

**NEW MIAMI
MIDDLE/HIGH SCHOOL
STUDENT HANDBOOK
2019-2020**



***Additional copies available upon request
Accessible online at <http://www.new-miami.k12.oh.us>**



New Miami Middle / High School

2019-2020

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Hamilton, OH 45011
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Ms. Rhonda Parker	Superintendent
Mrs. Kara Hanges-Brakhage	Middle / High School Principal
Mrs. Kim Davidson	Curriculum and Instruction Director
Mrs. Julie Barber	Guidance Counselor
Mr. Eric Hayes	Athletic Director
Mrs. Pam Stoler	Middle/High School Secretary
Ms. Darbie Porter	Attendance Secretary

BOARD OF EDUCATION

Mr. Randy Cook	Board President
Mrs. Eleanor Carbary	Board Vice President
Mrs. Sue Price	Board Member
Mrs. Penny Gray	Board Member
Mr. Roy Chapman	Board Member

WEBSITE: <http://www.new-miami.k12.oh.us>
Like New Miami Middle/High School on Facebook

PROGRESS BOOK

**To receive Progress Book login information, contact Pam Stoler
At 513-863-4917 or email at nmpamstoler@new-miami.k12.oh.us**



VIKING P.R.I.D.E “Be Better Every Day”

Perseverance
Resilience
Individual **GRIT**
Dedication
Excellence

Frequently Asked Questions

What if I am late for school? Students who arrive after 8:00 AM, must sign in with the Attendance Secretary.

What if I need to leave the building during the day? The Attendance Secretary must obtain written or verbal parent permission from the legal guardian and an authorized adult on the emergency form must sign you out.

What if I become ill during the day? Obtain permission from a staff member to report to the clinic.

What if I am injured at school? Seek a staff member immediately for assistance.

What if I need to see my counselor? Obtain permission from a staff member to report to the counselor’s office. If the counselor is unavailable, fill out the slip to make an appointment.

What if I have property stolen? Obtain permission from a staff member to visit an administrator or Resource Officer and report the theft.

What if I lose my locker combination or schedule? Ask permission and obtain a pass to come to the office. The counselor, secretary, or administrator will be able to assist you.

What if I am being harassed at school or on the bus? Obtain permission from a staff member to visit an administrator and report the harassment.

What if I hear a rumor about drugs, weapons, or fighting? Report the information to a staff member immediately.

What if I need to call parent? Obtain permission from your teacher to use the phone in his/her room to call a parent or ask for a pass to use the office phone.

Foreword

The Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2019. Copies of current Board policies and administrative guidelines are available from the building principal or the New Miami Local Schools website.

Emergency School Closing Plans

Two (2) Hour Delay	All classes will be in session except a.m. preschool
School Closed	No Students or Staff Report

School closings will be announced on radio and television stations, the district web site at www.newmiami.k12.oh.us, Facebook, and telephone message information system.

Additional announcements on 1450 The Ticket (WMOH) radio, Facebook, and the telephone message information system may be made **DURING** the school day in the event of sudden emergency closings for an individual school or schools.

NMLSD Release /Visitor Information

In an effort to create the safest and most secure environment, the following practices are in place for all NMLSD buildings:

- A valid form of identification is required at all times for all visitors.
- All visitors must wear an identification badge while in our buildings.
- To ensure the appropriate release of a student, we require proper identification and the name of the release individual must be on the student's Emergency Form. Students will not be released to unauthorized individuals.

Change of Address OR Emergency Information

It is extremely important that emergency information is kept up-to-date at all times for the safety of your child. If, at any time during the school year, you change your address, daytime phone number, or preferences for emergency contacts please contact the building immediately. For change of address, you will need to bring in your new proof of residency. Any necessary transportation changes will be made at this time.

THE SCHOOL DAY

The school day begins at 8:00 a.m.; Students should enter the building between 7:30 and 7:55 a.m. and must report directly to the Multi-Purpose Room (6th – 8th Grade) or the High School Cafeteria (9th – 12th Grade). At 7:55 a.m. students will be dismissed from their locations to go to their lockers and 1st bell class. Students will be released each day at 3:00 p.m.

MISSION STATEMENT

In partnership with our community, the mission of the New Miami Local School District is:

- To have a challenging and relevant curriculum
- To engage children as active participants in their learning
- To instruct with research-based proven practice
- To create a caring, nurturing, and respectful environment that is safe and disciplined

So that all our children demonstrate a mastery of high academic skills.

The New Miami Local School District does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal education 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: 513-863-0833.

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to education opportunity.

DAILY BELL SCHEDULES

Middle School				
	Regular Schedule		Two-Hour Delay	
	Time	Minutes	Time	Minutes
Breakfast	7:30 - 7:57	27	NONE	NONE
Homeroom/ Announcements	8:00 – 8:03	3	10:00 - 10:03	3
1st Period	8:04 – 8:56	52	10:06 - 10:42	36
2nd Period	8:59 – 9:51	52	10:45 - 11:20	35
3rd Period	9:54 – 10:46	52	11:23 - 11:57	35
Lunch	10:49 - 11:19	30	12:00 - 12:30	30
4th Period	11:22 - 12:14	52	12:33 - 1:07	35
5th Period	12:17 – 1:09	52	1:10 - 1:45	35
6th Period	1:12 – 2:04	52	1:48 - 2:23	35
7th Period	2:07 – 3:00	53	2:26 - 3:00	34

High School				
	Regular Schedule		Two-Hour Delay	
	Time	Minutes	Time	Minutes
Breakfast	7:30 - 7:57	27	NONE	NONE
Homeroom/ Announcements	8:00 – 8:03	3	10:00 - 10:03	3
1st Period	8:04 – 8:56	52	10:06 - 10:42	36
2nd Period	8:59 – 9:51	52	10:45 - 11:20	35
3rd Period	9:54 – 10:46	52	11:23 - 11:57	35
4th Period	10:49 - 11:41	52	12:00 - 12:33	33
Lunch	11:44 - 12:14	30	12:37 - 1:07	30
5th Period	12:17 – 1:09	52	1:10 - 1:45	33
6th Period	1:12 – 2:04	52	1:48 - 2:23	35
7th Period	2:07 – 3:00	53	2:26 - 3:00	34

Middle School 4H /VPP Period Schedule (Wed.)		
	Regular Schedule	
	Time	Minutes
Breakfast	7:30 - 7: 57	27
Homeroom/ Announcements	8:00 – 8:03	3
1st Period	8:04 - 8:51	47
2nd Period	8:54 - 9:41	47
3rd Period	9:44- 10:31	47
4th Period	10:34- 11:21	47
Lunch	11:24 - 11:54	30
5th Period	11: 57- 12:44	47
6th Period	12:47 - 1:34	47
7th Period	1:37 - 2:14	47
4H / VPP (4H 3Xmonthly/ VPP 1X) VPP Period	2:17 - 3:00	43

High School VPP Period Schedule (Wed.)		
	Regular Schedule	
	Time	Minutes
Breakfast	7:30 - 7: 57	27
Homeroom/Anno uncements	8:00 – 8:03	3
1st Period	8:04 - 8:51	47
2nd Period	8:54 - 9:41	47
3rd Period	9:44- 10:31	47
4th Period	10:34 - 11:21	47
5th period	11:24 - 12:11	47
Lunch	12:14 - 12:44	30
6th Period	12:47 - 1:34	47
7th Period	1:37 - 2:14	47
VPP Period (Lessons Provided/ Transcripts/Progress Monitoring)	2:17 - 3:00	43

ACADEMICS

GRADUATION REQUIREMENTS

The Graduation requirements for New Miami High School as required by the New Miami Board of Education and the State Board of Education are:

Class of 2020 - Students must meet the following credit requirements outlined in the table below and one of the following:

1. **Ohio's State Tests**

Students earn a cumulative passing score of 18 points, using seven end-of-course state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English and six points across science and social studies.

End-of-course exams are:

- Algebra I and Geometry
- Biology
- American history and American government
- English I and English II

Students studying Advanced Placement (AP) or International Baccalaureate (IB) courses in biology, American history or American government may take and substitute test scores for end-of-course state exams to avoid double testing. Students also may substitute grades from College Credit Plus courses in these science and social studies subjects for end-of-course state exams.

2. **Industry Credential and Workforce Readiness**

Students earn 12 points through a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and achieve a workforce readiness score on the Work Keys assessment. The state of Ohio will pay one time for those who take the Work Keys assessment.

3. **College Admission Test**

Students earn “remediation-free” scores in English language arts and mathematics on a nationally recognized college admission exam. The state of Ohio will pay one time for all 11th grade students to take the exam free of charge.

Credit Requirements (20)

Subject Area	Required Credits	Required Courses
English	4	(9, 10, 11, 12)
Social Studies	3	American, World, & Government
Math	4	Algebra, Geometry, Algebra II, & Math Elective
Sciences	3	Physical, Biological, & Elective Science
Health	0.5	
Physical Education	0.5	
Fine Art/Language	1	
Electives	4	

All students must receive instruction in economics and financial literacy during grades 9-12. Elective units must include one or any combination of foreign language, fine arts, business, career technical education, family and consumer science, technology, agricultural education or English language arts, mathematics, science or social studies courses not otherwise required.

PARTICIPATION IN GRADUATION

No Student may participate in graduation until all graduation requirements are met, at least 18 points are earned on Ohio's State Tests or a score of 12 on Work Key's workforce readiness exam, and **all school fees are paid**. **Graduation practice is mandatory. No one may participate in graduation that does not attend practice.**

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

ELIGIBILITY

Student eligibility will be checked at the end of each quarter during each respective season. Students failing two or more classes at the end of each quarter, or failing to meet the GPA requirement set-forth by the Athletic Handbook, become ineligible until the next eligibility check. Students who are ineligible during this time period, will be unable to participate in a game until they are declared eligible by the Athletic Director or Building Administrator (Athletes may practice but not play). In addition, the Athletic Director will check grades at midterm of each quarter. Any athlete failing two or more classes will be removed from practice until their grades have improved. During this time, the athlete would be allowed to participate in games.

CREDIT FLEXIBILITY

Credit flexibility options are designed for those students who demonstrate the ability, interest, and maturity to accept personal responsibility for their learning in a selected curricular area and have the opportunity to pursue it outside of New Miami High School with a New Miami Board of Education-approved program. The purpose of the credit flexibility option is to develop learners who plan their own research, learning objectives, and a plan whereby they will attain those objectives outside of the traditional classroom. The policy will provide a personalized educational opportunity for all students in which they will identify, acquire, and demonstrate the proficiency of their knowledge through standards to earn graduation credit. Students will engage in activities beyond the boundaries of a classroom by taking part in an alternative learning experience to traditional “seat time” of classroom work, in which they will demonstrate identified learning standards. Students will be required to complete a Proposal for Credit Flexibility Form in which they will identify their educational goals, identify the standards they will demonstrate, and create a timeline for completion. Students may work independently or with a credit flexibility partner. Individuals and organizations wishing to partner with the student in an instructional plan will need to seek approval from the New Miami School District.

GRADES

Report cards are issued at the end of each grading period and mid-term reports will be issued at the midpoint of each grading period. Each report will be mailed home to all students and parents. Grades are based on the following recommended percentages:

A 92 - 100

B 83 - 91

C 74 - 82

D 65 - 73

F 64 and below

I work needs to be made up to receive a grade

FINAL EXAMS

Final exams or projects are required of all students, grades 6–12.

Middle School Semester Grades:

- Students Semester Grades will be based on the following calculation
 - Each Quarter is worth 45% and the Semester Assessment is 10%
 - Example – Quarter 1 Grade x .45 + Quarter 2 Grade x .45 + Semester Exam x .10 = Semester Grade
 - $72 \times .45 + 68 \times .45 + 88 \times .10 = 71.8\%$

High School Semester Grades:

- Students Semester Grades will be based on the following calculation
 - Each Quarter is worth 40% and the Semester Assessment is 20%
 - Example – Quarter 1 Grade x .40 + Quarter 2 Grade x .40 + Semester Exam x .20 = Semester Grade

HONOR ROLL

To be included on the honor roll, students must be enrolled as full-time academic students and not receive an F or an I for the grading period. We have 3 levels of honor roll at New Miami Middle/High School:

Faculty List 3.00 – 3.49

Principal's List 3.50 – 3.99

Superintendent's List 4.00 (all A's)

VALEDICTORIAN/SALUTATORIAN RECOGNITION

The seniors with the highest and second highest grade point averages through eight semesters and have earned at least 16 credits in college prep core courses will be recognized as valedictorian and salutatorian respectively.

GRADING PROCEDURES

Middle / High School (Percentages of Quarter Grade):

- Assessments: 50% of grade
- Mastery Based Assignments: 35% of grade
- Practice and Participation: 15% of grade

NATIONAL HONOR SOCIETY

Membership in National Honor Society is based upon excellence in four areas: Scholarship, Leadership, Service, and Character. Eligibility for membership: Students must meet the G.P.A. criteria after the third semester of high school; Students must show evidence of participation in extracurricular activities and

demonstrate leadership; Service is a criterion for selection and each student must show evidence of involvement in a service project (this participation may have been of benefit to the school or community, but should have been of an extended nature); The final qualification is good character.

The faculty and administration consider all qualified students on the following criteria:

- Integrity – No recorded incidents of cheating or intentional dishonesty
- Positive Behavior – No record of skipping classes or of knowingly violating school regulations and no record of civil offenses within the community.
- Cooperation – Willingness to assist classmates, faculty members and administration.
- Ethics – Effort to do the “right thing” at all times.

A faculty committee will review the candidates and membership decisions are made according to the guidelines set in the National Honor Society constitution.

Once becoming a member, each student is periodically reviewed to assure that he/she maintains the NHS standards. As a member of the NHS, each student will be required to participate in service projects throughout the year.

Decisions made by the selection committee are final and candidate information is held in strict confidence.

DISCIPLINE

The New Miami Local School District’s Board of Education believes that discipline in the school setting provides each student with the most favorable atmosphere for learning. It recognizes that setting limits and rules is an important part of the learning process and necessary for the function of a healthy and safe educational environment.

It must be understood by each student and his/her parents that any teacher or school official has not only the right, but also the duty, to insist on behaviors appropriate to the school setting. The right of discipline extends to all areas of the school program, both curricular and extracurricular. It is the requirement of an orderly school that students and faculty/administration demonstrate a mutual respect for each other, and for the school, its staff, and administration.

POSITIVE INCENTIVES

New Miami Middle/High School is committed to encouraging positive behaviors through education and various incentive programs. Positive incentive programs during the 2019-2020 school year may include:

1. Student awards assembly – Quarterly
2. Incentive Field Trips
3. Attendance
4. Additional Incentives created by grade levels, teams, or school building

RULES AND REGULATIONS FOR BEHAVIOR AND DISCIPLINE OF STUDENTS

Teaching personnel are responsible for managing student behavior and handling discipline problems that occur within range of responsibility. Teachers may call on other school personnel to help in discharging their responsibilities. They may refer students to the building administrator who is then responsible for determining further disciplinary action.

New Miami Administrators will attempt to follow a progressive discipline procedure when acting upon student office referrals. The building administrator has the discretionary right to select the consequence most appropriate for the student's age/grade. Potential consequences to infractions of the *Code of Conduct* are inclusive, but not limited to the following:

1. Student conference/warning and/or Parental involvement/conference
2. Limiting activities/loss of privileges
3. Referral to other support personnel
4. Removal or confiscation of non-permitted item
5. Payment of damages
6. After School Detention
7. Mediation Center Assignment (MCA)
8. Behavior contract
9. Emergency removal
10. Out of school suspension
12. Alternative School Placement
11. Referral to Law Enforcement Agency/Court
12. Recommendation for expulsion from school; expulsion
13. Community service

Students who are assigned an After School Detention Assignment, Mediation Center Assignment (MCA), Out of School Suspension WILL NOT be permitted to participate in co-curricular or extracurricular activities until the punishment has been served.

DUE PROCESS

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

STUDENT SUSPENSION

The Superintendent/Designee or the Principal may suspend a student from school for disciplinary reasons in the Student Code of Conduct. No period of suspension is for more than 10 school days. Suspensions may extend beyond the current school year if, at the time a suspension is imposed, fewer than 10 days remain in the school year. The Superintendent/Designee may apply any or all of the period of suspension to the following year. Students are entitled to due process of the law in any disciplinary situation which could lead to the suspension or expulsion from school.

Responsibility for School Work:

- For an in-school restriction, credit will be given for all classroom assignments that can be completed during the in-school restriction or as homework.
- Credit may not be given for work missed due to out-of-school suspension.
- Failures may be given for any classroom work that cannot be attended such as laboratories or skill sessions.

The Superintendent/Designee may require a student to perform community service in conjunction with or in place of a suspension. The Board may adopt guidelines to permit the Superintendent/Designee to impose a community service requirement beyond the end of the school year in lieu of applying the suspension into the following school year.

ATTENDANCE

All students are expected to attend regularly and to be on time for classes in order to fully benefit from the instructional program at New Miami and to develop habits of punctuality, self-discipline, and responsibility. **We will work towards perfect attendance each day**; however, your child should stay home if he/she has a fever or is ill. Parents need to call the school **863-4917 ext. 1000 by 9:00 AM** when their child is going to be absent for the day, or tardy. The office staff will call the home of any child's parent who does not contact the school. This is an Ohio State law and is designed to protect our children. **Students who are absent from school during the day are not permitted to take part in after-school programs / activities unless special permission has been approved by the principal and a Doctor's note has been provided.**

Absence Notes: Students must present a parent and/or medical note to the Attendance Secretary the day they return to school. If a note is not received within 5 days of returning to school, the absence will be unexcused.

LEGAL REASON FOR ABSENCES

1. The Board requires that students enrolled in the New Miami Local Schools district attend school regularly in accordance with the laws of the state. The Educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation.

The Board recognizes that regular attendance and promptness are marks of a good student and a good citizen. Attendance shall be required of all students enrolled in the school during the days and hours that school is in session. In case a student is absent from school, building principals are required to verify the absence by phone and may require a written statement to assert the legality of the absence.

2. Acceptable reasons for absences to be excused as defined by Rule 3301-69-02 of the Ohio Administrative Code.
 - a) Personal illness
 - b) Illness in the family
 - c) Quarantine of the home
 - d) An emergency set of circumstances, which in the judgment of the Principal, constitutes a good and sufficient cause for absence from school.
 - e) Death of a relative
 - f) Working at home due to the absence of parents or guardians
 - g) Observance of a religious holiday
3. Ohio House Bill 410 requires that student absences from school, including tardies and early dismissals, be tracked as “absent hours” from school and accumulate throughout the school year.
4. **THE SEVEN DAY RULE** The first seven (7) days of absence or (49) hours in a school year may be excused if the absence is for one of the above reasons and if the parent or guardian provides a written or doctor’s note within **FIVE (5)** days from when the student returns to school explaining the reason for the absence.
4. If a student is absent more than seven (7) days or (49) hours in a school year, the additional days absent may still be excused; however, additional documentation is required. In addition to the note from the parent or guardian required for any absence, the following situations will require the specified additional documentation.
 - Personal illness - doctor’s note verifying illness
 - Death of a relative - Signed statement from funeral director
 - Quarantine of the home - doctor’s note
 - Court appearance - documentation from court verifying appearance
5. All other absences are unexcused.

6. Students who are sent home from school by the school nurse due to illness will not require a note for the day they are dismissed. The number of hours from school a student misses for whatever reason will count against the student's "absent hours" accumulation.
7. A student with (30) unexcused consecutive absent hours, (42) unexcused absent hours in a calendar month, or (72) unexcused absent hours in a school year, are considered "habitual" truant, under Section 3321.191 of the Ohio Revised Code, and require the student and guardian to participate in an Absence Intervention Plan.
8. In the case of a "habitual" truant, the New Miami Local District Board of Education may:
 - a) Require the student to participate in a truancy intervention program
 - b) Require the student to receive appropriate counseling
 - c) Require the parent, guardian, or other persons having care of the student to attend a parental involvement program adopted under Section 3313.472 or 3313.663 of the Ohio Revised Code.
 - d) Require the parent, guardian, or other persons having care of the student to attend a truancy prevention mediation program
 - e) Notify the Registrar of Motor Vehicles of a habitual truant under Section 3321.13 of the Ohio Revised Code.
 - f) Take legal action under Section 2919.222, 3321.20, or 3321.38 of the Ohio Revised Code.
10. Students who are considered "habitual" truants may receive a citation to the appropriate court if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan or an alternative to adjudication under division (C)(2)(b) of section 3321.191 of the Revised Code. The student's parent(s) may also receive a citation to the appropriate court.
Note: Parents who are referred to Butler County Juvenile Court may incur court costs as well as other penalties assigned by the Butler County Juvenile Court.
11. Early Dismissal-Students who need to leave school early due to doctor's appointments or other legitimate reasons must have a note from their parent or guardian. The number of hours from school a student misses for whatever reason will count against the student's "absent hours" accumulation. An authorized adult on the Emergency Medical Form must show proper identification and sign the student out of school. Administration may issue consequences for students with chronic unexcused early dismissals.

TARDINESS AND EARLY DISMISSAL AT SCHOOL

Students arriving after 8:00 a.m. are considered tardy to school and should report directly to the District Attendance Secretary at the main entrance. Students with an early dismissal before 3:00 p.m. are to report to the District Attendance Secretary at the main entrance. Only medical appointments that can be confirmed, funerals, and illness are excused early dismissals. All other early dismissals will be unexcused.

Tardiness due to medical appointment must be verified by a doctor's office note. If verified, the tardy will be excused. Tardiness due to court appearances must be verified by the court. If verified, the tardy will be excused. Tardies and early dismissals are considered partial absences and will count against the student's "absent hours" accumulation.

DOCUMENTATION OF ABSENCE/TARDY

Generally, seven (7) absences or (49) hours, including tardies and early dismissals from school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Absences in excess of seven (7) or (49) hours per school year including tardies and early dismissals per school year may not be excused by a parent and shall require documentation by the child's physician, etc.

SCHOOL CONSEQUENCES OF UNEXCUSED ABSENCES:

- Students accumulating 5 or more unexcused absences during a semester may not be permitted to participate in extracurricular activities or school sponsored dances including junior/senior prom.
- Suspension of Driving Privileges through the BMV may occur for students considered habitually or chronically absent

Tardiness to Class

Students are expected to be in their scheduled classes when the bell rings. Students who accumulate more than one tardy to class per week will be issued a detention or referred to the administration and issued disciplinary consequences.

Skipping Class

A student shall not be absent from class without authorization from school personnel. A student found skipping class will be referred to the administration and issued disciplinary consequences.

GENERAL INFORMATION

AUTO PERMITS

- Each student driver must receive permission from the principal's office to drive.
- Student drivers will be issued a parking pass
 - Proof of insurance is shown,
 - After they have signed an agreement to follow the rules and regulations for driving.
 - School fees are paid up to date.
 - **\$10.00 parking permit fee is paid (If pass is purchased anytime during the second semester the cost will be \$5.00)**
- One day driving permits may be applied for in the principal's office. Students may apply after school on the day before the permit is to be used. After school on the day the permit was valid, the permit must be turned back into the office. Failure to do this will result in no further one day permits for the individual.

Driving to New Miami High School is a privilege, not a right

- All student drivers will exhibit a valid New Miami parking permit.
- All student drivers will park in their assigned area.
- All student drivers will drive in a responsible (not reckless) manner. If the student drivers are seen driving recklessly (i.e. peeling out, excessive speed, etc.) their driving privileges will be suspended.
- All student drivers will arrive at school on time. When a student driver is tardy the third time, his/her driving privileges will be suspended for the remainder of the grading period.
- Student drivers who leave school grounds without permission during the day will have their driving privileges suspended.
- Student drivers will park their cars and immediately walk into the school building. Student drivers will not return to their cars until school has been dismissed.

BUS REGULATIONS & PASSES

Transportation is a service provided by the New Miami Local School Board of Education and should be regarded as a privilege by students and parents. All school rules apply when students are being transported by a New Miami School bus. It is expected that those who ride the school buses will observe classroom conduct at all times. Students and parents both must exercise these responsibilities. Any misbehavior which distracts the driver is a very serious hazard to the safe operation of the vehicle, and, jeopardizes the safety of all passengers. **Students are expected to comply with the following: Follow directions the first time they are given; stay in your seat AT ALL TIMES; no cursing, swearing, or loud talking; do not eat, drink, or smoke on the bus; all objects carried on the bus must remain on your lap; do not damage the bus in any way; no fighting, pushing, or tripping.** Consequences can include but not be limited to the following: Student warning issued by driver; parent notification by

driver and assigned designated seat near front of bus; and/or discipline report to Bus Supervisor. Severe clause: Incident could result in immediate bus suspension.

You are discouraged from riding a bus home other than the bus assigned to you. If an emergency occurs the following guidelines must be followed:

- ❖ **You must bring a note, signed by your parent, to the office before homeroom in the morning.**
- ❖ Your bus pass must be approved by First Student / Transportation Supervisor.
- ❖ You will be called to the main office to pick up your bus pass during the course of the day.
- ❖ You must present this official bus pass signed by an administrator to the bus driver upon boarding the bus.
- ❖ Only bus passes signed by an administrator and approved by First Student will be accepted by the bus driver.

We ask for your cooperation and discretion in making these requests and keeping them to a minimum.

CAFETERIA

The only place where food may be consumed is in the cafeteria. Students may bring their lunches to school; however, they shall not bring beverages in glass containers. Students may not have food delivered to school during the school day. Students are expected to be on time to lunch and to show proper manners at all times. Students are expected to clean their area/table when finished. Students are not allowed to leave the cafeteria without the permission of a Lunchroom Supervisor.

Lunch cost for the 2018-2019 year is free for the standard lunch, additional items will cost as labeled within the cafeteria. All students are encouraged to take part in our free breakfast and lunch program which is open to any student in grades 6-12.

CELL PHONES OR ELECTRONIC DEVICES

The New Miami School District recognizes that cell phones and other electronic devices are a part of our society. In an effort to nurture a respectful environment that is safe and disciplined, students may have their cell phones during breakfast but phones must be placed in students' lockers on silent during the school day. **Students are not permitted to have cell phones out during instructional time. If a phone is visible by a staff member the student will be instructed to place the device in their locker. If the phone is out a second time, the staff member may confiscate the device and may be returned to the student at the end of the bell. Chronic abuse of this policy may result in disciplinary actions. IF PARENTS/GUARDIANS NEED TO CONTACT A STUDENT PLEASE CALL THE MAIN OFFICE.**

The use of electronic devices to record or share recorded acts including but not limited to fighting, theft, harassment, intimidation, or bullying beyond the intent of aiding authorities or administration in the identification of perpetrators while in school will result in disciplinary action.

CHROMEBOOKS

New Miami Local School District will be assigning each student in K-12 a computer (Chromebook) for their individual use for the duration of the school year. Chromebooks will be assigned in each class/bell and kept here at school. Students are responsible for proper care and treatment of the computers. All parents/guardians and students will be signing a Chromebook user agreement annually.

CHEATING

Any of the following actions will be considered cheating:

- Plagiarism or use of someone else's work as your own.
- Copying or allowing someone to copy homework, quiz or test answers from someone else's paper.
- Theft of an answer key for a test, quiz or assignment.
- Use of cheat sheets.
- Communicating to students the questions on a test, quiz or assignment that you have taken but they have not.
- Allowing someone else to use your disk or password to access your work.

Consequences for Cheating may include any of the following:

- Parent contact by the teacher
- Failure on the assignment, test or quiz, and either
- Tuesday or Thursday School
- Mediation Center Assignment / Out-of-School Suspension.

EARLY DISMISSAL/LATE ARRIVAL PERMISSION

Seniors may apply for Late Start (2nd Bell) or Early Leave (after 6th Bell) from school if the following conditions are met:

- Parent Permission has been given
- Students must have earned at least 18 points on Ohio's State Tests or a score of 12 on Work Key's workforce readiness exam.
- To maintain eligibility, students must pass all classes during the previous semester to stay eligible for this option during the next semester.
- Students must be up to date with their credits
- Proof of employment or approved community service
- Student does not have excessive attendance issues
- Early dismissal privileges can be revoked anytime at the discretion of the principal due to circumstances such as poor conduct, poor attendance, etc.

Students granted this permission by New Miami High School agree that they will not be on campus prior to their first academic class or after their last academic class ends. **Students who would like to request**

“regular” Early Dismissal/Late Arrival should request permission from the principal by the 2nd week of each semester

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trip, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year. **At any point information changes it is the parent responsibility to contact the school to make all necessary changes. All emergency medical forms must be on file by the Tuesday after Labor Day to avoid disciplinary action.**

EXTRA CURRICULAR

Student’s involved in any extracurricular activity as participants or spectators are expected to abide by all regular school rules whether the activity is at New Miami or any location away from school. **Every student is expected to spend the day in school.**

STUDENTS WHO ARRIVE TO SCHOOL AFTER 11am OR MISS ANY OTHER PART OF THE SCHOOL DAY MUST PRESENT A DOCTOR’S NOTE IN ORDER TO PARTICIPATE IN EXTRACURRICULAR EVENTS FOR THAT SCHOOL DAY.

Any student who has an unexcused absence on Friday will not be permitted to participate in any extracurricular activity on Saturday or Sunday, unless permission is granted by the building principal.

All interscholastic athletes and cheerleaders will pay an athletic fee of \$40.00 per sport, per HIGH SCHOOL athlete and \$30.00 per sport, per JUNIOR HIGH athlete, with a family maximum of \$160.00.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extracurricular program. No minor student may participate in any school sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Misbehavior on a previous trip during the current school year will result in no field trips for that student for the remainder of the school year.
- Students who are suspended during the semester or have 3 or more days of MCA may be ineligible for any field trip
- Any student with excessive absences from school may be ineligible for any field trip.
- **All school fees must be paid before any student may go on a school sponsored field trip.**

FIRE AND TORNADO DRILLS

The school is required by law to hold a fire or tornado drill each month. Every room should have drill instructions posted. Total cooperation and absolute silence are required. You must proceed to your destination quickly, quietly and remain with your teacher during all drills.

FOOD ALLERGIES

Food Allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

- Notify the school of the child's allergies.
- Work with the school team to develop a plan that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a Food /Allergy Action Plan.
- Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:

INTERNET POLICY

All New Miami students and parents must sign an internet usage agreement in order for students to have an internet account. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network. If a student misuses their privileges or damages computer equipment the principal has the right to revoke their account.

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The District's Internet system has a limited educational purpose. The District's Internet system has not been established as a public access service or a public forum. The Board has the right to place restrictions on its use to assure that use of the District's Internet system is in accord with its limited educational purpose. Student use of the District's computers, network and Internet services ("Network") will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have no right or expectation to privacy when using the Network (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the Network).

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and

communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Board's policy on instructional materials.

The Internet is global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Board may not be able to technologically limit access, through the Board's Internet connection, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, which protect against (e.g. filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent may temporarily or permanently unblock access to sites containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents assume risks by consenting to allow their child to participate in the use of the Internet. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information.
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include but is not necessarily limited to visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines

The Board designates the Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

To ensure proper use of the and/or voice-video-data network resources, the following rules and regulations apply to all statements.

- A. The use of the network is a privilege which may be revoked by the district at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of the

system software, the placing of unauthorized information, accessing materials which are inappropriate for the school setting, viruses or harmful programs in or through the computer system in either public or private files or messages.

B. Any misuse of the account will result in suspension of account privileges and/or other disciplinary action determined by the district. Misuses shall include but not limited to:

- 1) Misrepresenting other users on the network;
- 2) Disrupting the operation of the network through abuse of the hardware or software;
- 3) Malicious use of the network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks;
- 4) Interfering with others' use of the network;
- 5) Illegal installation, copying, or use of licensed copyrighted materials.

C. Students/Staff will be liable to pay the cost of fee of any file, shareware, or software transferred, whether intentional or accidental, without written permission of the District's Technology Director.

D. Students/Staff accessing the Internet through school computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

To access the Internet at New Miami Local schools, students under the age of eighteen (18) must obtain parent permission and must sign and return the "Sign off Sheet" form. Students eighteen (18) and over and staff may sign their own forms permission and must sign and return this form.

LOCKERS AND LOCKER SEARCHES

All students will be issued a locker with a lock. It is each student's responsibility to keep his/her locker locked, orderly and clean. No stickers, pictures or posters shall be placed on the outside of the locker unless sanctioned by a school organization and approved by the principal. Sharing lockers is prohibited.

Section 3313.20, Ohio Revised Code, permits the search of any pupil's locker and the contents thereof if the school personnel or administrators reasonably suspect that the locker or its contents contain evidence of a pupil's violation of a criminal statute or of a school rule. The Board of Education has also declared that lockers are the property of the Board and these lockers and the contents thereof are subject to random search at any time by school officials, or in conjunction with local law enforcement agencies, which may include K-9 searches, without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule. School personnel or administrators may also search at any time the locker and contents thereof of any pupil if an emergency situation exists or appears to exist that immediately threatens the health or safety of any person, or threatens to damage or destroy any property.

DELIVERY OF FLOWERS/ GIFTS/ FOOD

Students **may not** receive delivery of flowers or other gift items during the school day for birthdays, holidays, or other special occasions. Any item that is dropped off at the school is subject to search by administration. In addition, students **are not permitted** to have "fast-food" dropped off to them in place of their lunch.

LOST AND FOUND

The lost and found items are located in the high school office. Unclaimed items will be given to charity at the close of each nine-weeks.

MAKE-UP WORK

Excused absences and tardies allow students to make up all missed class work, tests and assignments. The length of the make-up opportunity is equivalent to the length of the absence. Students are expected to make up class work, tests, and assignments missed due to unexcused absences or tardies, but may not receive full credit.

MEDIA CENTER

The Media Center is used for study, reading and research. Access to the Media Center will only be granted with a pass from your teacher. Media Center privileges may be lost due to inappropriate use or if materials are not respected.

MEDICATION

All medication must be dispensed with permission of the school nurse. Students are not permitted to carry any type of medication on their person or in their lockers during the school day. This includes but is not limited to such medicines as aspirin, Tylenol, inhalers, Ritalin, or any prescription drugs. Students who do not follow these rules are guilty of possession or trafficking (if given to another student).

POST SECONDARY ENROLLMENT

Any High School student may enroll in a postsecondary program provided they meet the requirements established by the district. Any interested student should contact the guidance department to obtain the necessary information.

CONFERENCES

Conferences are held with parents to assist them in keeping up to date of their child's academic and social progress. Teachers will conduct individual parent teacher conferences whenever there appears to be a need. There are four scheduled evening parent teacher conferences held each year.

SCHEDULES

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

SCHOOL FEES

Yearly the Board of Education adopts fees for various activities and instructional programs in order to offset costs associated with the educational process not supported through local or state taxes. **Failure to pay fees will result in the holding of grade cards, transcripts, and access to Progress Book. Students whose previous school fees are not paid may be prohibited from participating in any co-curricular events, including dances & non-academic field trips during the school year. A payment plan may be set up by contacting the building principal.**

Fee Waivers

If you receive ADC, Social Security, or have a medical card for your child(ren), you may be eligible for a fee waiver. The application must be completed annually.

HIGH SCHOOL

9th – 12th Grade Fee

\$15.00 per year

ART	Studio I	\$23.00 per semester
	Studio II	\$23.00 per semester
	Studio III	\$23.00 per semester
	Studio IV	\$23.00 per semester
SCIENCE	Ceramics	\$23.00 per semester
	Physical Science	\$30.00 per year
	Biology	\$30.00 per year
	Advanced Biology	\$50.00 per year
	Integrated Science	\$30.00 per year
	Zoology	\$20.00 per semester
	Physics	\$40.00 per year
	Chemistry I	\$40.00 per year

ALL ENGLISH CLASSES

\$15.00 per year

MIDDLE SCHOOL

	6 th grade	\$50.00 per year
	7 th grade	\$60.00 per year
	8 th grade	\$60.00 per year
MUSIC	6 th -12 th Grade	\$15.00 per semester

STUDENT SEARCH AND/OR SEIZURE

When a student is suspected of possessing illegal, stolen or dangerous items on his/her person, the principal or his/her designee shall ask the student to reveal the item suspected to be on his/her person. If the student refuses, the principal or his/her designee may ask for permission to conduct a search. If the student refuses, the principal may declare the student to be in a state of insubordination and may, at the discretion of the principal, notify the police and the parent of the student. If the principal or his/her designee has reason to believe that a student possesses an item that poses an imminent danger to life or property, the principal may take whatever steps necessary and appropriate to remove the item from the student's person.

OFFICE TELEPHONE

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate **all calls** on behalf of a student seeking permission to leave school.

Middle/High School telephone number: 863-4917

District Attendance Secretary number: 863-4917 ext. 1000

Voice Mail – All teachers have voice mail and telephones in their classroom. Do not hesitate to call a teacher when questions arise.

VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the Welcome Center upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in or without a visitor pass shall be reported to the Principal. **If a person wishes to confer with a member of the staff he/she should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.** Upon leaving school, all visitors must return to the Welcome Center to sign-out.

Students may not bring visitors to school without prior written permission from the Principal.

New Miami Local School District



***DISCIPLINE
AND
CODE OF CONDUCT
MANUAL
DRESS CODE
NOTICE OF
NON-DISCRIMINATION
2019/2020***

New Miami Local School District is committed to providing a safe and secure learning environment for all students. Clear expectations in the areas of discipline and dress will assist the district in achieving that goal. The purpose of this booklet is to state the district's behavioral and dress expectations for students, parents and community.

It is our expectation that all students will adhere to the rules as outlined in the Discipline and Code of Conduct book. In addition to the rules and regulations, the district has a strong focus on the teaching of character education. Our desire is that students will consistently demonstrate the ability to make the right choices and demonstrate good citizenship.

Rhonda Parker

Rhonda Parker, Superintendent
New Miami Local School District

The New Miami Local School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

STUDENT CODE OF CONDUCT

This code of conduct is adopted by the Board of Education of the New Miami Local 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 in this Code of Conduct is subject to detention, in-school suspension, suspension, emergency removal, expulsion, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of conduct applies while a student is in the care, custody or control of the school, on school grounds or closely proximate thereto, 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; is directed at a district official or employee or the property of the official or employee; or such conduct would unreasonably interrupt the educational processes of the New Miami Local Schools.

Student and staff safety is paramount in the orderly operation of the school and to help ensure safety, random use of metal detector devices may be utilized. It should be noted that lockers are school property and school personnel reserves the right to inspect them whenever the need arises. In the case of misuse of the district's network and Internet resources by a student user, disciplinary action may result in suspension and/or expulsion from school.

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 or 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. Students will receive an unexcused absence for each school day missed as a result of a suspension. Credit can be granted for work missed due to out-of-school suspension upon permission granted by the administration, provided that the student request the work upon returning from the suspension and the work is completed and turned in within an equal numbers of days that were reflective of the suspension.

A student or his parents may appeal any decision of the New Miami Local School District administration to suspend a student from school to the Superintendent or his/her designee. A student or his parent 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

14 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 Butler County Court of Common Pleas. It is the policy of the New Miami Local 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 makeup all assignments and work missed as a result of his or her absence.

For the purpose of the Student Code of Conduct, the following shall apply:

- a. **“Emergency Removal”** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District whose behavior presents an ongoing threat of disrupting the educational process provided by the District.
- b. **“Suspension”** shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension may extend beyond the current school year, if at the time the suspension is imposed, fewer than ten (10) days remain in the school year. The Superintendent may apply any or all of the period of the suspension to the following school year. The procedures for suspension are set forth in the Code of Conduct and Board Policy.
- c. **“Expulsion”** shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of days remaining on the semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct and Board Policy.
- d. **“Permanent Exclusion”** shall mean the student is banned forever from attending a public school in the State of Ohio.

The following types of conduct prohibited by this Code of Conduct are as follows:

PART I

Any violation of the Code of Conduct given the severity of the action may result in suspension or recommendation for expulsion.

1. Disrespect: A student shall not engage in any act which is rude or disrespectful, degrades, disgraces, or tends to degrade or disgrace a teacher, fellow student, or any other person by written or gestured means.
2. Vandalism/Destruction or Defacement of School and/or Private Property: A student shall not cause or attempt to cause damage or destruction to school property, property of school employees or property of other students, on or off school premises, including buildings, grounds, equipment, or materials; nor shall a student cause or attempt to cause damage to private property on school premises or at any school activity on or off school property or in areas controlled by the school.
3. (3.1) Disruption of School/Classroom: A student shall not, by use of violence, force, coercion, intimidation, written or verbal threat, or in any manner cause disruption or obstruction to the carrying on of a normal school day. A non-exhaustive list of examples of disruption would include unusual dress and appearance, strikes or walk-outs, the possession of fireworks including stink bombs and smoke bombs, the impeding of free traffic to or within the school.

(3.2) Nuisance Items: Electronic Items: Use or possession of electronic communication devices (ORC 3313.753) is governed by terms and conditions set forth by the New Miami Local School District's Acceptable Use Policy (7540.03F1). Due to the potential for violation of student privacy rights and confidentiality, unauthorized use of cameras/camera phones for photos/videos without permission of the proper school authority is not permitted. The District does not take responsibility for missing or lost personal electronic communication devices.

(3.3) Unauthorized/Inappropriate Computer and/or Internet Use

(3.4) Signs and Slogans: A student may not place signs or slogans (including alluding to gang or cult-related items) on school property without the permission of the proper school authority.

4. Theft/Stealing: A student shall not take or attempt to take into possession or possess the public property or equipment of the school district or the personal property of another person.

5. (5.1) Extortion, Bribery: A student shall not take or attempt to take money or valuable possessions from another person by physical force or the threat of physical force. A student shall not offer money or favors to any person for personal gain.

(5.2) Forgery: A student shall not falsely use in writing the name of another person or falsify times, grades, dates, addresses, or other data on school forms or correspondence directed to the school.

(5.3) Academic Dishonesty: A student shall not possess, sell, transmit, or receive any test information or other information that provides advanced knowledge of assessment content. In addition, a student shall not plagiarize or present another person's work as his/her own. Violation of this rule could result in a disciplinary consequence, loss of credit for the assignment or assessments, and/or failure of the course in the case of multiple violations.

6. False Alarms: A student shall not initiate or circulate a report or warning of an impending fire, tornado, explosion, crime or other catastrophe without cause.

7. Gambling: A student shall not gamble or possess gambling devices on school premises. Some examples of gambling devices would include dice and cards (not an exhaustive list).

8. Hazing: No student, including leaders of student activities, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act, or coercing another to do any act, in connection with initiation into any student or other organization that causes or creates a substantial risk of mental or physical harm (O.R.C. 2307.44).

9. Loitering/Trespassing: A student shall not be present in a school building or restricted area of same at unauthorized times and in such a manner as may reasonably cause disruption to some activity or function, pose a threat to the safety and well-being of the student, or a disruption to the educational process.

10. Lying: A student shall not falsely report incidents, falsely accuse or give false testimony to school personnel.

11. Accumulation of Detentions and/or In-School Suspensions

12. Profanity and/or Obscene Language/Gestures: A student shall not use profanity or obscene language, gestures or pictures, either written or verbal, in communicating with anyone. Included in this prohibition would be the possession or publication of obscene pictures or materials.

13. School Bus Behavior: Students shall not violate any rules established by the New Miami Local School District for the purpose of safety and student control while using school buses. School bus behavior rules

(see Part V) shall apply for all regular school transportation and/or transportation for activities under the supervision and control of the school.

14. (14.1) Truancy/Unexcused Absence from School: It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program. Pursuant to Senate Bill 181, students absent from school without legitimate excuse will be considered truant. A student will be considered truant if he/she is absent without knowledge or consent of parent. It must also be noted that parents cannot detain their children from school attendance without legal cause. Pursuant to State Bill (SB) 191 and SB 1, students may have their driver's license revoked for truancy. [(O.R.C. 3321.18, 3321.19, 3321.191, 3321.20, & 3321.13 (B)(2)].

(14.2) Tardiness/Early Dismissal: A student shall not be tardy to school. Early dismissal is to be avoided without compelling circumstances.

(14.3) Tardiness to class: A student shall not be tardy to class without authorization from an administrator or staff member.

(14.4) Skipping Classes: A student shall not be absent from class without authorization from an administrator or staff member.

(14.5) Leaving School Grounds: Students may not leave school after initial arrival without permission from the proper authority. During school hours, students will not leave school premises without permission from the proper authority.

(14.6) Out of Bounds

(14.7) Skipping Detention: A student shall not be absent from detention without authorization from a district administrator.
15. Unauthorized Sale or Distribution: A student shall not sell or distribute or attempt to sell or distribute any object or substance which has not been authorized for sale or distribution by the district administrator.
16. Tobacco/Tobacco Paraphernalia: A student is not permitted to possess, use, purchase or attempt to purchase, sell/distribute tobacco products, including clove cigarettes, electronic cigarettes, cigars, pipes, chewing tobacco, snuff, dip, or other substances, or have in his/her possession any smoking paraphernalia, i.e. lighters, matches, etc. in any form in any school building or on school property or at any school-sponsored activity (O.R.C. 2151.87).
17. Uncooperative or Insubordinate: A student shall not disregard, fail to respond to, or fail to carry out a reasonable request by authorized school personnel.
18. Unauthorized Use of Motor Vehicles: A student shall not operate a motor vehicle during normal school hours without administrative authorization and parent/guardian consent.
19. Harassment: A student shall not use words, pictures, objects, symbols, gestures or other actions relating to a person's race, national origin, handicap, appearance, religion, sex or other reason that may have the effect of causing embarrassment, discomfort or a reluctance to participate in school activities:
 - (19.1) Sexual Harassment – any harassment relating to sexual activity or a person's gender
 - (19.2) Hate-based Harassment
 - (19.3) Gang and/or Cult-Based Harassment
 - (19.4) Other Forms of Harassment

20. Bullying: Harassment, intimidation, or bullying behavior by any student in the New Miami Local School District 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 R.C. 3313.666 means any intentional written, verbal, graphic or physical act 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, including violence within dating relationship, 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 students 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 students.
- When a complaint of bullying is made, an investigation will be performed by the administration receiving the complaint. Notification will be made of the nature of any complaint against their student. The parties involved will have the opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The administrator investigating shall notify the complainant and parents as appropriate when the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.
21. (21.1) Unauthorized Touching: A student shall not touch anyone in an unfriendly manner, nor behave in such a way that could cause physical injury (including roughhousing or horseplay).
- (21.2) Fighting/Violence: Intentional behavior that causes, attempts or threatens physical injury.
- (21.3) Public Display of Affection: Behavior that is not appropriate in the school setting.
- (21.4) Inappropriate Sexual Behavior: Engaging in sexual acts, displaying excessive affection or other inappropriate sexual behavior.
22. Refusal to Report to Alternative Program: In-School Suspension, Detention, Viking Academy, etc.
23. Disruptive Behavior in Alternative Program
24. (24.1) Failure to Report: Failing to report the actions or plans of another person to a teacher, counselor or administrator where these actions or plans, 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.
- (24.2) Aiding and Abetting: Willfully aiding another person to violate school regulations.
25. Other Just Causes: Student misconduct not listed that is as serious in nature as the above may serve as grounds for disciplinary action.
26. Verbal Assault
27. Physical Assault (includes biting or spitting on another person)
28. Verbal Threat
29. Written Threat
30. Physical Threat
31. Inducing Panic

- 32. Behavior Dangerous to Self or Others
- 33. Intimidation and/or Any Other Threatening Behavior
- 34. Physical/Verbal Abuse Constituting Harassment of Staff
- 35. Misconduct: Behavior by a pupil that, regardless of where it occurs, is directed at a school official or employee, or the property of such official or employee. O.R.C. 3313.661(A)
- 36. Profanity Directed Toward a Staff Member: Includes face-to-face, in response to, in reference to, etc.... written or verbal.

PART II (Mandatory Recommendation for Expulsion)

It is mandatory that the principal suspend and recommend the expulsion of students who violate the following rules:

- 37. Threat/Violence Against a Staff Member
 - (37.1) Verbal Threat Toward a Staff Member
 - (37.2) Physical/Written Threat Toward a Staff Member
 - (37.3) Violence Toward School Staff
- 38. Physical Assault Against a Staff Member
- 39. Serious Bodily Injury: An incident that results in serious bodily injury to oneself or others. Serious Bodily Injury is defined as “A bodily injury that involves substantial risk of death; extreme physical pain; disfigurement or impairment (18 U.S.C. Section 1365(3)(h))”. O.R.C. 2901.01 (A)(6)
- 40. Unauthorized Fire: A student shall not ignite an unauthorized flame including fireworks, stink bombs and incendiary devices in any part of any building or any property of the Board of Education of the New Miami Local School District.
- 41. Weapons: A student shall not possess, handle, transmit or use any object or look-alike object offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event.
 - (41.1) Use/Possession of Weapon **other than** Gun or Knife
 - (41.2) Sale/Distribution of Weapon **other than** Gun or Knife
 - (41.3) Use/Possession/Sale/Distribution of any Explosive, Incendiary or Poisonous Gas or Ammunition
- 42. Narcotics, Alcoholic Beverages and Drugs: A student shall not buy, sell, use, possess, conceal, show signs of, or distribute any of the following:
 - (42.1) Use/Possession of Alcohol: Any liquid beverage that contains alcohol;

(42.2) Use/Possession of Other Drug: Any controlled substances (drugs, narcotics, marijuana, etc.) or inhalants including any over-the-counter medication;

(42.3) Sale/Distribution of Alcohol/Drugs

(42.4) Counterfeit Controlled Substances: Any counterfeit controlled substance, defined as 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;

(42.5) Drug Paraphernalia: Any drug or alcoholic paraphernalia including instruments, objects, papers, pipes, containers, etc.

First Offense for any Chemical Related Violation:

1. The administrator will suspend the student for ten (10) days with a recommendation for an eighty (80) day expulsion to the Superintendent.
2. The administrator will notify the parent or guardian in writing, using the suspension form.
3. The administrator may notify the local law enforcement agency.
4. The student must be evaluated by a NMLSD BOE approved chemical dependency counselor within 48 hours for a professional opinion concerning where he/she falls on the continuum between experimentation and addiction. Education or treatment may be recommended by the referral agency. Student will be required to participate in any recommended treatment. The evaluation must be conducted by a C.A.P.P. approved program or professional. The student is not eligible to return to his/her school until the urinalysis and/or drug test and assessment are completed and the results received by the District. The student is not able to return to school until the entire assessment is completed and the student has started the treatment plan.
5. If the appropriate referral agency notifies the District that the student is not participating in the treatment program, any recommendation for out of school expulsion that was placed into abeyance will be reinstated.
6. Students who forego the evaluation process are subject to normal disciplinary procedures, i.e. out of school expulsion for up to eighty (80) days.

Second Offense for any Chemical Related Violation
and/or First Offense for Distributing/Selling:

Students distributing and/or selling chemicals and/or students having a second chemical-related violation will be suspended for ten (10) days and recommended out of school for expulsion for up to eighty (80) days. The administrator will notify the local law enforcement agency.

When a student is expelled for possession, use, distribution of drugs and/or alcohol, the Superintendent or designee may notify the Registrar of Motor Vehicles and the Judge of Juvenile Court to revoke the student's driver's license or instructional permit. Such notification is to be given within two (2) weeks after expulsion in a manner that complies with the provision of O.R.C. 3321.13 (B)(3).

43. Violation of Ohio Criminal, Traffic, or Juvenile Code: Commission by a student of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, or the Ohio Juvenile Code on or off the school grounds, regardless if school related or not, that would, in the judgment of school officials, be a detriment to the ongoing educational processes and/or orderly administration of the school if the student were permitted to continue regular school attendance

PART III **Mandatory Recommendation for Expulsion for One (1) Calendar Year**

44. Weapons: A student shall not possess, handle, transmit, or use any object, including look-alike objects, offensively or defensively that can be considered a weapon on school property at any time or at any school-sponsored event (O.R.C. 3313.66).

(44.1) Use/Possession of Gun

(44.2) Use/Possession of Knife

(44.3) Sale/Distribution of Gun or Knife

45. Bomb Threat: O.R.C. 3313.661

PART IV: **Dress Code and Disciplinary Procedures**

46. Dress Code: The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. The Board authorizes the Superintendent to establish a reasonable dress code in order to promote a safe and healthy school setting and enhance the educational environment. The dress code shall be incorporated into the Student Code of Conduct or Discipline Code.

Specifically:

1. Short shorts and mini-skirts are not permitted. The appropriate length for skirts ,dresses and shorts should be fingertip length or more when seated or standing.
2. Shirts and blouses that are “see-through”, cut low, show cleavage, or expose one’s midriff or undergarments when the student sits, stands, raises his/her hand or bends over are not permitted.
3. All shirts must extend from the base of the neck to the top of the arm, fit closely under the arms and may not have open sides. No tank tops, spaghetti straps, halter tops, tube tops etc.
4. Hats, hoods, coats, bandanas, stocking caps, other head coverings, sunglasses, hairnets, and gloves are not to be carried or worn during school hours.
5. No clothing, jewelry, tattoos or other personal items may be worn bearing a picture or lettering which is sexually explicit, obscene, vulgar, offensive or libelous; suggests violence, death, suicide, or hate; shows disrespect to any person or group of people; bears advertising related to alcohol, tobacco and/or drugs; or that is otherwise contrary to the school’s educational mission. Tattoos that do not conform to the requirements of this paragraph must be covered.
6. Footwear must be worn that is appropriate for the school environment, which includes stairs and emergency drills, provide for safe and sanitary conditions and not present a safety hazard. No house slippers.
7. Extreme or distracting hair colors, haircuts, hairstyles, makeup, or markings on body or clothes are not permitted if they cause a disruption or distraction to the school environment.
8. Body piercing adornments not to be extreme, distracting, or dangerous.
9. Lower garments are to be worn at waist level and must be properly fastened. Undergarments are not to be exposed when the student sits, stands, raises his/her hand, or bends over. Sleepwear attire is not permitted.

10. Extreme or distracting jewelry, including but not limited to “dog collars”, spiked bracelets and chains, including wallet chains, as well as other articles judged to be potentially hazardous, extreme or distracting are not permitted. No jewelry that could be dangerous to persons or destructive to school property is permitted.
11. Gang or cult-related items of any kind are not permitted. Principals may prohibit the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in such a group
12. Clothing with large and/or inappropriately-placed holes are not permitted
****These guidelines are not to be considered all-inclusive. The Administration reserves the right to deal with any apparel deemed inappropriate for school.****

PART V Bus Rules

In order to ensure the safety and welfare of all school bus passengers, students must adhere to the following rules. Failure to do so may result in suspension or expulsion from bus and/or school.

1. Observe same conduct as expected in the classroom and obey the Driver promptly and respectfully.
2. Be courteous and use no profane language.
3. Do not eat or drink on the bus. NO GUM.
4. Cooperate with the driver. Follow directions from driver while on the bus.
5. Windows may only be opened with driver permission.
6. Keep the bus clean.
7. No smoking or tobacco use.
8. Do not be destructive.
9. Stay in your seat. Do not change seats. Keep aisles and exits clear.
10. Keep head, hands, and feet inside the bus.
11. Bus driver is authorized to assign seats.
12. Students may ride only their assigned school bus, and must board and depart from the bus only at their assigned bus stop unless they have emergency permission to ride another bus or to use another bus stop from the Transportation Department.
13. Students that intentionally ride the wrong bus in order to fight, observe a fight or assault may receive discipline.
14. Use/possession of cell phones is at the discretion of the driver.
15. Do not throw or pass any objects on, from, or into the bus.

16. The supervision of students at a New Miami Local School District bus stop is ultimately the responsibility of parent or guardian. If a situation arises at the bus stop that impedes or impacts the regular course of a school day, students may be subject to disciplinary action.

R.C. 2919.222, 3313.534, 3313.649, 3313.66, 3313.661, 3313.663, 3313.664, 3321.13(B)(3) and (C), 3327.014
18 U.S.C. #921, 20 U.S.C. #3351, 20 U.S.C. #7151, 20 U.S.C. #8921

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Revised: 04/08/2011

NEW MIAMI LOCAL SCHOOL DISTRICT

**Photo/Work Release for
Print & Visual Media and Website**

To protect confidentiality of students, New Miami Local School District's policy is to identify students' work and photograph by first and last name. The New Miami Local School District has authorization to publish student's work and/or photograph on the New Miami Local School District website and/or school and/or local papers and/or district print publications. New Miami Local School District also has authorization to publish student's work and/or image on videotape for school productions and/or local news media.

As a parent/guardian or eligible student you have the right to request, in writing, that the school NOT disclose the above mentioned information about them. This request must be received in a reasonable amount of time, not to exceed two weeks from notification of rights.

Please send such above mentioned notification to the following address:

New Miami Local School
Attn: Office Personnel
600 Seven Mile Avenue
Hamilton, Ohio 45011

Student/Parent Handbook Signature Form (Grades 6 – 12)

My signature below indicates **that I have received, read, and agree to abide** by the policies contained in my school's student handbook, including the Network/Internet Access Agreement for Students.

My student (I) will use the computer/internet while at school pursuant to the board policy and he/she agrees (I agree) to abide by the rules of the policy. I understand that violations or misuse of the district's computer network and internet may result in student access privileges being revoked and school disciplinary action under the Student Code of Conduct may be taken against my student (me), and this may affect his/her (my) class grade.

I understand that this access is being provided for educational purposes only. I agree that I will hold harmless and indemnify the school district for any fees, expenses or damages incurred as a result of the student's purposeful use or misuse of the Network, access to the internet or computer equipment.

In addition, if I choose to participate in an Extracurricular/Co-Curricular activity, as a New Miami student, I will live by the New Miami School District's Extracurricular/Co-Curricular Code of Conduct. As such, my behavior will reflect the values of respect for myself, respect for others, respect for authority, respect for property, honesty and integrity.

As a New Miami student, I understand that I am privileged to be a representative of the school district, and my conduct must reflect accordingly. I realize that my actions reflect on me, my team/activity and my school, therefore, I accept the responsibility to be held to a higher standard.

I accept that as a New Miami student, I have a responsibility to my peers to support and assist them when they are in need, in both academic and social situations.

Student's Name (please print) _____ ID# _____

Parent/Guardian's Name (please print) _____

Parent/Guardian's Signature _____ Date _____

Student's Signature _____ Date _____

School _____ Grade _____

Please return this signed form page to school in the first week.