

Student/Parent Handbook

2019-2020

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I. SCHOOL OPERATIONS AND POLICIES

A. ATTENDANCE

The administration and faculty of New Richmond Middle 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 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.** 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
- 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 **at least 5 days prior to the absence** unless an emergency situation exists.

Requests for family vacations **must be submitted and approved 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 Middle 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.

In the case of out-of-school suspensions, students may receive assignments from their teachers in order to keep up with the rest of the class, but any graded work missed due to the suspension will not receive credit.

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.**

5. Make-up Work

Students absent for any reason (other than suspension) up to **60 hours** per semester are permitted to make up all schoolwork missed. 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.

6. 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. Leaving school before 1:45 p.m. will count as a half-day absence.

Students involved in extracurricular activities (ball games, drama productions, etc.) **must be in attendance the entire school day**. The only exception would be a doctor's appointment that must be verified by a doctor's note. Students on school-sponsored field trips are considered to be in attendance. **Students involved as participants in extracurricular activities (such as athletic contests and drama productions) on Saturday, must be in school all day on the preceding Friday in order to participate.**

7. Tardiness to School/Class

Students are expected to be on time for school and for all classes. **This is also expected of students involved in extracurricular activities. Tardiness to school is cumulative through the entire school year. They do not start over at the new semester.**

A student is considered **TARDY** to school if he/she arrives **after** 7:45 a.m. Arriving after 8:45 a.m. or leaving prior to 1:45 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.

B. 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.
- Lockers are to be visited only before school, between classes, or immediately after school.

Coats/jackets/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.

C. 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.

D. SCHOOL BUS TRANSPORTATION RULES

1. Bus Pass

If it becomes necessary for a student to ride a different bus, the following procedure is required:

During **1st Period** the student must bring a note to the office containing the following information:

- a. *Student's Full Name*
- b. *Bus Number Desired to Ride*
- c. *Reason*
- d. *Parent/Guardian Signature*

Students may pick up his/her bus pass in the office during lunch.

2. 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.

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.

E. 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 Middle 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**.

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:

- 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.
- 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

- Medication will be kept in the clinic. Students receiving medication are to report to the clinic to take the medication at the required time.

- Non-prescription medicine (e.g., aspirin, throat lozenges, and antacid tablets) will be dispensed only with written permission from a doctor.
- 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 Middle 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.

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.

F. 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.

Local radio and television stations will broadcast information pertaining to the closing of school or delayed pick-up caused by inclement weather or high water. **Students and parents/guardians are requested not to call the school.** Local radio and television stations, which announce the information, are:

WCKY AM 550
WLW AM 700
WCIN AM 1480

WRRM FM 98.5
WKRQ FM 102
WUBE FM 105

WLWT TV 5
WCPO TV 9
WKRC TV 12

The CommunitySafe 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.

G. 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.

H. 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.

I. FIRE/TORNADO/LOCK-DOWN 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.

J. 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 Middle 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.

K. 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.

L. 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 | |

M. 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 | Advanced 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.

Homework

The NREVSD Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools. Homework refers to those assignments to be prepared outside of the school by the student or independently while in attendance at school. The Superintendent shall develop rules for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

III. STUDENT CODE OF CONDUCT

**New Richmond Exempted
Village School District
Code of Conduct
2019-20**

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

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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.

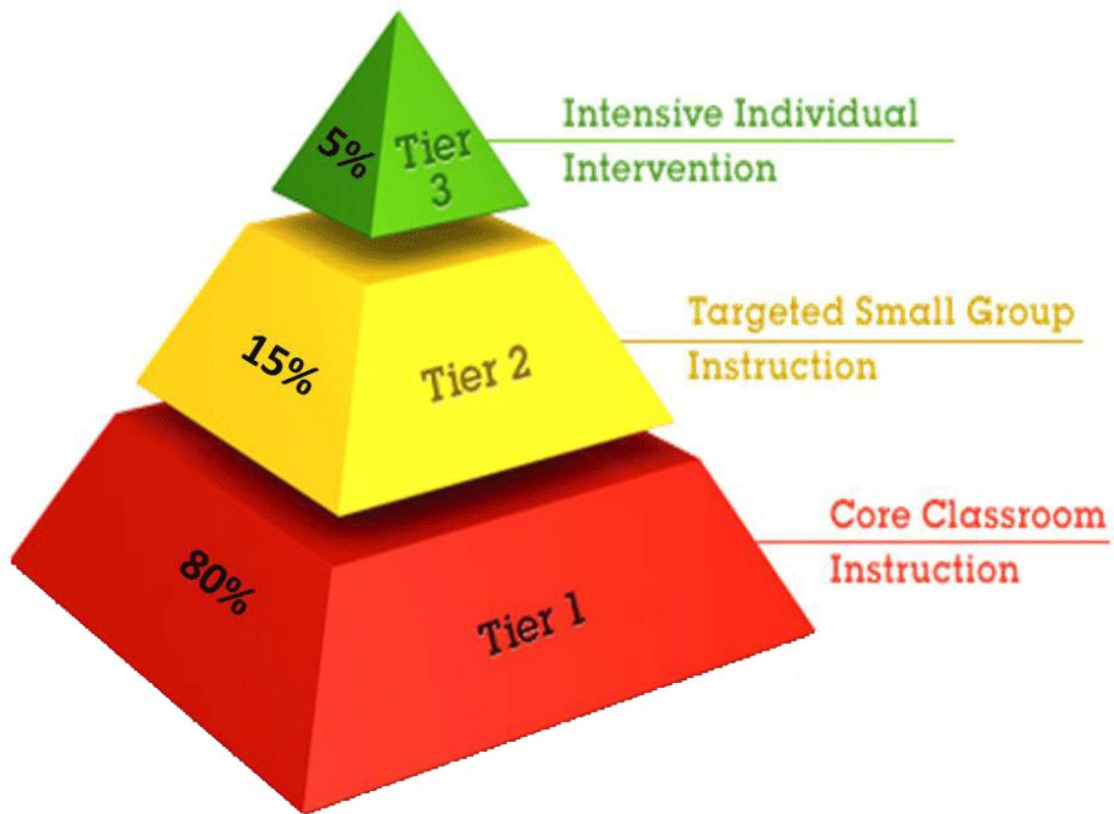
Parents and guardians should understand the school-behavior plan at their children's schools. The safety and security of all school children are our highest priorities, and we are committed to providing a safe learning environment. Parents and guardians who have questions or concerns should contact the 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: Schoolwide / 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 in the New Richmond Schools. 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 in the New Richmond Schools are accountable under the Ohio Juvenile Code and the Criminal Code of the State of OH.

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 may result in one of the following strategies but not limited to:

- contact with the parents/guardians
- removal from the classroom
- privileges denied
- detentions (lunch time or after school) / in-school intervention
- community service
- emergency removal
- referral to law enforcement agencies
- out-of-school suspensions
- expulsion

- court referral / hearing

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

Lions Pride Behavioral Expectations

| | |
|-------------------|--|
| Prepared | Be ready to learn |
| Respect | Be considerate of self, others, and community |
| Integrity | Be honest to self, others, and community |
| Dependable | Be trustworthy and reliable |
| Effort | Be your best self |

Corrective Strategies for Tier I Offenses

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

*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

| <p style="text-align: center;">Districtwide Expectations What's expected of students</p> | <p style="text-align: center;">What students should do Expected Behavior</p> | <p style="text-align: center;">What students should not do Examples of Offenses</p> | <p style="text-align: center;">Choices to Address Student Offenses</p> <p style="text-align: center; font-size: small;">These are not intended to be the only choices or sequential.</p> |
|---|--|---|---|
| <p style="font-size: 2em; font-weight: bold; margin: 0;">P</p> <p style="margin: 0;">repared</p> | <p>Learn from previous mistakes</p> <p>Ask for help when needed</p> | <p><u>Repeated Violations/Chronic Misbehavior</u></p> | <p>Conference with student</p> <p>Parent contact</p> <p>Loss of privilege</p> |
| <p style="font-size: 2em; font-weight: bold; margin: 0;">R</p> <p style="margin: 0;">espect</p> | <p>Take care of school property</p> <p>Follow schoolwide expectations</p> <p>Demonstrate kindness toward students, staff, and visitors</p> | <p><u>Damage to School/Private Property</u></p> <p><u>Disrespect/Insubordination</u></p> <p><u>Hazing</u></p> <p><u>Harassment</u></p> <p><u>Bullying</u></p> | <p>Reteach, model, and practice behavior</p> <p>Create a behavior contract</p> <p>Students may be asked to complete a community service task</p> <p>Provide a reflective activity</p> <p>Have the student choose a method of apologizing or making amends to those harmed or offended</p> |
| <p style="font-size: 2em; font-weight: bold; margin: 0;">I</p> <p style="margin: 0;">ntegrity</p> | <p>Tell the truth</p> <p>Ask before borrowing</p> <p>Stay in assigned area</p> <p>Resolve problems Positively</p> | <p><u>Forgery/Cheating</u></p> <p><u>Threats</u></p> <p><u>Trespassing</u></p> | <p>Refer to MTSS Team (Multi Tiered Systems of Support)</p> <p>Student may be asked to pay restitution</p> <p>Refer to counseling agency</p> |
| <p style="font-size: 2em; font-weight: bold; margin: 0;">D</p> <p style="margin: 0;">ependable</p> | <p>Attend school daily</p> <p>Be on time</p> <p>Use technology appropriately</p> | <p><u>Truancy</u></p> <p><u>Inappropriate Use of Technology</u></p> | <p>Create a home-school communication system</p> <p>Create daily or weekly check-ins with designated staff member for a set period of time</p> |
| <p style="font-size: 2em; font-weight: bold; margin: 0;">E</p> <p style="margin: 0;">ffort</p> | <p>Use polite words</p> <p>Obey laws regarding tobacco/vaping for minors</p> | <p><u>Obscene Language and Literature</u></p> <p><u>Possession, Smoking and/or Use of Tobacco</u></p> | <p>Detention during which student completes work</p> <p>In-school Intervention (ISI)</p> <p>Out of school suspension</p> <p>File charges if law is broken</p> |

*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 <small>What's expected of students</small> | What students should do <small>Expected Behavior</small> | What students should not do <small>Examples of Offenses</small> | Choices to Address Student Offenses <small>These are not intended to be the only choices or sequential.</small> |
|---|--|--|--|
| P repared | 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 Create/modify a behavior contract |
| R espect | 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> | Students 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 |
| I ntegrity | 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 Create a home-school communication system |
| D ependable | Make healthy choices Come to school ready to learn | <u>Alcohol and Other Drugs</u> | Require daily or weekly check-ins with designated staff member for a set period of time Student may be asked to pay restitution |
| E ffort | Surround yourself with positive people Be your own advocate Learn to walk away | <u>Gang Activity</u> | 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

Code of Conduct 2019-20

This Code of Conduct 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.
7. 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 an 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 on 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: Cell phones or iPods are not permitted during the school day. Upon arrival to school students are required to turn off phones and iPods and store them in their locker. Students may use their phone in the building after 2:25.

Violation of this policy will result in the item being confiscated and kept in the office until a parent is able to pick up the confiscated item.

- Parents will be notified when cell phones are confiscated.
 - 1st Offense = Warning given to student and given back to the student at the end of the day.
 - 2nd Offense = ISI and parent must pick up cell phone/electronic device.
 - 3rd Offense = 3 day out-of-school suspension
 - 4th Offense = 5 day out-of-school suspension

- 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 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. Playground: Students shall not use inappropriate language, excludes others, and damage or misuse playground equipment. Students shall not interfere with others personal space.

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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 or using tobacco in any other form is prohibited. Progressive disciplinary action will be taken as follows:
1st Offense = 3 day in-school suspension
2nd Offense = 5 day out-of-school suspension, charges filed with local law enforcement agency
3rd Offense = 10 day out-of-school suspension, charges filed with local law enforcement agency
4th Offense = 10 day out-of-school suspension, charges filed with 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 recurring 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.

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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.

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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 ongoing threat of disrupting the academic process, said student may be removed from curricular or extracurricular 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 Vocational School, or at any college or university, whether under the Secondary Post Enrollment option or at the students' own expense.

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

A district or school is **required** (rather than permitted as under former law) to allow a student to complete classroom assignments for credit missed during suspensions.

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.)

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 remove 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.

Expectations for Behavior in the Cafeteria

Students should take as much pride when eating in the high school 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.

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 online 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

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. The Principal, with the assistance of the faculty, has the responsibility of uniformly administering the dress code. The decision of the Principal is final.
5. 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.
 - c. Buttons, patches or signs worn cannot be in poor taste, suggestive, obscene, profane, or vulgar.
 - d. Drug, alcohol or tobacco-related logos, insignias, slogans, or pictures on clothing, buttons, patches, or signs are not permitted.
 - e. Torn or tattered pants or pants with holes cannot be worn unless accompanied by leggings or tights worn underneath or they must be patched.
 - f. Hats, 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. Shorts must be mid-thigh length.
 - h. Shirts without sleeves cannot be worn.
 - i. Visible body piercing are permitted and will be strictly regulated by the administration.
 - j. Any type of gang – related apparel will not be permitted.

6. **Specific Guidelines: MALE**

- a. Shirts are to be buttoned properly. Muscle shirts, see-through shirts, or shirts normally worn as undergarments are not to be worn as outer garments.
- b. Appropriate shoes must be worn. Shoes with any type of cleat are not permitted in the building.
- c. Jeans or pants must fit properly around the waist. Any jeans or pants that cannot stay up without a belt or suspenders are prohibited.
- d. No undergarments can be showing at the waist.

Specific Guidelines: FEMALE

- a. Dresses, skirts, slacks, jeans, shorts, Capri pants or pant suits may be worn and may not be shorter than mid-thigh length even with leggings or tights worn underneath.
- b. 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.
- c. Tops or dresses with spaghetti straps must have a shirt or blouse beneath. Sheer or see-through fabrics are not permitted.
- d. Appropriate undergarments must be worn.
- e. Appropriate shoes must be worn. Shoes with any type of cleat are not permitted in the building.
- f. Yoga pants may be worn, but may not contain holes or see through/ sheer sections.

Computer Network Usage

To complement the curriculum, computer workstations have been installed in most classrooms. A network of programs and activities, including access to the Internet, is available to teachers and students. Much responsibility is expected when individuals use these computers; therefore, the consequences for misuse are severe.

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 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.

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 beverages, or psychoactive mind-altering substances 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 agrees 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 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 Administration 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 substances 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.)

Media Center

The Media Center is a quiet place for research and reading. No gum, food, drink, or book bags are permitted. 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 barcode. **NOTHING IS PERMITTED TO LEAVE THE MEDIA CENTER WITHOUT FIRST BEING CHECKED OUT!**
4. The fine for overdue books is \$0.05 per book per day. Lost books must be paid for at the price listed in Books in Print; however, the money (less the fine) will be returned if the book is found and returned. A fine based on the current cost of repair will be charged for a damaged book.
5. Magazines and some reference books as well as the vertical file materials may be checked out overnight. All these materials **MUST** be returned the next day. A fine of \$0.10 per item per day will be charged for late materials.
6. A copy machine is available in the Media Center for student and faculty use. The cost is \$0.10 per page. This machine does not belong to the school, is not serviced by the school, and does not make a profit for the school.
7. Computer rules (listed separately) apply to all Media Center computers since they are also part of the network.