images deemed offensive or obscene by school standards.

(The "Policy and Agreement" covers the complete list of rules)

Failure to comply with the rules set forth in the "Policy and Agreement" for computer network usage will be considered a breach of that agreement. A user who violates this policy and breaches his/her agreement, shall at a minimum, have his/her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's tenure in the school district. In addition, the school district may take additional disciplinary action.

### School Issued Computers

Students who damage school Chromebooks or iPads do to negligence or who lose a device, must pay a fee in accordance with the schedule below:

- Lost/Stolen Chromebook (Device Only) - \$200.00
- Lost/Stolen iPad (Device Only) - \$290.00
- Chromebook Screen Hinges Replacement due to Negligence/Vandalism - \$25.00
- Chromebook Screen Replacement due to negligence/vandalism - \$50.00
- Keyboard/touchpad replacement due to negligence/vandalism - \$50.00
- Lost/Stolen Charger - \$20

If further incidents of damage occur, your child's chromebook will be collected and access to their online work will be your responsibility. Fees can be paid online at [www.nrschools.org](http://www.nrschools.org).

## IV. DRUG/SUBSTANCE ABUSE

The New Richmond Board of Education recognizes that chemical use/abuse is a concern to all within the elementary and secondary schools of the nation. Local needs assessment results indicate considerable use of chemicals within the school population. The primary function of our educational program is to allow each student to fulfill his/her potential. Each student can only achieve his/her potential through programs that assist, encourage, develop, and are positive. For this reason, all school personnel are committed to a program of educating the student population against the use and abuse of chemicals.

Confidentiality is a crucial issue in creating an atmosphere of trust. Students seeking assistance from counselors or other school personnel should know that every effort will be made to keep all information **confidential**. Students must understand, however, that information received which endangers the safety or welfare of the student or others may not be kept confidential.

In the event that education and intervention strategies do not reach every student and they are reported to school officials for substance use and/or abuse, the following will be used.

**1. Possession and/or Use --** A student shall not knowingly possess, use, conceal, or be under the influence of any narcotic, drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, or psychoactive mind-altering substance of any kind. Possession of containers of these substances or the possession, use, concealment, or being under the influence of any look-alike items is prohibited

- a. on school grounds or in the school buildings at any time
- b. off school grounds at any school-sponsored activity, wherever located
- c. on any Board-operated school vehicle

**2. Consequences for Possession and/or Use** -- The following procedure is used in dealing with students violating the Drug Policy for possession and/or use:

**a. First Offense**

- The student will be suspended for ten (10) school days in accordance with the established student *due process* procedure. The student *may be* reinstated if, within five (5) school days after the incident, the parents/guardians and the student agree to a specific evaluation deemed acceptable by the school officials and if the student follows the prescribed program. The suspension will not be for less than five (5) school days.
- The student will be recommended to the superintendent for an expulsion.
- The appropriate legal agency with jurisdiction will be notified.
- The appropriate school personnel will be notified, including the superintendent or his designee, treasurer, counselors, teachers, school nurse, and the transportation director.
- The parents/guardians will be notified and informed of the student's involvement, the consequences, and the *due process* rights.
- If the student agrees to a specific evaluation deemed acceptable by the appointed school official and the student agrees to follow the prescribed program, the agency being used will notify the principal that the student has enrolled in or made an appointment for the initial evaluation. The expulsion will only be enforced if the student and/or the parents/guardians do not follow the prescribed program recommended by the evaluator.

**b. Second Offense (in the course of a student's high school career)**

- ten (10) school days' suspension
- parents/guardians notified
- expulsion recommended
- law enforcement agency notified
- expulsion hearing arranged with the student and parents/guardians for the purpose of expelling the student from school in accordance with the Ohio Revised Code 3313.66.

**3. Transmittal or Selling** -- Students shall not knowingly transmit or sell any narcotic, drug, hallucinogenic drug, inhalant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant, or psychoactive mind-altering substance of any kind. Transmitting containers of these substances or transmitting or selling any look-alike item is also prohibited:

- a. on school grounds on in the school buildings at any time
- b. off school grounds at any school-sponsored activity, wherever located
- c. on any Board-operated school vehicle

**4. Consequences for Transmittal or Selling** -- The following procedure is used in dealing with students violating the Drug Policy for transmittal or selling:

- ten (10) school days' suspension
- parents/guardians notified
- expulsion recommended
- law enforcement agency notified
- appropriate school personnel notified
- expulsion hearing arranged with the student and parents/guardians for the purpose of expelling the student from school in accordance with the Ohio Revised Code 3313.66.
- denied participation in all extracurricular activities in which they are currently involved for the remainder of the school year (Extracurricular activities are defined as those activities, clubs, or organizations, outside the curriculum, which operate under the sponsorship of the school district.)

## V. Media Center

The Media Center is an academic setting for research, reading and collaboration. Student behavior in the media center should be productive and should not distract other students from completing their intended purposes for being there. Students who follow the rules listed below will find their use of the Media Center to be rewarding and useful.

1. All students reporting to the Media Center must have passes completely filled out and signed by a teacher. Students are to report directly to the Media Center without stopping at the restrooms or in the halls to talk. Students may visit the Media Center during lunch without passes but must first obtain the permission of the cafeteria monitors.
2. The Media Center is a quiet area, and students are expected to conduct themselves accordingly. Students who misbehave will be asked to leave the Media Center. Serious behavior infractions will be treated as violations of the Student Code of Conduct with accompanying consequences.
3. Students may check out books at any time by taking them to the front desk where each student has his/her own bar code. **NOTHING IS PERMITTED TO LEAVE THE MEDIA CENTER WITHOUT FIRST BEING CHECKED OUT!**
4. Materials checked out of the media center have a specific return date, and fines may be assessed for materials that are not returned in a timely manner. Fees will be assessed to a student's fee account for materials that are lost or damaged.

## X. TITLE IX - NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

### What is Title IX?

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational programs or activity receiving federal financial assistance. - From the preamble to Title IX of the Education Amendments of 1972

**Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. All public and private schools, school districts, colleges and universities receiving federal funds must comply with Title IX.**

The regulations implementing Title IX are enforced by the U.S. Department of Education Office for Civil Rights and prohibit discrimination, exclusion, denial, limitation, or separation based on gender. The intention of Title IX is to end sex discrimination in all areas of education.

### Board Policy 2266 – NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The District's complete Title IX Sexual Harassment Grievance Process is found in Board Policy 2266 as a part of the Board policies located at [www.nrschools.org](http://www.nrschools.org).

### Reports and Complaints of Harassing Conduct

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. Members of the School District community, (students and Board employees, as well as, Board members, agents, volunteers, contractors, and all other third parties) are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct promptly. Any administrator, supervisor, or other District official who receives such a complaint shall promptly notify a District Title IX Coordinator. Complaints can be received in person, by mail, by telephone or by electronic mail.

**Investigation and Complaint Procedure**

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

For a full description of the New Richmond Schools policy relating to sexual harassment, including both formal and informal complaint procedures, please visit [www.nrschools.org](http://www.nrschools.org).

**New Richmond Schools Title IX Coordinator**

The following individual is designated to serve as the District's Title IX Coordinator. Such Coordinators are authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

John Frye  
Special Education/Pupil Services Director  
1135 Bethel-New Richmond Road  
New Richmond, Ohio 45157  
(513) 553-2616  
[frye\\_j@nrschools.org](mailto:frye_j@nrschools.org)

The Title IX Coordinator is also the Compliance Officer or Civil Rights Coordinator for any applicable board policies related to nondiscrimination and anti-harassment, including Section 504/ADA.