

August 2016
North Central Schools
Junior High and High School

Dear Parent:

On behalf of our staff, I would like to take this opportunity to welcome you to our school. It is our sincere wish that your child will enjoy a very pleasant and successful year.

The purpose of this guide is to help you and your child become acquainted with the school and its operation. Briefly described are some of the things we expect of our students and some of the services we have to offer.

We hope you will feel free to call or visit us if any questions arise in regard to your child's welfare or school progress. Our telephone number is 419-737-2366. Please stop by the office before visiting a classroom.

If at any time you should have questions or concerns as a student or the parent of a student, you are encouraged to contact the high school.

In order for this communication to be a successful endeavor, the following steps should be taken:

1. Contact the student's instructor if the concern is involving a class.
2. If the concern remains, then contact the building principal.
3. If the concern remains, please submit your concern in writing to the superintendent. If it is necessary to take any further steps, the superintendent will advise you of the procedures involved.

North Central Administration

Telephone Numbers

Transportation Supervisor – (419) 737-2346

Junior High/High School Office – (419) 737-2366

Elementary Office – (419) 737-2293

Attendance Line – (419) 737-2367

Superintendent/Board of Education – (419) 737-2392

School Website

<http://www.ncschool.k12.oh.us/>

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ENTERING AND LEAVING THE BUILDING

We would greatly appreciate all parents and other persons that are either going to drop their child(ren) off at school and/or pick them up at the end of the day to use only the FRONT NORTH ENTRANCES ON BAUBICE STREET, or EAST DOORS BY THE CAFETERIA Only bus students will be using the west doors of the elementary building.

SCHOOL DAY

The school is not responsible for students arriving earlier than 7:45 A.M. School does not begin until 8:00 A.M. The end of the school day is 2:45. Students may not stay after school unless it is for an extracurricular activity. Only participants may stay after school with adult supervision by a school employee.

Students will not be permitted to enter and exit the building repeatedly. After arriving, students may not leave school property without permission. Jr. High students are not allowed to be in the HS halls before/after school unless for an approved reason.

PUPIL BEHAVIOR

This school will continually strive to guide the physical, mental, social, moral, and emotional development of its students. The cooperation of the home is an absolute necessity if this goal is to be accomplished. A child must have consistent patterns of desirable behavior and opportunities to practice them if he is to become a useful productive citizen in our society.

Pupils shall conform to the rules of the school, be respectful to all staff members, and be courteous and polite to one another. Misconduct in the cafeteria, on the playground, or on the bus could result in the loss of privileges. We hope that this will never be necessary.

The Board of Education approved guidelines for “Conduct and Respect” in recognition of the high level of professionalism exhibited by the staff and excellent student conduct, the Board is expressing its full support and cooperation. Below are the philosophy and intent of the guidelines.

Conduct refers to proper behavior. One's actions determine conduct. Proper conduct must be considered with care, at times directed and managed. Self-direction and management are desired goals.

Respect refers to consideration, admiration, and esteem. Respect towards others is expected. As well, respect is earned pending decent or correct character and behavior.

Obviously, conduct and respect work together. Proper conduct results in respect. We tend to respect those who conduct themselves well.

We are emphasizing proper usage of titles such as staff being addressed as Mr., Mrs., Ms., or Miss. Students are never permitted to refer to staff on a first name basis or use nicknames.

We work together to develop:

Respect:	For everyone For property For truth
Honesty:	The best policy
Politeness:	Be courteous at all times
Obedience:	Do it with a smile: when asked to do something.
Thoughtfulness:	Share with others, take turns.

There are to be no unnecessary disturbances by students. If there are, these students will receive some form of disciplinary action. The teachers will be on duty to patrol the halls in the morning.

Students are to walk the sidewalks when coming to school. Please do not cut across the lawns.

Students are to be in their rooms and seated by the time the 8:00 A.M. bell rings. Students who are not, will be counted tardy. *Students are not to leave the building without first reporting to the office and receiving approval.*

BICYCLE PARKING

Bicycles are not to be ridden during the school day, only to and from school.

Bicycles are to be parked in the bicycle racks only.

Students riding bicycles are asked to show courtesy and regard all safety rules.

ACADEMIC RESPONSIBILITIES

Each student is unique with special skills, talents, and expectations. Therefore, each student has a responsibility to follow these guidelines and polices regardless if he/she has reached the age of majority (eighteen years of age) he/she will be considered a student first.

GRADUATION REQUIREMENTS

1. As per the curriculum guide. Graduation requirements will also be posted for each grade level in the high school office.
2. A student who does not attend graduation practice will not be permitted to participate in graduation ceremonies unless otherwise excused due to an emergency.
3. All seniors must have all bills paid and obligations met before they will be permitted to participate in graduation ceremonies.
4. All students are required to pass the appropriate areas of the State Mandated tests before graduation.

GRADING POLICY

Report cards will be issued on the first Friday following the end of the nine-week grading period if at all possible. All incompletes must be made up within two weeks of the end of the grading period or the grade will automatically become an F.

A semester grade is computed by averaging the two nine-week grades with the semester exam. In doing so each nine-week grade equals $\frac{2}{5}$, the semester exam equals $\frac{1}{5}$. Seniors who have maintained an "A" average each preceding quarter in a class will be exempt from taking FINAL EXAMS (this does not apply to semester exams if the course is a year-long course).

Example:	Q1	Q2	Q3	Q4	
	A-	A	A	A+	(Excused from exams)
	B+	A+	A+	A+	(Not excused from final- B+ first quarter)

The semester grade for seniors who do not have to take final exams will be computed simply by averaging the two nine weeks grades. SENIORS MUST NOT HAVE ANY UNEXCUSED ABSENCES TO BE EXCUSED FROM EXAMS.

Example:	1st 9 week grade	B+	90%
	2nd 9 week grade	A-	93%
	Semester exam	B-	83%

Calculated A- = $90 \times 2 = 180$ (Double 9 week grade)

A- = $93 \times 2 = 186$ (Double 9 week grade)

B- = 83 83

449 total

$449 / 5 = 90\% = A-$ for final grade

Fees for the entire year are \$15.00. We would like these fees paid by the end of the first grading period November 4, 2016.

ADDITIONAL TIME - PLACEMENT POLICY

Summer School will be required for all junior high students who fail two or more core academic areas (math, reading, science, social studies, and language arts). If they complete the Summer School requirements, they will be placed in the next grade level, if they do not, they will be retained in their current grade level.

Retention and placement decisions will be made by the principal with input from the teaching staff and parents.

HONOR ROLL AND HONOR STUDENTS

Honor Roll is calculated at the end of each nine-week grading period. All subjects are considered in calculating for honor roll standards based on the credit value for each course. Eligibility for the honor roll will require a 3.0 G.P.A., and no "D's" or lower in any subject.

An "Honor Student" is defined as an individual who is among the top 10% of his/her graduating class or a student with a 3.5 G.P.A. or better.

The grade point average is calculated by computer, using the following formula. (This calculation is used for the Honor Roll, Class Rank and Athletic Eligibility.) The student's grade is multiplied by the semester credit amount. This total is then divided by the total amount of credits possible for that grading period.

Example: Phys Ed = A ($4.0 \times .25 = 1$) Science = B+ ($3.33 \times .5 = 1.67$)

English = C- ($1.66 \times .5 = .83$) US History = B ($3.0 \times .5 = 1.5$)

Pre-Algebra = B- ($2.66 \times .5 = 1.33$) Band = A ($4.0 \times .25 = 1$)

Total points = 7.33 Total Credit Possible = 2.5

Total points divided by total credits possible = 2.94

Students receiving O.S.U. P/F will not qualify for Honor Roll.
Students not completing more than 50% of their total High School Credits at the North Central High School will not be eligible for Honor Student, top ten percent, Valedictorian, or Salutatorian.

REGISTRATION - FOUR COUNTY REQUIREMENTS

Any student registering to attend Four County Joint Vocational School will be required to attend Four County for a period of 10 school days before he/she can return to the home school. Since the Vocational School is much larger and significantly different than the educational environment at the home school, the ten-day trial period allows enough time for the student to make the transition. If, after the student is in attendance for 10 days, and wants to return to the home school, or at semester break, he/she may do so with reasons that are educationally sound. It should be understood that the student cannot simply be enrolled at Four County for 10 days. He/She must attend for 10 days before requesting to return to the home school.

SCHEDULE CHANGE

A student must have permission from the guidance counselor or principal to make a schedule change. Schedule changes must be completed within the first week of school. If a subject is dropped after this indicated date, an "F" will be registered on the student's permanent record. No scheduled change will be made without logical and acceptable reasons.

WITHDRAWAL

Students who are transferring from North Central School should inform the principal so that proper credentials may be prepared and forwarded. All materials belonging to the school should be checked into the office before departure. All outstanding fees and financial responsibilities must be taken care of before records will be forwarded.

ANNOUNCEMENTS & POSTERS

This will be determined when school begins in the fall due to the new School Building. Please See Mrs. Smeltzer about how to attach and hang posters and locker signs.

ASSEMBLIES

Students are to conduct themselves as young ladies and gentleman while in attendance of an assembly. Assemblies frequently involve visitors to our school system. These visitors will take with them a lasting impression of our school and community. Let's make this impression a good one.

ATHLETICS

Students who participate in athletics shall be required to have the consent of their parents/legal guardian, pass the required physical examination, carry an insurance policy, and satisfactorily complete the necessary scholastic requirements. A student is required to be carrying at least **six (6)** units of credits and be passing at least five (5) units of credits and meet the North Central Local Board of Education requirements to be considered scholastically eligible. Each student will receive an Athletic Handbook from the respective coach for the sport in which he/she is participating. Each student will be responsible for reading and becoming familiar with the rules included within the Athletic Handbook.

INTERSCHOLASTIC EXTRACURRICULAR ELIGIBILITY

The Board permits students in grades seven through twelve to participate in interscholastic extracurricular activities if they receive one failing grade in the previous grading period.

The student will be excluded from participating in the activity if they have less than a 1.25 grade point average from the previous grading period on a 4.0 grading scale.

A student enrolling in the 7th grade for the first time is eligible for the first grading period regardless of previous academic achievement.

Study tables will be required for all students (7-12) participating in interscholastic extracurricular activities that are failing or receiving D's in the current grading period. Study tables will be the responsibility of each coach and attendance is mandatory.

The 7th through 12th grade students' eligibility will be for nine (9) weeks. Eligibility will be based on the previous grading period. Failure to comply with the grading period eligibility requirements results in extracurricular interscholastic ineligibility for the nine-week grading period.

ATTENDANCE
POLICY FOR MISSING CHILD ACT

A parent, custodial parent, guardian, legal guardian or other person having care or charge of a student shall report by telephone to the appropriate school administrator that his or her child will be absent for a specified number of days or part of a day from school. Notification must occur as early as possible the same day that the student is absent from school, but no later than 8:30 A.M. *AN ANSWERING MACHINE IS PROVIDED FOR PARENTS TO CALL FOR ABSENCES AT ANYTIME AT 419-737-2367. *ALL CALLS ARE TO BE MADE AT THIS NUMBER.*

The Board of Education believes in the importance of trying to decrease the number of missing children. Therefore, efforts will be made in accordance with Section 3313.205 ORC to identify possible missing children and notify the proper adults or agencies. The primary responsibility for supervision of a student rests with his/her parent(s) or guardian(s).

One of the most important factors concerning a student's education is good attendance habits. Furthermore, the laws of the State of Ohio require that all persons under the age of 18 to attend school regularly. The legal responsibility for student attendance is the parents/legal guardian; therefore, it is important that both the student and the parents/legal guardian be familiar with the policies pertaining to attendance.

Upon returning to school, **a student is required to provide a note dated and signed by a parent, legal guardian, grandparent, and/or a medical professional.** Falsification of an excuse may result in strict disciplinary action. **No student is permitted to leave school for a sickness without a parent or guardian speaking directly to office personnel.**

A student is allowed a maximum of ten (10) absences per year. Any absence beyond ten (10) days will require a statement from a medical professional; therefore, we encourage students to obtain a medical statement whenever possible. The student must be seen by the Doctor.

EXCUSED ABSENCE

An absence is considered excused upon receipt of written verification from a parent, legal guardian, grandparent, and/or medical professional. The following are permissible absences.

1. Personal illness
2. Funerals
3. Medical or Dental appointments (sports physicals not included). If possible, these appointments should be scheduled outside of school hours. We encourage students to obtain a medical statement whenever possible. The medical note must be handed in upon returning to school. Notes will not be accepted after three (3) days.
5. Family Emergency
6. Working at home (if pre-approved). If approved in advance by the Principal and depends upon other absences and good grades.
7. Vacation (If pre-approved). Going on vacation with a parent or grandparent.
8. College visitation (2 per year for seniors if pre-approved by the Guidance Counselor and the two days do not exceed the 10 day maximum absences per year allowed by Board Policy). No college visitations will be permitted during the month of May.
9. Fair (If approved and the student has a project that is being shown or judged during school time) All work needs to be completed prior to absence. Pre-approved is personal contact via phone or in person with the principal.

Students who receive an excused absence will be permitted to make up all school work missed as a result of their absence. A student must obtain and complete a pre-approved absence form from the office if they are taking a family vacation. The form must be signed by a parent or legal guardian and returned to the office three (3) days prior to the day (s) of absence.

In addition, the student will possess a good attendance record with no unexcused absences prior to the day of the request and must be passing in all subjects to be excused. The ten (10) day maximum rule applies.

MAKE-UP WORK AND TESTS

It is the *responsibility of the student* to make arrangements with the teacher for any schoolwork or a test which has been missed as a result of an excused absence. All work has to be made up within two days or the number of days absent, whichever is greater. (Example: Student is

absent on Monday - work is to be made up by Thursday of the same week). If a student fails to make up the work within the allotted time, an "F" will be given for the work/test that was missed. In case of a serious illness, special consideration will be given by the principal.

Any schoolwork which was previously assigned will be due upon the student's return to school or on the assigned due date. If a student misses a test, he/she will be required to take the test the day he/she returns to school.

TARDY

A tardy is defined as being late to class or school. This means that if a student is not in his/her seat when the tardy bell rings, he/she is late. Teachers will record each tardy in their grade books. Students will not go to the office to get an excuse for tardiness. If a student comes to class without an excuse from his/her teacher from the previous period, then he/she is to be considered unexcused tardy. The first unexcused tardy of each semester will result in a warning. Each additional unexcused tardy will require the student to serve a 30-minute after-school detention.

A student tardy to school the first period will receive a 30-minute after-school detention for each occurrence (beginning with the second occurrence of each semester). A student tardy to school the first period must report to the high school office. After the fifth tardy the student will be assigned a 60 minute detention for each unexcused tardy.

UNEXCUSED ABSENCE

An unexcused absence is one which is not considered permissible by policy. An unexcused absence will possibly result in the student serving a Saturday School. The following are some examples of unexcused absences.

1. missed the bus
2. oversleeping
3. shopping
4. personal reason/business (without explanation)
5. expulsion
6. *any absence that requires prior approval will be considered unexcused if proper procedures are not followed.*

Students who receive an unexcused absence may receive up to 50% credit for homework missed for the day/period which the absence was considered unexcused. Tests or quizzes missed due to the unexcused

absence will result in a zero. In each case, the classroom teacher has the discretion to modify this policy with administrative approval.

TRUANCY

A student who has missed ten (10) days will be required to have a medical excuse for each subsequent absence due to illness. After excessive unexcused absences, a student will be referred to the attendance officer at the Williams County Juvenile Probation Office.

It will be the discretion of the principal as to whether the excuse sent into the office is excused or unexcused, using the adopted reasons or other information which is available concerning the student who was absent.

HUNTING

There is no school on Monday, **November 28, 2016** the first day of the deer-hunting season. No other days will be excused for hunting.

HOMEWORK POLICY

The North Central, homework policy will fit the individual philosophy of each teacher. It is our belief that homework is an extension of the classroom, which develops independent work-study habits. This also encourages parent-child interaction in the educational process. Parents are encouraged to help their child(ren), but not to do it for them. Types of homework may consist of: make-up work due to absences, work not completed at school, reinforcement of concepts, and individual and special projects. Refer to your child's teacher(s) discipline and homework/assignment plan.

SPECIAL EXCUSES

Any time that it becomes necessary for a student to leave school during the day, for any reason, the student must receive permission from the high school office before signing out. Before allowing a student to leave the school either written or verbal approval must be received from a parent, guardian, or person(s) designated on the student's emergency medical form. If a student leaves the building without permission he/she will be considered unexcused and subject to disciplinary action.

SCHOOL/STUDENT RESPONSIBILITIES

A positive learning environment is required in order for students to grow. Each student has an individual responsibility to both himself/herself and the school. The following policies reflect those responsibilities.

AUTOMOBILE OPERATION & PARKING

A student driving a car to and from school **MUST** obtain a driving permit form from the office, have it completed by his/her parents, and return it to the high school office. Cars without permits parked in designated student parking areas will be subject to towing at the owner's/driver's expense. All cars driven by students must be parked in the East Parking Lot (next to the cafeteria) or in the Board Office Parking Lot. There will be **NO EXCEPTIONS**. Students violating the parking rules will not be permitted to drive to school.

Student owned or operated automobiles parked on or in proximity to school property and/or parked at or used during school activities held off school grounds may be searched by school personnel when such personnel have reasonable suspicion or reasonable cause to believe that an automobile contains illegal or unauthorized contraband or is involved or associated with illegal or unauthorized behavior. Student vehicles parked on or in close proximity to school property are subject to routing patrol and school officials may look through vehicles windows for any contraband lying in plain view.

A student must follow these rules to maintain his/her driving permit:

1. Students will operate their motor vehicles in a responsible manner to avoid the possibility of a serious injury. Any student guilty of operating a motor vehicle in a reckless manner will lose his/her driving permit and will be subject to referral to proper authorities.
2. Students who have driven to school may leave the Board of Education parking lot to the South on Wyandot street prior to the buses moving, and the students parking in the East end parking lot may go East on Baubice Street or North on Lincoln Street prior to the buses moving. Once the buses are in motion student drivers must stop and wait until the buses have gotten out of sight of the building.
3. Students are not permitted back to their cars during the school day, except with the principal's permission.
4. Students will not be permitted to drive motor vehicles during the lunch hour.

5. Students are not permitted to drive personal vehicles to school related activities when transportation is provided by school.

Any violation of the above rules for use of automobiles will result in the loss of a students' driving permit for a period to be determined by the high school principal.

REASSIGNMENT

All in-school Reassignment will be served at the North Central Opportunity and Reassignment Center at North Central High School on the day(s) assigned.

Reassignment hours for North Central students are from 8:00 AM to 2:45 PM Monday through Friday. Students assigned to the reassignment center will report to North Central High School at 8:00 AM.

A certified teacher will be in charge of the reassignment center. In the event of an approved absence the reassignment will be served the following school day.

Any work that is assigned and completed at the reassignment center will be given full credit.

The Principal will file unruly charges against the student through the Juvenile Courts if the parent refuses to allow the student to serve the reassignment at the center. The North Central administration may file unruly charges when a student is assigned to the reassignment center for the fourth time.

BUSES

School buses are the property of the taxpayers. All students who utilize this service will respect the driver and equipment. Failure to cooperate with reasonable requests of the bus driver may result in loss of this service.

Students who desire to get off at the location other than where he/she is picked-up **or riding the bus with a friend** will provide written approval from their parent/guardian stating where and why they are being dropped off at an alternate location. This request will be approved by the building principal or transportation supervisor.

- A. For the first offense by any pupil, the driver shall request immediate correction of conduct by the student.

- B. If a second offense occurs, the bus driver shall contact the parent to discuss the problem and request correction. The parents are to be informed of the consequences/next step if not corrected.
- C. If a third offense occurs, the driver shall issue a bus disciplinary form to the student which *must* be verified as being received by the parent either through the parent's signature or a personal conference with an administrator before the student will be allowed back on the bus the next day. A copy is also to be given to the principal.
- D. If the situation is not corrected and continues, the bus driver shall contact the building principal. The principal will discuss the situation with the student and request immediate correction and may give some form of discipline. A letter will be sent by the principal to the parents notifying them that their child is in danger of being removed from the bus.
- E. If the problem continues, the student may be removed from the bus for a minimum of three days up to a maximum of ten days.
- F. The next offense, the student may be excluded from the bus for the remainder of the school year.
- G. Depending on the seriousness and frequency of the offense(s) a student may be removed from the bus or excluded for the remainder of the year at any level by authority of the principal.

The North Central Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

CAFETERIA & LUNCH PERIOD

All students must report to the cafeteria for lunch. All food and drink must also remain in the cafeteria. *Students will not be allowed to leave the school for lunch during the lunch period.* Once you have eaten lunch you must remain in the cafeteria unless otherwise permitted.

Students are not allowed to order food to the school without permission of the teacher or staff member.

CLASSROOM RESPONSIBILITIES

Students are required to go to the classroom prepared and have all necessary books, materials, etc. on a daily basis. A student who chronically comes to class unprepared will be subject to the respective teacher's disciplinary plan. Each teacher will consistently enforce his/her classroom policies and all students will read and comply with those policies. All students will actively participate in classroom activities. A student who refuses to participate may be subject to suspension and/or expulsion in the respective class.

INITIATION

There will be no form of initiation at the North Central School unless it is a structured activity organized and conducted by a school recognized club. Clubs that are considering initiation activities must get prior approval from the building principal. Any student who is guilty of such an act will be disciplined.

MEDIA CENTER AND COMPUTER LAB GUIDELINES

The high school media center (HSMC) will be open from 7:50-3:00 daily, Monday through Friday, when school is in session. Students are to use this area for quiet study, research, reading and computer use. Students are to maintain a quiet atmosphere while in the library. Regular homework not requiring HSMC resources should be completed in study hall. Students coming to the HSMC must present a pass from the appropriate teacher. Regular circulating material, such as books, will be loaned for two weeks and may be renewed twice. Reference material and magazines are only loaned over night. When items are not returned on time, fines of \$.05 are charged each day that school is in session. You may not check out items if you have existing overdue fines and/or overdue items.

Other guidelines for Technology use and all lab areas include the following:

1. Student use is only for educational purposes.
2. If your parents and/or you have not signed the Acceptable Use Policy for our network, then you will remain without computer access until we receive a signed agreement form. All students need to contact the HSMC when needing a password changed or when unable to login to their account.

3. There is a sign in sheet located in each lab and on the desk in the HSMC. All students need to fill out the form completely. If students use more than one computer during a lab session, then that student needs to also list all computers used.
4. Hand sanitizer is provided in each lab to help keep our students healthy and the keyboards as clean as possible. Please use a small amount when you enter the labs or HSMC.
5. No food or drink is allowed at any time in the HSMC or computer labs, including water. Spills can ruin the equipment.
6. Please do not touch any cabling or wires. We have tried to keep these out of the way as much as possible. If a cable has become disconnected or seems to be hanging low, please contact the HSMC. Please do not attempt to fix computer or printer problems on your own.
7. Students are to use their own accounts to log in to the network. They may not allow another student to use their account and they may not use someone else's account. If you do not follow this directive, you will lose your account for a period of time. If you need to change a password, contact the HSMC.
8. Put all chairs back where they belong. Be sure each chair is pushed in under the table at each workstation. This will make it less likely for the monitors to be bumped as people are entering and leaving each row of computers.
9. Dispose of all trash. Please be sure to pick up all paper, etc. around each workstation before leaving.
10. Do not change display settings or other settings on school computers.
11. Please do not use the videoconferencing equipment in Lab 1 or the HSMC unless directed to do so.
12. When using Lab 1, Lab 2 in the elementary media center or HSMC, do not use markers, paint, etc. when working on the floor so that permanent damage does not occur to floor covering.

LOCKERS

School lockers are the property of the school board and are maintained in order to ensure the privacy of students' possessions. All students will use combination locks obtained through the school office. School officials have the right to search a locker, desk, etc. which generally is deemed property of the Board of Education. Any illegal

materials will be seized. Lockers assigned to a student (s) are to be used by that student (s) only.

STUDENT AND LOCKER SEARCHES/INTERROGATIONS

The right of inspection of students' school lockers/desks or articles carried upon their persons and the interrogation of an individual student is inherent in the authority granted School Boards. Administrators will employ procedural safeguards to protect the well being of those children. All other searches will be conducted sparingly and only when such search is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of the school's responsibility.

Student lockers/desks are the property of the district, and since random searches have a positive impact on reducing drugs and other criminal activity, it is the policy of the Board to permit the building administrator to search any locker and its contents as the administrator believes necessary with or without the student's consent. Any illegal material will be seized. * *This policy will be posted in every building.*

The Board authorizes use of canines trained in detecting the presence of drugs. The Superintendent/Designee may employ such trained canines when he or she has reasonable suspicion or cause to believe that illegal drugs may be present in school, on school grounds, or at a school sponsored activity. Canine detection shall be used to determine the presence of drugs in locker areas, automobiles, and other places on school property where such substances could be concealed. Canine detection will be conducted in collaboration with law enforcement authorities and will not be used to search individual students unless search warrants or probable cause have been obtained or established prior to search.

No student is to tamper with another student's locker. Students should respect the rights of other student's personal belongings. There is no expectation of privacy on school property.

This facility is equipped with a surveillance system. This system may be used to monitor student conduct and assist in disciplinary action. The system also provides security to our faculty, staff, and students

MEDICATION

There may be an occasion when a student will be required to take a medication during school hours. If a situation such as this occurs, it will be necessary for a student's parent/guardian to notify the building principal by providing a written statement explaining the medication requirements. **Please contact the school office for updated medication policy.**

All medication is to be clearly marked. It is important that all necessary school personnel be informed of the medication requirements in order to prevent a student from receiving an inaccurate dosage or the sharing of the medication with a classmate. All medicines should be administered at home whenever possible.

PASSES/EXCUSES FROM CLASSES OR STUDY HALLS

Students are not permitted in the halls during class periods. On occasions a teacher might make an exception, the student must have the agenda planner signed. There will be no agenda planner signed from the office unless a student has had official business in the office.

Excuses will be granted only in case of emergency. Students may be excused from the study hall to work in another department if the student presents a signed agenda planner to the study hall monitor at the beginning of the period **and is confirmed with the teacher.**

TEXTBOOKS

The textbooks are issued to the students at the beginning of the course. Each textbook will be examined by the teacher and any damage already existing will be noted in the teacher's grade book. At the end of the course, the textbooks will again be examined and any further damage to the book will be charged to the student. The price charged will depend upon the age of the book and the amount of damage done to the book.

PHYSICAL EDUCATION REGULATIONS

The following guidelines are followed by students participating in a physical education class.

1. You are required to dress daily for physical education.
2. Showers are recommended for personal hygiene.

3. If it becomes necessary for a student to take "limited" physical education, a written explanation from a parent/guardian or physician will be required noting the student's limitations. This explanation should be presented to the physical education teacher before the class begins.
4. Any student who is excused by a doctor or has a physical problem is unable to participate in physical education will be assigned special reports until the student is able to resume physical education. This process will insure that a student's grade is not affected by his/her inability to participate in physical education. Any illness that extends over three days must be verified by a doctor.
5. Any and all facial piercings must be removed in order to participate and receive credit.

STUDENT RELATIONSHIPS

As a general rule, physical contact at school towards another individual is not acceptable behavior. The showing of affection while at school or during an extra-curricular activity is therefore prohibited. Parents/guardians will be contacted for those students who repeatedly violate this rule.

TELEPHONE

Telephones are located in the office, but are to be used only for emergencies and only with the permission of the proper authority. **In the event a student becomes ill and must leave school, a parent or guardian must speak to an office employee before being permitted to leave.**

VISITORS

All visitors are to report to the high school office upon entering the building.

WORKING PERMITS

Any student under the age of 18, under state statutes, must obtain a working permit. Working permit applications are available in the high school office.

SCHOOL SAFETY

To maintain safety throughout the building it is necessary for students to observe the following safety guidelines at all times.

A. Chemistry, Physics, and Vocational Agriculture

If a student selects a course such as chemistry, physics, or vocational agriculture, he/she should pay special attention to Section 3313.643 of the Ohio Revised Code which requires "students to wear industrial quality eye protective devices at all times while participating in such courses or laboratories."

B. Fire / Tornado Drills

From time to time fire and tornado drills will be conducted. Even though these are practice drills, they are to be treated as a real situation. Go to the assigned area in a quiet and orderly manner. The possibility of a fire or tornado is very real.

C. Book bags

Must be small enough to be stored in the student's locker and will not be carried from classroom to classroom throughout the day.

PEER MEDIATION

Mediation is a problem-solving method which allows two or more persons to identify conflicts and to develop a solution. Mediation can be requested by a student, a teacher, or an administrator, and it is a voluntary process. When appropriate, administrators may suggest mediation as an option in the discipline policy for conflicts between students.

In mediation, the mediator acts to keep matters orderly and to keep everyone on task. Both parties relate their side of the story. The mediator then asks the parties to say what they think the problem is. Once the problem is agreed upon, the parties are asked to propose solutions. All possible solutions are considered. The parties are asked to reject those that will not work or are not practical. A written agreement is then developed around agreeable items, and parties pledge to honor the agreement. Mediators have participated in intensive training and agree to confidentiality.

Mediation may involve peers only or it may involve adults and students. It is a way of sharing responsibility and it eliminates obstacles to successful behavior.

MISCONDUCT

As stated in the philosophy, the primary goal of North Central School is to provide an educational program that encourages the development of students into good citizens of our school, community, and country. There are instances that students display inappropriate conduct while under school jurisdiction. In order to maintain the above goal, misconduct, both minor and major, may require discipline. The following policy has been implemented for such instances.

Each teacher will assign detentions at his/her discretion. Students will be notified in writing at least 24 hours in advance of the date in regard to the length of time and the exact date a detention will be served. This advance notice is to allow the students to make arrangements for an alternate means of transportation if necessary. A detention may also be assigned over the lunch period at teachers' discretion. Any student who fails to serve a detention will be subject to further disciplinary action. Excused absence from detention must be approved prior to the assigned detention. Excuses will be granted only in the case of an emergency.

The penalty for any violation of the misconduct code will be decided upon by the administrative staff or dean of students. Such penalty may come in the form of counseling, parent conference, compensatory payment when property is involved, rearrangement of class schedules, detention, suspension of extra-curricular activities, Saturday School, in-school reassignment, out-of-school suspension, expulsion, and/or referral to the proper juvenile authorities. Any penalty can be used separately or in conjunction with any other penalty.

Ohio Revised Code 3313.66 requires that students are provided with a written notice of intent to suspend prior to being suspended. The statute also requires that students and parents are provided with a written notice of intent to expel. The notices shall include: (1) a statement of intent to discipline; (2) a description of the acts which were in violation of the Student Code of Conduct; (3) specific rules of the Student Code of conduct which were violated; (4) and the dates of the suspension.

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.

Students will receive an unexcused absence for each school day missed as a result of an out-of-school suspension. Absence from school due to suspension shall be considered an unapproved absence but will be able to make up work.

A suspended student will be responsible for making up schoolwork missed due to suspension. Assignments may be obtained from the building principal beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

A student who is suspended or expelled may not be present on school property, participate or attend any school activities or contests or attend school activities or contests, or be present at activities or property controlled by school.

The student must complete missed assignments during the suspension and turn them in to the teacher by the date determined by the principal.

A student or his parents may appeal any decision of the North Central School District administration to suspend a student from school to the Superintendent or the Superintendent's designee. A student or his parents may appeal an expulsion from school to the Board of Education or its 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 or suspension to the Williams County Court of Common Pleas.

It is the policy of North Central 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 (1 day for every day missed) to makeup all assignments and work missed as a result of his or her absence.

This Code of Regulations is adopted by the Board of Education of North Central School District pursuant to Sections 3313.661 and

3313.662, Ohio Revised Code. Any student engaging in the following types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension, removal or permanent expulsion from curricular activities pursuant to the Ohio Revised Code.

This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximity there to, while at a school-sponsored function or activity or on school-owned or provided transportation vehicles. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably related to the health and safety of other students and/ or school employees, or such conduct would unreasonably interrupt the educational processes of the North Central Schools.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The guidelines under which this community service shall be performed are:

- a. The student and parent will execute a document agreeing to the community service in conjunction with or in place of a suspension or expulsion. If community service is not completed to the Superintendent's satisfaction, all or part of the suspension or expulsion may be reinstated.
- b. Community service shall be performed at the place and time designated by the Superintendent.
- c. Community service is an option to be utilized at the sole discretion of the Superintendent and is not available at the discretion of the student and parent.
- d. Any failure to complete community service in a timely and acceptable manner shall result in the immediate cancellation of the community service option and the immediate imposition of suspension or expulsion. Prior to imposing a suspension/expulsion for failure to complete community service, the parent/guardian and student shall be sent a written notice of the Superintendent's intentions and shall have three (3) days from the mailing of the notice to request a meeting with the Superintendent to show cause why the suspension/expulsion should not be imposed.

The following will be considered just cause for imposing any or all of the above penalties.

1. Violation of Attendance Policy
2. Violation of School/Student Responsibilities
3. Violation of Academic Responsibilities
4. Violation of the Student Handbook/Board of Education Policy

STUDENT MISCONDUCT CODE

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

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances. The types of conduct prohibited by this Conduct Code are as follows:

- Rule 1 Disrespect to a teacher or other school authority, employee or designee.

- Rule 2 Disrespect to a substitute teacher. Purposefully misleading a substitute teacher.

- Rule 3 Disregard of reasonable directions or commands by any school employee or designee.

- Rule 4 ELECTRONIC DEVICE POLICY (Cell Phones/Mobile Communication)

Students may have “silenced” Cell Phones and mobile communication devices on their person.

The use of these devices during instructional time without the permission of the teacher, or in a disruptive manner in the school setting is prohibited.

Cell Phones and Mobile Communication Devices that ring, vibrate excessively, or in any other way disrupt the educational process of a class, are grounds for confiscation of the device by school staff or personnel.

Students are only permitted to use Cell Phones and Mobile Communication Devices in the cafeteria during their lunch periods and in hallways between classes. Use of such devices in classrooms will be restricted and violations will result in confiscation of the device. Texting while walking through hallways is a safety concern and therefore prohibited.

No student shall use a Cell Phone or Mobile Communication Device to violate any Student Code of Conduct, including Computer usage agreements, and/or Bullying Policies.

Examples of unacceptable usage can include but are not limited to: in restrooms or hallways during instructional time, bypassing the nurse or attendance to leave school, cheating, cyber bullying, sexting, taking pictures or videos, using phones in places of school business, and etc.

Each teacher has the right to permit the use of Cell Phones and Mobile Communication Devices for instructional purposes.

Parents may be contacted to claim the student's cell phone or other electronic devices from a school administrator.

Contents of cell phones may be reviewed and searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

The student assumes all risks in bringing such devices onto school property or to school related functions.

Electronic Devices

Use of certain electronic devices is permitted at North Central Schools as described below.

Disruptive Electronic Devices

1. Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices are not permitted in any area of North Central Schools buildings
2. The misuse of permissible electronic devices in a manner distracting to other students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:
 - a. Use of any electronic device in a classroom or other area of North Central Schools buildings not authorized by school personnel or deemed a Red Zone.
 - b. Listening to video or audio without headphones or earbuds.
 - c. Use of headphones/earbuds at a volume level where others can hear.

Non-disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players (MP3 players).
3. These devices may be used:
 - a. during classroom instruction and in the Media Center as permitted and directed by school personnel.
 - b. in Yellow or Green Zones as permitted and directed by school personnel.
4. These devices may NOT be used to:
 - a. print to North Central Schools printers
 - b. access any North Central Schools servers

Mobile Phones

1. Use of mobile phones for any voice or text communication is not permitted during instructional time.

2. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones must be turned off or muted during instructional time.
3. Mobile phones possessing advanced functions including Internet access, eReader, and video/audio functions can be classified as Non-disruptive Devices. These functions may be used in Yellow and Green Zones as permitted and directed by school personnel.

Printing and/or Server Access

Printing services is strictly prohibited from personal devices. Access to any services and/or connections to any North Central Schools servers are prohibited.

Lost or Damaged Device

North Central Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school. Students bring these devices at their own risk.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the message and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the wireless communication device.

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| Rule 5 | Violation of the Board’s Internet/Network Acceptable Use Policy. |
| Rule 6 | Remaining in the building after 2:45 P.M. (unless involved in a scheduled activity or unless permission has been granted by a school official.) |
| Rule 7 | Being in the halls during class time without permission. |
| Rule 8 | Truancy |
| Rule 9 | Being tardy for class. |
| Rule 10 | Being unprepared for class. |

- Rule 11 Leaving school premises during school hours without permission of the proper school authority.
- Rule 12 Upon initial arrival, leaving school property without permission.
- Rule 13 Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of the proper school authority.
- Rule 14 Presence on school property with a communicable disease.
- Rule 15 Failure to abide by rules and regulations set forth by administration for student parking.
- Rule 16 Disobedience of driving regulations while on school premises.
- Rule 17 Not following classroom and study hall procedures.
- Rule 18 Refusing to take consequences or other properly administered discipline.
- Rule 19 Using a school owned locker without permission.
- Rule 20 Being involved in any actions that relate to a disturbance of the school day.
- Rule 21 Abusing the lunch line and cafeteria procedures.
- Rule 22 Gambling
- Rule 23 Extortion of a student or school personnel.
- Rule 24 Abusing school property.
- Rule 25 Theft or possession of stolen goods.

Rule 26 Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education. This includes the prohibition of all clothing, jewelry, signs, etc. which at the discretion of the Administration is reasonably related to or represents gang or gang like activity.

Dress Code

For both girls and boys the following dress regulations shall be followed:

1. Any extreme or unusual type of dress styles shall not be permitted. Unusual or extreme styles shall be defined as any type of dress that is not normally worn to school by the student body on a daily basis.
2. Clothes with tears, rips, or frays above the permitted length for shorts/skirts shall not be worn to school. Undergarments shall not be visible.
3. Bare midriff tops or tops that show cleavage are not permitted.
4. Skirts, shorts, or other garments shall not be worn that do not reach the student's mid-thigh, **equivalent to** 4 inches from top of knee.
5. Shoes are to be worn at all times.
6. Sleeveless shirts must fit tightly around the arms unless another outer garment is worn under the shirt. These shirts must have 2'' wide shoulder straps with high necks both front and back.
7. Tank tops, muscle shirts and spaghetti strap shirts and dresses are not permitted.
8. Students shall wear appropriate under garments which shall not be visible.
9. No hoods or hats of any type (baseball or any other style) are to be worn in the building during the normal school day. They may be worn after school to athletic contests. Hats will not be permitted to be worn at formal events such as awards assemblies, banquets, school plays and concerts etc.
10. Bandannas shall not be permitted to be worn around wrists, arms, legs, head etc.
11. Clothing / Accessories that directly or *INDIRECTLY* refers to any type of drug, alcohol, or tobacco are not to be worn to school. Clothing that has direct or *IMPLIED* obscene words, pictures, or gestures are not to be worn to school.

12. Pants will not be allowed to “sag or bag” on students while on school property.
13. Any extreme or unusual hair style or color is not permitted. Extreme or unusual hair style or color shall be defined as any color or style that is not normally worn to school by the student body on a daily basis.
14. Students shall not use any object to draw, design or mark their arms, hands, legs or face.
15. No coats or jackets will be permitted to be worn in the classrooms. Students will need to dress warm with layers of clothing when the weather is cold.
16. No dog chains, spikes, choker chains will be permitted around neck or wrists.

It is the responsibility of the teaching staff to see that each student dresses in compliance with the adopted dress regulations. There are going to be situations from time to time in which a mode of dress is not covered in the grooming regulations. In these cases the building principal will use his best judgment in determining if the student is in compliance. Violations of the grooming regulations will result in disciplinary action. **If in doubt about specific items, check with the building principal PRIOR to wearing it.*

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| Rule 27 | Damage or destruction of school property, property of school employees, or property of other students, on or off of school premises. |
| Rule 28 | Damage or destruction of private property on school premises or in areas controlled by the school. |
| Rule 29 | Falsifying of information given to school authorities in the legitimate pursuit of their jobs. |
| Rule 30 | Dishonesty, Cheating and/or Plagiarizing: A student shall not use unfair or dishonest measures to complete an assignment, project, or evaluation. A student shall not forge any school related documents. This includes copying during a test or using other means to obtain answers, copying homework, giving answers for a quiz/test; giving homework to another student. |

* The following may be the procedures for rule 30:

- 1st Offense: Parent/Guardian conference and a zero on the assignment
- 2nd Offense: Parent/Guardian conference and the student will receive a failing grade for the nine weeks and will remain in class.
- 3rd Offense: 5 Day Out- Of-School Suspension (possible charges filed)
- 4th Offense: Student will receive an F for the year and other disciplinary action.

- Rule 31 Placing of signs and slogans on school property without the permission of the proper school authority.
- Rule 32 Distribution on school premises of pamphlets, leaflets, buttons, insignia, etc., without the permission of the proper school authority.
- Rule 33 Demonstrations by individuals or groups causing disruption to the school program.
- Rule 34 Fighting-- This includes participation and or provocation/causing.
- Rule 35 Assault on a school employee, student or other person.
- Rule 36 Chronic misbehavior that disrupts or interferes with any school activity.
- Rule 37 Publication and/or possession of obscene, pornographic, or libelous materials.
- Rule 38 False Alarms: A student shall not turn in a false fire, tornado, bomb or other disaster alarm.
- Rule 39 Arson or other improper use of fire.
- Rule 40 Possession of matches or lighters or other similar devices.
- Rule 41 Possession or use of dangerous weapons or ordinance or objects which look like weapons or ordinance, including,

but not limited to, guns, firearms, ammunition, knives, grenades, sling shots, bows, arrows, machetes, brass knuckles, chains, studs, etc.; or possession or use of objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc.

THIS INCLUDES CARRYING CONCEALED WEAPONS.

- Rule 42 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, dip, alternative nicotine delivery device, or using tobacco in any other form.
- Rule 43 Buying, selling, transferring, using, possessing or being under the influence of any controlled substance (drugs, narcotics, marijuana, etc.) or inhalants, or buying, selling, using, possessing or being under the influence of any counterfeit controlled substance. (any substance that is made to look like a controlled substance, or is represented to be a controlled substance, or that is believed to be a controlled substance).
- Rule 44 Buying, selling, transferring, using, possessing or being under the influence of any drug, medication, inhalant or other controlled substance which can be taken internally where the students involved cannot show a legitimate health or other reason for the use of such substance. Selling, offering to sell, or possessing a controlled substance on school premises or at a school-related function (trafficking in drugs).
- Rule 45 Buying, selling, transferring, using or possessing any drug or alcoholic paraphernalia to include instruments, objects, papers, pipes, containers etc.
- Rule 46 Buying, selling, transferring, using, possessing or being under the influence of any alcoholic beverage or intoxicant of any kind.

* The following are Procedures for Offenses for Rule 43, Rule 44, Rule 45 and Rule 46. Drug and alcohol offenses will be cumulative from grades 7-12.

1st Offense:

1. Notify parents/guardians.
2. Notify appropriate school personnel (Guidance Counselor, CARE Coordinator, Principal, Superintendent).
3. Notify police and Juvenile Probation Department for possible charges to be filed.
4. 10 day out-of-school suspension with recommendation for expulsion and participation in the Insight/Awareness program approved by the Juvenile Probation Department.
5. Unruly charges will be filed if a student refuses to complete the Insight/Awareness program.

All Subsequent Offenses:

1. Expulsion.
2. Notify parents/guardian.
3. Notify appropriate school personnel (Guidance Counselor, CARE Coordinator, Principal, Superintendent).
4. Notify police and Juvenile Probation Department for charges to be filed.
5. Superintendent will determine length of expulsion. The superintendent will consider the principal's and CARE Coordinator's recommendations as well as other pertinent facts before determining the length of expulsion.

Selling/Dealing:

All offenses:

1. Expulsion.
2. Notify parents/guardians.
3. Notify appropriate school personnel (Guidance Counselor, CARE Coordinator, Principal, Superintendent).
4. Notify Police
5. Superintendent will determine length of expulsion based on the problem regarding the selling/dealing. The superintendent will consider the principal's and CARE Coordinator's recommendations as well as other pertinent facts before determining the length of expulsion.

Rule 47 Any disruption or interference with school activities.

- Rule 48 Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code.
- Rule 49 Willfully aiding another person to violate school regulations.
- Rule 50 Any other activity by a pupil which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity.
- Rule 51 Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.
- Rule 52 Violation of any Board rule, regulation or policy.
- Rule 53 Harassment of school personnel or other students during school and/or non-school hours.
- Rule 54 Abuse of another. No student shall use or direct to, or about a school employee, or student, words, phrases, or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered threatening, menacing or indicate an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of our society. Name calling and negative, uncomplimentary and offensive remarks related to physical handicaps or defects, mental handicaps, race, religion, nationality, appearance or other reason is prohibited.
- Rule 55 Hazing (to persecute, harass or humiliate another student and/or employee).
- Rule 56 Sexual Harassment: Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate

discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, unwanted body contact, engaging in sexual acts, displaying excessive affection or other inappropriate behavior with a person of the same or opposite sex.

This also includes rape, gross sexual imposition and felonious sexual penetration.

Rule 57

Harassment, intimidation, or bullying behavior by any student/school personnel in the North Central Local Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel. (See Rubric Below)

The District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and

the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges. If a student makes false accusations about another student, they may be disciplined under the current code of conduct.

North Central Junior & High School
Bullying Rules-Harassment Rubric (Revised August, 2012)

For each offense, the student will explain their behavior in writing.

THE PRINCIPAL RESERVES THE RIGHT TO SKIP STEPS IN THE RUBRIC BASED ON THE SEVERITY OF THE ACTION TAKEN BY THE STUDENT. These behaviors include cyber-bullying (which may result in charges being filed) For each incident a conference will be held with the student and either the principal, Dean of Students, or guidance counselor and a focused bully-prevention intervention will be assigned. A parent conference may also be held. Student will be placed on Bullying Continuum for each offense.

Code	Behavior	First Incident	Second Incident	Third Incident	Ongoing/Retaliation
A	Called mean name, made fun of, teased in a hurtful way.	1-hour mandatory Focused Intervention in Office	Saturday School	1-2 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
B	Socially excluded on purpose, ignored other student to be hurtful.	1-hour mandatory Focused Intervention	Saturday School	1-2 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
C	Hit, kicked, pushed, shoved around or locked indoors.	1 Day In School Reassignment	2-3 Day In School Reassignment	3-5 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
D	Spread rumors or told lies to make others dislike specific student.	1-hour mandatory Focused Intervention	Saturday School	1-2 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
E	Money or other items stolen or damaged to be hurtful to another student.	1-2 day In School Reassignment	2-3 day in School Reassignment	3-5 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
F	Forced another student to do something they did not want to do.	1-hour mandatory Focused Intervention	Saturday School	1-2 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
G	Used mean names or made comments about another student because of their race or color.	1-2 day In School Reassignment	2-3 day In School Reassignment	3-5 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
H	Made inappropriate comments or gestures with a sexual meaning.	1-2 Day In School Reassignment	2-3 Day In School Reassignment	3-5 Day In School Reassignment	Administration/parent conference held to develop individual plan for student improvement.
I	Other				

Rule 58 Any type of prohibited activity listed herein engaged in by a student on school premises, or within clear sight of school grounds, on a school bus, or while in the control or custody of the school district regardless of whether on or off school premises, or at a school related activity regardless of location, shall be reason for disciplinary action as listed in Student Code of Conduct.

Rule 59 No student shall engage in any other activity, which in the judgment of the administration, the student knows or should know, will disrupt the academic process or a curricular or extracurricular activity. Examples would include but not be limited to unsportsmanlike behavior at athletic events, setting off smoke bombs, and /or acts which frighten, degrade, or disgrace a staff member, student, visitor, or community member by written, verbal, gestural, physical or electronic means.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Superintendent
419-737-2392

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found below.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

**CITIZENS COMPLAINT OF AN EMPLOYEE OF
NORTH CENTRAL LOCAL SCHOOLS**

Complaint initiated by (Printed name): _____

Address: _____

Phone number: (____) _____

- Complainant represents:
- _____ Self
 - _____ Student
 - _____ Organization
 - _____ Other

Have you discussed your complaint with the employee? ____

If yes, when did this discussion occur? _____

What is your complaint regarding the employee? (Please be as specific
as possible)

What changes are you requesting of the employee?

Signature

Date

Title IX

North Central Local School assures its residents that it is in compliance with Title IX requirements. Further, that we are not discriminating on the basis of sex in education programs or activities which we operate. The superintendent is designated as Title IX director.

No Child Left Behind Act of 2001 (NCLB)

The Protections of Pupil Rights Amendment (PPRA), 20 U.S.C. & 1232h, requires North Central Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities.

PPRA affords parents and student who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

North Central has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of

protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Parents will be notified after any substantive changes. This section meets the requirement of parent notification to opt a student out of participation in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605