

# **New Riegel High School**

## **Student Handbook**

# **2023-2024**



## **“home of the blue jackets”**

**44 North Perry Street**

**New Riegel, OH 44853**

**(419) 595 -2256**

# New Riegel Local School

## Year Calendar 2023-2024

August 21	Teacher Professional Day
August 22	Teacher Professional Day
August 23	First Day of Classes
September 4	Labor Day-NO SCHOOL
October 19	Teacher Conferences PK-12 4:00-7:30 pm
October 20	NO SCHOOL - Teacher Professional Day
November 2	Teacher Conferences PK-12 4:00-7:30 pm
November 3	NO SCHOOL
November 22-24	Thanksgiving Break-NO SCHOOL
December 22, 2023-	
January 2, 2024	Holiday Break-NO SCHOOL
January 3	NO SCHOOL - Teacher Professional Day
January 4	Classes Resume from Holiday Break
January 15	Martin Luther King JR Day-NO SCHOOL
February 19	President's Day-NO SCHOOL
March 15	NO SCHOOL-Teacher Professional Day
March 28-April 1	Spring Break-NO SCHOOL
April 2	Classes Resume from Spring Break
May 23	Last Day of School-End of 4th Quarter
May 24	Teacher Professional Day
May 24	Graduation

### Grading Periods

August 23 - October 19	First Quarter
October 23 - December 21	Second Quarter
January 4 - March 14	Third Quarter
March 18 - May 23	Fourth Quarter

Beginning with the 2016-2017 school year, districts changed to an hour-based schedule and as a consequence, will no longer have calamity days. Instead, schools may schedule "excess" hours above the minimum number required by the Ohio Department of Education. If the district loses more than seven (7) days of instruction due to weather and emergency closure, days will be made up as follows: one (1) day will be made up on Martin Luther King Jr. Day; the next make up day will be Presidents' Day; any other makeup days may be added as work days during summer break. Students will not attend summer break work days. Teachers will complete a work day form on days worked in the summer make up time.

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New Riegel Informed Consent Agreement and Acknowledgement of the 2023-2024 Student Handbook

## FOREWORD

This 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. This handbook contains important information that you should know. Please take time to become familiar with the following information 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 10, 2023. If any of the policies or administrative guidelines referenced herein are revised after July 10, 2023, the language in the most current policy or administrative guideline prevails. Current copies of Board policies and administrative guidelines are available from the principal.

## COMMUNICATION

This should be followed whenever a parent has a concern and needs to contact a school official, please remember to follow the chain of command.

The New Riegel Local Schools follow the chain of command listed below. We ask that you observe this line of communication if you elect to pursue any concern you may have in regard to the academic programs or staff.

1. Teacher or Staff member
2. Principal
3. Superintendent
4. Board of Education Member

Communication expected from the teacher:

Syllabi from the course including: email address with google sites address, course description, expectations for homework, grading, class rules and behavior

Communication New Riegel Local Schools expect from parents

Concerns expressed directly to the staff member or teacher  
Notification of absences  
Specific concerns in regard to expectations or philosophy

Appropriate concerns to discuss with a staff member or teacher

The treatment of your child, mentally and physically  
Ways to help your child improve  
Concerns about your child's behavior  
Grades

PROCEDURES to follow if you have a concern with your child's teacher or a staff member:

1. Call and set-up an appointment with the teacher or staff member. The school number is 419-595-2256 for the high school and 419-595-2265 for the elementary.
2. If the teacher or staff member cannot be reached, leave a message with the reason for the call.

## The Next Step

What can a parent do if the meeting does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding. If the parent desires further communication, please follow the chain of command from above.

**It is important to model proper communications and problem solving for students in schools. This is done in an upstanding manner through direct and personal communication as opposed through unproductive third party means such as social media outlets and gossip. Direct communication will reinforce a positive culture of collaboration and communication between school and home.**

The mission of the New Riegel Local School District is to ensure that every student experiences success through  
**MISSION OF THE SCHOOL**

high expectations, both academically and socially, in a safe and caring environment. The entire school community encourages individuality and respect for self, others and the environment by building confidence and developing character through daily interactions, multiple learning opportunities, and a wide-range of curricular and extra-curricular offerings.

#### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students.

Any person who believes that he/she 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, Mr. David Rombach, Superintendent.





## SECTION I - GENERAL INFORMATION

### DISTRICT INFORMATION

Telephone Number – 419-595-2265

Fax Number – 419-595-2901

### ADMINISTRATIVE / CENTRAL OFFICE

David Rombach – Superintendent x139  
 Valerie Zeno – HS/MS Principal x143  
 Jamie Barrows – ES Principal x129  
 Brad Radison – Treasurer x142  
 Amy Bouillon – EMIS/Tres.Clerk x136

### FACULTY / STAFF ROSTER

Kimberly Alley – Grade 6 x174  
 Daniel Beisner – Science x161  
 Maureen Berney – Vocal Music x214  
 Bethany Boehler – 5,6 LRC, Gifted x173  
 Jami Bouillon – Grade 1 x120  
 Steve Bouillon – JH A.D. x175  
 Yvonne Burns – Science x159  
 Shilo Clouse – Physical Education x209  
 Jennifer Conner – Math x154  
 Stephanie Depinet – 6-12 Counselor x148  
 Emma England - Grade 2 x124  
 Joann Gabel – Elementary Office x132  
 John Groth – Grade 6 x177  
 Julie Heiserman – Kindergarten x101  
 Miranda Hessick – Kindergarten x119  
 Claire Hibbard – Art x117

Adam Horner – Vo. Agriculture x238  
 Janet Ink – Grade 3 x126  
 Nikkole Kleba–Instrumental Music x214  
 John Kramer – Technology x178  
 Morgan Bannerman – Ed. Psych. x100  
 Jamie Lininger – Math/HS A.D. x155  
 Athletic Office x198

Megan Loar – LA/SS x156  
 Casey Losey – Social Studies x163  
 Dave Losey – MS/HS LRC x172  
 Melissa Napierata – Language Arts x158  
 Keith Piper – Maintenance x180  
 Katelyn Puchta – MS/HS Office x150  
 Julie Reiter – K,1 LRC / Title x105  
 Steve Reser – Spanish x162  
 Katie Richter – LA/SS x157  
 Linda Salvati – Grade 3 x100  
 Heather Schalk – K-5 Counselor x120  
 Ethan Smalley – Grade 1 x121  
 Judy Smith – Cafeteria x188  
 Alana Stevens – Grade 4 x128  
 Diane Clouse - Library x197  
 Mark Theis – Transportation x141  
 Lynsey Tilse – Grade 5 x153  
 Carla Torok – Grade 5 x152  
 Amy Watson – Grade 2 x123  
 Wendy Weingart – Grade 4 x127  
 Jacqueline Wise – Grade 1 x122  
 Joyell Zamudio – Business x207

### BOARD OF EDUCATION MEMBERS

Rodney Biggert  
 Angel Bodart  
 Jeff Hohman

Darin Nye  
 Jaclyn Schalk

## SCHOOL DAY SCHEDULES

### HIGH SCHOOL

7:45	Students may enter building
7:50	5-minute warning bell
7:55	Classes begin
7:55 – 8:39	Period 1
8:42 – 9:26	Period 2
9:29 – 10:13	Period 3
10:16 – 11:00	Period 4
11:05 – 11:33	Period 5A
11:38 – 12:06	Period 5B
12:11 – 12:39	Period 5C
12:42 – 1:26	Period 6
1:29 – 2:13	Period 7
2:16 – 3:00	Period 8

### ELEMENTARY

7:45	Students may enter building
7:55	Announcements
9:30	K-2 Morning Recess
	Snack Milk after Recess
11:10	Kindergarten Lunch
11:12	Grade 1 Lunch
11:16	Grade 2 Lunch
11:20	Grade 3 Lunch
11:40	Grade 4 and 5 Lunch
12:11	Grade 6 Lunch
3:00	End of Day

### TWO-HOUR DELAY SCHEDULE

9:55 – 10:27	Period 1
10:30 – 11:00	Period 2

Delete Periods 3 & 4  
Rest of day normal schedule

### NEXT TWO-HOUR DELAY

9:55 – 10:27	Period 3
10:30 – 11:00	Period 4

Delete Periods 1 & 2  
Rest of day normal schedule

### PEP RALLY SCHEDULE

12:42 – 1:18	Period 6
1:21 – 1:57	Period 7
2:00 – 2:32	Period 8
2:35 – 3:00	Pep Rally

### ONE HOUR EARLY DISMISSAL

12:42 – 1:06	Period 6
1:09 – 1:33	Period 7
1:36 – 2:00	Period 8

### THREE-HOUR DELAY SCHEDULE

10:55 a.m.	Report to 1st period class
11:05 a.m.	5a
11:38 a.m.	5b
12:09 p.m.	5c
12:42 p.m.	6th period class
1:29 p.m.	7th period class
2:16 p.m.	8th period class

(1st, 2nd, 3rd, 4th periods will rotate)  
3:00 p.m. 1st period class (Senior Sentinel students can sign out; Sentinel Juniors will report to 3:00 p.m. class)  
3:30 p.m. 2nd period class  
4:00 p.m. Dismissal

Elementary will follow the high school schedule for specials.

## STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

## STUDENT WELL BEING

Student safety is the responsibility of both students and staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

## INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

- ✓ Any student sent home with head lice will be required to be cleared by the school. The student will be considered having an excused absence for up to three days.
- ✓ If a student has pink eye, they must be under the care of their physician before they can return to school.

## ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the district's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parents or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state, and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## SCHEDULING AND ASSIGNMENT

### Elementary

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

### Junior High/High School

Schedules are provided to each student in grades 7-12 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 School Counselor's office. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. All schedule changes may be made up to the first day of school at 7:55 a.m.

## WITHDRAWAL / TRANSFER FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and in compliance with State Law. A student who withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if s/he is under the age of eighteen (18).

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within fourteen (14) days of the parents' notice or request.

## EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without either

- (a) A written request signed by the parent or guardian; or
- (b) The parent or guardian coming to the school office to request the release.

No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

## CHANGES IN DISMISSAL

Please send a note with your child if they will not be taking their normal routine home. This includes taking a different bus, someone picking them up, or staying after school for an after school activity. Only in an emergency can changes be made without a note signed by parents. One note may be written for all meetings, all practices, etc. Note: forms will be sent with students in August, and are also available in the office for after school activities.

## HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the district. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

## INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities. A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal to inquire about evaluation procedures and programs.

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized waiver. Any questions about immunizations or waivers should be directed to the School Nurse or Principal.

## 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 trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment or at the beginning of each school year.

## USE OF MEDICATIONS

Students who must take prescribed medication during the school day must comply with the following guidelines:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be filed with the building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the Principal's Office and must be delivered to school in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions or asthma inhalers during school hours. Students are strictly prohibited from transferring emergency medication or inhalers to any other student for their use or possession.

- ✓ Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The building principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the physician's written request and the parent's written release.

## NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS

- ✓ No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.
- ✓ If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.
- ✓ Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.
- ✓ A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms at school or at any activity, event, or program sponsored by or in which the student's school is a participant, if the appropriate form is complete and on file in the Principal's Office.
- ✓ A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or transient pest, such as lice.

Specific communicable diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

## CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

## CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school related activities. While the chance of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

## FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WKXA 100.5 FM	WTOL Channel 11	WNWO Channel 24
WTTF 1600 AM	WTVG Channel 13	

Parents and students are responsible for knowing about emergency closings and delays. Information concerning school closings or delays can also be found on the school's web page at [www.newriegelschools.org](http://www.newriegelschools.org), through the New Riegel listserv and through the One Call system.

## VISITORS

Visitors, particularly parents, are welcome at the school. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and having a visitor's pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time.

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

## USE OF TELEPHONES

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

## USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two (2) weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within two (2) weeks.

## POINT OF SALE

Any purchase from the school in which you would send in cash or a check can now be made through the point of sale system. In each office there will be a point of sale withdrawal form that we ask you to complete when making a purchase, other than lunch, through your POS account.

## ACCESS:

The Point of Sale System may be accessed by going to the school website, clicking on the lunch menu and then clicking the appropriate link.

- ✓ Log in to view your family account.
- ✓ Set spending caps for lunch and put blocks on a la carte purchases for each student on your account. Spending caps apply to all purchases including lunch and are set on a per day basis.
- ✓ View your deposit history and your student's spending history on the website.

## TO DEPOSIT MONEY

- ✓ Students should bring their money to the office, either elementary or high school, first thing in the morning to have the money put in your account.
- ✓ Write one check or send in cash for your entire family with one child. The accounts are tied together by household.
- ✓ We will not be issuing receipts for deposits made into the POS system.
- ✓ You may view them online using your username and password.

## BALANCES:

- ✓ Notification will occur if your account balance is below \$5.00 per student. Should you wish to be notified sooner, you may change the low balance notification on the website; however, you **MUST** have your email listed in order for the notice to work. If you do not provide your email, we will notify you with a letter at the \$5.00 balance.
- ✓ Negative balances greater than \$5.00 will result in a regular lunch not being served to the student.

## FEES:

- ✓ School fees will be processed through the point of sale system.
- ✓ Write one check for all of your students' fees OR
- ✓ Have your fees deducted directly from your account. A form will be coming home with your student's fee card that further explains this process.

## LUNCH PRICES\*

Grades PK-8: \$2.65

Grades 9-12: \$2.90

Adults: \$4.20

Snack/Milk: \$ .50

\*These prices are subject to change upon board approval.

## FREE AND REDUCED LUNCHES

Free and reduced lunch forms will be available in the office beginning the first day of classes. At any time during the year, those who feel they might qualify should contact the office for a form.

## STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, New Riegel Schools may charge specific fees for activities and materials used in the course of instruction. These fees will be sent home in the first semester.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

- ✓ Fees may be waived in situations where there is financial hardship.
- ✓ Students can avoid fines by promptly returning borrowed materials.
- ✓ Failure to pay fines, fees, or charges may result in the withholding of grades and credits. (ORC 3313.642)

## STUDENT FUNDRAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers.

- ✓ Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the board of education.

## STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school will not be liable for any loss or damage to personal valuables.

## LOST AND FOUND

The lost and found area is in the school auditoria. Unclaimed items will be given to charity at the close of the school year.

## SECTION II ACADEMIC INFORMATION

### GRADES

New Riegel School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Parents can access progress book at any time to view their child's grades. The address is <https://parentaccess.noeca.org>

The Elementary School applies the following grading system:

The below grades will be used for all subjects including music, band, art, physical education and computer.

Marking Scale		
Academic Scale		Leadership Scale
All marks represent students' performance on Ohio's Learning Standards.		
A- Accelerated	above average performance	(+) Consistently Demonstrates
P - Proficient	average performance	( / ) Sometimes Demonstrates
B- Basic	below average performance	(--) Never Demonstrates
L - Limited	significantly below average performance	
Blank - Not assessed at this time.		
X - Insufficient Data		

## HONOR ROLL

The Honor Roll will consist of students earning at least a 3.0 G.P.A. A student earning a “C”, “D”, “F”, or “I” will be disqualified from the Honor Roll. In order to be on the honor roll, a student must have earned letter grades of “A” or “B” totaling one full credit for the quarter.

4.0	Superintendent’s List
3.5-3.99	Principal’s List
3.0-3.49	Regular Honor Roll

## GRADING PERIODS

Students will receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term. Midterms will not be given to each student half way through each 9 weeks grading period. Parents can access grades at any time throughout the school year at <https://parentaccess.noeca.org>. When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## HOMEWORK

The assignment of homework can be expected. When assigned, all homework is to be done by the student to the best of his or her ability, completed neatly, and returned to the teacher on time. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the achievement tests and graduation.

Parents can help your children stay on top of deadlines and homework responsibilities by 1) creating a routine with your child when they get home from school each day to complete and review homework 2) have your child complete their daily homework/assignment planner and 3) staying connected with your child's teacher. Please contact your child's teacher when the progress book indicates a deficiency or missing work. Teachers are expected to do the same.

## 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.

- ✓ Attendance rules apply to all field trips.
- ✓ Students who violate school rules may lose the privilege to go on field trips.
- ✓ Students may be denied participation in field trips if they have missing work in classes. The principal will determine participation in field trips.

## STUDENT ASSESSMENT

Ohio's State Tests in English language arts, mathematics, science and social studies. Check out the Ohio Department of Education website for specific dates.

- ✓ Vocational and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.
- ✓ College entrance testing information can be obtained from the Counselor's Office.
- ✓ Teacher evaluation tests also will be administered once in the beginning of the year and once in late March and/or April.
- ✓ ACT: Junior Class

## GRADE POINT AVERAGE

- ✓ Teachers maintain a record of student grades on Progress Book. Students should feel free to discuss with their teachers exactly how they are doing in a course at any point during the grading period. All parents and students will be given a Progress Book username and password.

### Grade Point Average (GPA) – Class Ranking

1. All subjects receiving a letter grade are computed when determining GPA.
2. Averages are computed on the final grade given in each course. A student's class rank is calculated according to the cumulative grades in all subjects taken for high school credit.
3. The final grade of a course is determined by combining the semester 1 and semester 2 grades. Semester grades are made up of two quarter grades and one exam grade. Each quarter is worth 20% and the exam is worth 10% of the semester grade. A grade calculator is shown below.

4. All faculty (grades 6 - 12) at New Riegel must use the grade values assigned.

#### CALCULATING GPA EXAMPLE

Final Algebra: 3 points

Final Careers 9: 2 points (semester class)

Final Spanish I: 3 points

Total Points: 8 points

8 points divided by 2.5 credit hours = 3.2 GPA

The following scale shall be used to determine GPA:

Letter Grade	Score	Grade Point
A	90-100	4
B	89-80	3
C	79-70	2
D	69-60	1
F	59-0	0

#### CLASS RANK

The Board of Education has authorized the use of a class ranking system for grades 9-12 and an honor roll for grades 7-12. The system to be used is detailed below:

- ✓ At the end of the freshman, sophomore, junior, and senior years, students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average. These courses include college credit plus courses that are taken for high school credit and any classes taken as an eighth grader for which high school credit is awarded.
- ✓ This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for certain senior honors.
- ✓ Any two or more students whose computed grade point averages are identical shall be given the same rank.
- ✓ The rank of the student who immediately follows a tied position will be determined by the number of students preceding him/her and not by the rank of the person preceding him/her.

#### **Weighted Grades for CCP Courses (Class of 2025 and beyond)**

1. CCP courses taken online, on-campus or at New Riegel will be scored on a weighted 5-point scale. This means that a grade of an A in one of these courses would earn the student a 5 when calculating their GPA as opposed to a 4 in an unweighted system. 2. Students who elect to take a CCP course for high school credit only will not receive a weighted score and will receive a 4 for a grade of an A. 3. Enrolling in and completing CCP courses allows students (Class of 2025 and beyond) to earn above a 4.0 GPA assuming that they earn an A in one or more CCP courses.

#### NRHS GRADUATION HONORS

• Honors - 3.25

• High Honors – 3.75

• The graduating senior with the highest GPA will be considered the valedictorian of the class. The second highest will be salutatorian. If there are two (2) or more tied for valedictorian, there will be no salutatorian.

• In order to be eligible for valedictorian and salutatorian honors, a student must spend two

(2) Full academic years, four (4) semesters, at NRHS and have earned at least half of the credits at NRHS.

Accumulating averages will be calculated to the third decimal place. The cut-off point for determining graduation honors will be at the end of the fourth quarter of the senior year.

## OHIO DEPARTMENT OF EDUCATION'S DIPLOMA WITH HONORS

Students must meet at least seven (7) of the following eight (8) criteria to be awarded a Diploma with Honors:  
High School Academic Diploma with Honors:

### ACADEMIC HONORS DIPLOMA (COLLEGE PREP)

- A. Math 4 units
- B. Science 4 units, including 2 units of advanced science
- C. Social Studies 4 units
- D. World Languages 3 units of one world language, or no less than 2 units of each of two world languages studied
- E. Fine Arts 1 unit
- F. Overall high school GPA of at least 3.5 on a 4.0 scale
- G. ACT composite score of 27 or SAT composite score of 1210.

### ARTS HONORS DIPLOMA

- A. Math 4 units
- B. Science 3 units, including 1 unit of advanced science
- C. Social Studies 3 units
- D. World Languages 3 units of one world language, or no less than 2 units of each of two world languages studied
- E. Fine Arts 4 units
- F. Electives 2 units with a focus in fine arts
- G. GPA 3.5 on a 4.0 scale
- H. ACT/SAT ACT: 27 or higher/SAT: 1280 or higher
- I. Field Experience Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- J. Portfolio Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

### STEM HONORS DIPLOMA

- A. Math 5 units
- B. Science 5 units, including 2 units of advanced science
- C. Social Studies 3 units
- D. World Languages 3 units of one world language, or no less than 2 units of each of two world languages studied
- E. Fine Arts 1 unit
- F. Electives 2 units with a focus in STEM
- G. GPA 3.5 on a 4.0 scale
- H. ACT/SAT ACT: 27 or higher/SAT: 1280 or higher
- I. Field Experience Complete a field experience and document the experience in a portfolio specific to the student's area of focus
- J. Portfolio Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

## SOCIAL SCIENCE and CIVIC ENGAGEMENT HONORS DIPLOMA

A. Math	4 units
B. Science	3 units, including 1 unit of advanced science
C. Social Studies	5 units
D. World Languages	3 units of one world language, or no less than 2 units of each of two world languages
E. Fine Arts	1 unit
F. Electives	3 units with a focus in social science and/or civics
G. GPA	3.5 on a 4.0 scale
H. ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher
I. Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
J. Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus

## CAREER TECH HONORS DIPLOMA

A. Math	4 units
B. Science	4 units, including 2 units of advanced science
C. Social Studies	4 units
D. World Languages	2 units of world language
E. Electives	4 units of career-technical courses
F. GPA	3.5 on a 4.0 scale
G. ACT/SAT	ACT: 27 or higher/SAT: 1280 or higher/ Workkeys: 6 or on a Reading for Information and 6 or higher on Applied Mathematics
H. Field Experience	Complete a field experience and document the experience in a portfolio specific to the student's area of focus
I. Portfolio	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus
J. Additional Assessments	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent

### Note to Parents: **Graduation Requirements**

It is the student's responsibility to see that requirements for graduation are met. The high school staff will make every effort to keep up to date records and to keep students and parents informed about the status of progress toward necessary coursework for graduation requirements. However, it is the student's responsibility to be acquainted with the necessary requirements to meet this goal.

## SENIORS

### Graduation Requirements for the Class of 2023

Please note that all required courses listed under class requirements below must be passed in order to graduate from New Riegel High School. A minimum total of 23 credits are required for graduation.

Language Arts	4	credits
Mathematics <sup>1</sup>	4	credits
Science <sup>2</sup>	3	credits
Social Studies	3	credits
Health	½	credit
Physical Education <sup>3</sup>	½	credit
Personal Finance/ Ag. Capstone	1	credit
Fine Arts <sup>4</sup>	1	credit
Electives	6	credits

1. Mathematics units must include 1 unit of Algebra II or Math Essentials (Algebra II equivalent)
2. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of advanced study in one or more of the following sciences: chemistry; physics or other physical science; advanced biology or other life science
3. If the district selects the available option in Policy 5460, students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons or show choir for two (2) full years while in grades 9 through 12 as documented by the principal may be excused from the high school physical education requirement.
4. Fine arts credit includes: any of the art or music classes. Students attending Sentinel are exempt.

### Diploma for the Class of 2023

Students must meet the following criteria to be awarded a high school diploma:

- Pass all courses and credits required by the Ohio Department of Education.
  - Pass all courses and credits required by the New Riegel Board of Education.
  - Show competency on the specified state tests mentioned in item one below and meet at least one of the remaining items (2, 3 or 4).
  - Earn two diploma seals that line up with your goals and interests. One seal must be an Ohio-designed seal. Current seals include: OhioMeansJobs Readiness Seal (Ohio), Industry-Recognized Credential Seal (Ohio), College-Ready Seal (Ohio), Military Enlistment Seal (Ohio), Citizenship Seal (Ohio), Science Seal (Ohio), Honors Diploma Seal (Ohio), Seal of Biliteracy (Ohio), Technology Seal (Ohio), Community Service Seal (Local), Fine and Performing Arts Seal (Local), Student Engagement Seal (Local).
1. Ohio's State Tests - Show competency by earning a passing score on the Algebra I and English II tests. Students must take all six end-of-course state tests at least once.
    - i. End-of-Course Exams - Algebra I and Geometry • Biology • American History and American Government • English II
  2. Demonstrate two career-focused activities: Foundational - Proficient scores on WebXams, a 12-point industry credential or a pre-apprenticeship or acceptance into an approved apprenticeship program. Supporting - Work-based learning, earn the required score on WorkKeys or earn the OhioMeansJobs Readiness Seal.
  3. Enlist in the Military - Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
  4. Complete College Coursework - Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

## JUNIORS

### Graduation Requirements for the Class of 2024

Please note that all required courses listed under class requirements below must be passed in order to graduate from New Riegel High School. A minimum total of 23 credits are required for graduation.

Language Arts	4	credits
Mathematics <sup>1</sup>	4	credits
Science <sup>2</sup>	3	credits
Social Studies	3	credits
Health	½	credit
Physical Education <sup>3</sup>	½	credit
Personal Finance/ Ag. Capstone	1	credit
Fine Arts <sup>4</sup>	1	credit
Electives	6	credits

5. Mathematics units must include 1 unit of Algebra II or Math Essentials (Algebra II equivalent)
6. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of advanced study in one or more of the following sciences: chemistry; physics or other physical science; advanced biology or other life science
7. If the district selects the available option in Policy 5460, students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons or show choir for two (2) full years while in grades 9 through 12 as documented by the principal may be excused from the high school physical education requirement.
8. Fine arts credit includes: any of the art or music classes. Students attending Sentinel are exempt.

### Diploma for the Class of 2024

Students must meet the following criteria to be awarded a high school diploma:

- Pass all courses and credits required by the Ohio Department of Education.
  - Pass all courses and credits required by the New Riegel Board of Education.
  - Show competency on the specified state tests mentioned in item one below and meet at least one of the remaining items (2, 3 or 4).
  - Earn two diploma seals that line up with your goals and interests. One seal must be an Ohio-designed seal. Current seals include: OhioMeansJobs Readiness Seal (Ohio), Industry-Recognized Credential Seal (Ohio), College-Ready Seal (Ohio), Military Enlistment Seal (Ohio), Citizenship Seal (Ohio), Science Seal (Ohio), Honors Diploma Seal (Ohio), Seal of Biliteracy (Ohio), Technology Seal (Ohio), Community Service Seal (Local), Fine and Performing Arts Seal (Local), Student Engagement Seal (Local).
5. Ohio's State Tests - Show competency by earning a passing score on the Algebra I and English II tests. Students must take all six end-of-course state tests at least once.
    - i. End-of-Course Exams - Algebra I and Geometry • Biology • American History and American Government • English II
  6. Demonstrate two career-focused activities: Foundational - Proficient scores on WebXams, a 12-point industry credential or a pre-apprenticeship or acceptance into an approved apprenticeship program. Supporting - Work-based learning, earn the required score on WorkKeys or earn the OhioMeansJobs Readiness Seal.
  7. Enlist in the Military - Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
  8. Complete College Coursework - Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

## SOPHOMORES

### Graduation Requirements for the Class of 2025

Please note that all required courses listed under class requirements below must be passed in order to graduate from New Riegel High School. A minimum total of 23 credits are required for graduation.

Language Arts	4	credits
Mathematics <sup>1</sup>	4	credits
Science <sup>2</sup>	3	credits
Social Studies	3	credits
Health	½	credit
Physical Education <sup>3</sup>	½	credit
Personal Finance/ Ag. Capstone	1	credit
Fine Arts <sup>4</sup>	1	credit
Electives	6	credits

9. Mathematics units must include 1 unit of Algebra II or Math Essentials (Algebra II equivalent)
10. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of advanced study in one or more of the following sciences: chemistry; physics or other physical science; advanced biology or other life science
11. If the district selects the available option in Policy 5460, students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons or show choir for two (2) full years while in grades 9 through 12 as documented by the principal may be excused from the high school physical education requirement.
12. Fine arts credit includes: any of the art or music classes. Students attending Sentinel are exempt.

### Diploma for the Class of 2025

Students must meet the following criteria to be awarded a high school diploma:

- Pass all courses and credits required by the Ohio Department of Education.
  - Pass all courses and credits required by the New Riegel Board of Education.
  - Show competency on the specified state tests mentioned in item one below and meet at least one of the remaining items (2, 3 or 4).
  - Earn two diploma seals that line up with your goals and interests. One seal must be an Ohio-designed seal. Current seals include: OhioMeansJobs Readiness Seal (Ohio), Industry-Recognized Credential Seal (Ohio), College-Ready Seal (Ohio), Military Enlistment Seal (Ohio), Citizenship Seal (Ohio), Science Seal (Ohio), Honors Diploma Seal (Ohio), Seal of Biliteracy (Ohio), Technology Seal (Ohio), Community Service Seal (Local), Fine and Performing Arts Seal (Local), Student Engagement Seal (Local).
9. Ohio's State Tests - Show competency by earning a passing score on the Algebra I and English II tests. Students must take all six end-of-course state tests at least once.
    - i. End-of-Course Exams - Algebra I and Geometry • Biology • American History and American Government • English II
  10. Demonstrate two career-focused activities: Foundational - Proficient scores on WebXams, a 12-point industry credential or a pre-apprenticeship or acceptance into an approved apprenticeship program. Supporting - Work-based learning, earn the required score on WorkKeys or earn the OhioMeansJobs Readiness Seal.
  11. Enlist in the Military - Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
  12. Complete College Coursework - Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

## FRESHMEN

### Graduation Requirements for the Class of 2026

Please note that all required courses listed under class requirements below must be passed in order to graduate from New Riegel High School. A minimum total of 23 credits are required for graduation.

Language Arts	4	credits
Mathematics <sup>1</sup>	4	credits
Science <sup>2</sup>	3	credits
Social Studies	3	credits
Health	½	credit
Physical Education <sup>3</sup>	½	credit
Personal Finance/ Ag. Capstone	1	credit
Fine Arts <sup>4</sup>	1	credit
Electives	6	credits

1. Mathematics units must include 1 unit of Algebra II or Math Essentials (Algebra II equivalent)
2. Science units must include 1 unit of physical sciences, 1 unit of life sciences and 1 unit of advanced study in one or more of the following sciences: chemistry; physics or other physical science; advanced biology or other life science
3. If the district selects the available option in Policy 5460, students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons or show choir for two (2) full years while in grades 9 through 12 as documented by the principal may be excused from the high school physical education requirement.
4. Fine arts credit includes: any of the art or music classes. Students attending Sentinel are exempt.

### Diploma for the Class of 2026

Students must meet the following criteria to be awarded a high school diploma:

- Pass all courses and credits required by the Ohio Department of Education.
  - Pass all courses and credits required by the New Riegel Board of Education.
  - Show competency on the specified state tests mentioned in item one below and meet at least one of the remaining items (2, 3 or 4).
  - Earn two diploma seals that line up with your goals and interests. One seal must be an Ohio-designed seal. Current seals include: OhioMeansJobs Readiness Seal (Ohio), Industry-Recognized Credential Seal (Ohio), College-Ready Seal (Ohio), Military Enlistment Seal (Ohio), Citizenship Seal (Ohio), Science Seal (Ohio), Honors Diploma Seal (Ohio), Seal of Biliteracy (Ohio), Technology Seal (Ohio), Community Service Seal (Local), Fine and Performing Arts Seal (Local), Student Engagement Seal (Local).
1. Ohio's State Tests - Show competency by earning a passing score on the Algebra I and English II tests. Students must take all six end-of-course state tests at least once.
    - i. End-of-Course Exams - Algebra I and Geometry • Biology • American History and American Government • English II
  2. Demonstrate two career-focused activities: Foundational - Proficient scores on WebXams, a 12-point industry credential or a pre-apprenticeship or acceptance into an approved apprenticeship program. Supporting - Work-based learning, earn the required score on WorkKeys or earn the OhioMeansJobs Readiness Seal.
  3. Enlist in the Military - Show evidence that you have signed a contract to enter a branch of the U.S. armed services upon graduation.
  4. Complete College Coursework - Earn credit for one college-level math and/or college-level English course through Ohio's free College Credit Plus program.

## OHIO'S STATE TESTS

### Assessments

In addition to course credits, students will earn points toward graduation on six end-of-course exams. These exams will replace the Ohio Graduation Tests.

The courses in which students take an end-of-course exam will be: English II, Algebra I, Geometry, Physical Science or Biology, American History and American Government.

Students can earn from 1-5 points for each exam, based on their performance.

- 5—Advanced
- 4—Accelerated
- 3—Proficient
- 2—Basic
- 1—Limited

A student who earned high school credit in any of the above courses before July 1, 2014, automatically will receive a score of three points per course exam toward the total points needed for graduation. Middle school students who take one of these courses for high school credit must take the corresponding state end-of-course exam.

### Exam Retakes

Students that score below proficient on an exam may retake it after they receive some extra help on the material. Students that score proficient or higher on an end of course exam can retake exams only if, they have not met the minimum graduation points to graduate. In this case, a student can retake any exam after receiving some extra help on the material.

## TRANSCRIPTS

Students, who have attended NRHS or graduated from NRHS, need to contact the school counselor and file a written request to receive or forward a transcript.

No copy is considered 'official' unless it is forwarded by NRHS, signed and officially sealed by the principal or school counselor.

## CREDITS NEEDED FOR PROMOTION

To Sophomore Class:	5
To Junior Class:	10
To Senior Class:	15
To Graduate:	23

## NATIONAL TESTS

### American College Test (ACT)

The ACT program is an admission, scholarship, guidance, and placement test battery designed to provide helpful information and services to colleges, high schools and students. Students will be tested in four areas: English, Mathematics, Social Studies, and Natural Sciences. The ACT is required for enrollment in most Ohio colleges. ACT recommends the test be taken late in the junior year or early in the senior year. Registration information can be obtained in the counseling office. Students will be required to take the ACT in the spring of their junior year administered by New Riegel High School.

### Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/ NMSQT)

This test is designed as a preliminary test for the regular college entrance test. It measures two kinds of abilities that are important in college work: the ability to read with understanding, use words correctly and reason with them; and the ability to use and reason with numbers and other mathematical abstractions. This test is given on a voluntary basis to juniors in October. Those who are planning to further their education after high school are urged to take the PSAT/NMSQT. A minimal fee is charged.

### Scholastic Aptitude Test (SAT)

The SAT is a three-hour objective test—similar to the ACT—designed to measure how well a student has developed his verbal and mathematical skills. The test, required for admission in many out-of-state schools, should be taken late in the junior year or early in the senior year. Registration information can be found in the counseling office.

### CLASS REQUIREMENTS

In order to assure necessary exposure for a quality education during a student's high school years, the following courses will be required. Successful completion of a required course is necessary in order to take the next course in that subject area. For example, Language Arts 9 must be passed before Language Arts 10 may be taken.

### COURSE INTEGRITY

A year course must be taken for the entire year in order for a student to receive credit. The same rule applies for a semester course. There is no partial credit. The principal may grant exceptions in unusual cases and then only for a good reason which meets a unique need of a student. These cases will be rare.

### RETAKING A CLASS

In very rare circumstances, a student may retake a class with permission of the principal if there is room for a pupil in the class and his/her schedule allows it. The grade that they earn the second time (whether it is higher or lower) replaces the grade from the first time and the credits do not change. They cannot receive credit twice for taking the same class.

### VOLUNTEER SERVICES

Volunteer Services are available to students in these areas: Athletic's Aide, General Teacher Aide, Library Aide, Office Aide, Peer Tutoring, and Physical Education Aide. Participants must have these listed on their schedule card. The students must have the required six (6) courses per semester. A form must be filled out by the student, parent, and staff member and must be turned in to the school counselor.

### COLLEGE VISITS

Juniors and seniors must fill out a 'Campus Visitation Permit' available in the counseling office to be excused for campus visits. These must be signed and returned to the office at least one (1) day prior to the planned visit. Juniors are allowed one (1) excused absence for a college visit. Seniors are allowed two (2) excused absences for college visits.

### ATHLETIC ELIGIBILITY GRADES 7-12

#### I. ELIGIBILITY RULES

A. Athletes must meet all eligibility requirements of the New Riegel Local Schools and any governing agency, such as the Ohio High School Athletic Association, including but not exclusive to, those requirements pertaining to scholarship, residence, age and attendance.

B. OHSA eligibility (7-12) is determined by the preceding nine-week grading period. All high school students involved in athletics must pass five one- credit courses, not counting physical education, each grading period.

C. New Riegel Board of Education Policy states: in order to be eligible for any co-curricular, interscholastic and non-scholastic extra-curricular activity, a student must have maintained at least a 1.5 grade-point average for the grading period prior to the grading period in which s/he wishes to participate.

An exception may be made by the principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.

If a student who becomes ineligible under these standards improves his/her grade point average during the current grading period enough to meet the eligibility standard, s/he may be reinstated at the beginning of the next grading period.

D. A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period.

E. Athletes are required to be in school attendance by 10:00 a.m. and finish the remainder of the school day to be eligible to practice or participate on any given school day unless pre-excused by the athletic director or principal.

F. An athlete leaving a team for any reason and wanting to go out for another sport must do so within seven days after the official start of practice or prior to the first scheduled scrimmage/contest, whichever occurs first. Beyond this, the athlete would not be able to participate in another sport (including organized conditioning and/or weight room) until that sport season is complete, unless consent of the head coach and athletic director is given.

G. If an athlete is denied participation from a sport because of a violation, he/she is not eligible to join an organized conditioning program, try out for or participate in another sport until that season of the sport is completed or until such time as the denial of participation is over.

H. Any athlete suspended or expelled from school is also denied participation from athletic activities including practices, scrimmages and contests

I. Any athlete ejected for unsportsmanlike conduct or flagrant foul shall be ineligible for contest in that sport, at all levels, until two regular season/tournament contests are played at the same level as the ejection. If necessary, a carry-over penalty will be invoked.

J. An athlete who is ejected a second time shall be denied participation for the remainder of the season in that sport and additional penalties may be imposed by the O.H.S.A.A. commissioner.

**NOTE: All athletes assume responsibility for regulating his/her personal life in such ways as will make him/her an efficient member of a team and worthy representative of his/her school. Any student-athlete may be denied from participating in athletic team practice or competitions for a period of time, designated by the administration, for an infraction of school rules and regulations or any other unacceptable conduct in or out of school.**

#### Enrollment and Attendance

Each student shall meet all requirements of this section to be eligible to participate in interscholastic athletic competition (OHSAA 4-1-1). If a student enrolled in high school attains the age of twenty (20) before August 1st, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year (OHSAA 4-2-1). A student shall become eligible for high school athletics when the student attains the fifteenth (15th) birthday before August 1st, or when the student attains ninth (9th) grade standing. The student is eligible at the school where the student is expected to enroll at the ninth (9th) grade level (OHSAA 4-2-3). In determining the age of a student, the date of birth as recorded in school records shall be considered final. Exceptions to this are listed in OHSAA 4-2-5.

All students on a high school athletic squad shall be enrolled in the high school sponsoring the squad. All athletes on the squad must be in attendance by 10 a.m. of the school day to participate in a contest or practice that same day. Any extenuating circumstances for the absence must be discussed with the principal to receive approval to participate. College visitations, field trips, curricular trips, will be valid excuses as they are functions of the school system. If an athlete has a prior commitment (excused), it is their responsibility to inform the head coach in advance of missing the practice event. If an athlete is absent from school the day prior to a game, they may participate in their sporting event. All students must have an emergency medical form and other paperwork turned in to the Athletic Director prior to participating in any games or scrimmages.

## NCAA ELIGIBILITY REQUIREMENTS

### Core Courses

- ✓ NCAA Divisions I and II require 16 core courses. See the charts below.
- ✓ Beginning August 1, 2016, NCAA Division I will require 10 core courses to be completed prior to the seventh semester (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.
- ✓ Beginning August 1, 2016, it will be possible for a Division I college-bound student- athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.

### Test Scores

- ✓ Division I uses a sliding scale to match test scores and core grade-point averages (GPA).
- ✓ Division II requires a minimum SAT score of 820 or an ACT sum score of 68.
- ✓ The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
- ✓ The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.
- ✓ When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

### Grade Point Average

- ✓ Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- ✓ Division I students enrolling full time before August 1, 2016, should use Sliding Scale A to determine eligibility to receive athletics aid, practice and competition during the first year.
- ✓ Division I GPA required to receive athletics aid and practice on or after August 1, 2016, is 2.000-2.299 (corresponding test-score requirements are listed on Sliding Scale B).
- ✓ Division I GPA required to be eligible for competition on or after August 1, 2016, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B).
- ✓ The Division II core GPA requirement is a minimum of 2.000.
- ✓ Remember, the NCAA GPA is calculated using NCAA core courses only.

\*The referenced Sliding Scales are available on the NCAA Eligibility Center website, [www.eligibilitycenter.org](http://www.eligibilitycenter.org).

Language Arts 9  
Language Arts 10  
Chemistry  
Anatomy  
Spanish I  
Spanish II  
French II

Language Arts 11  
American Literature  
Intro. Biological Sciences  
Physics  
Spanish IV  
French I

Language Arts 12  
Physical Science  
Biology (Reg. & Adv.)  
Geology  
French III  
Spanish III

## SENTINEL VOCATIONAL SCHOOL

The Sentinel Career and Technology Center serves the students of NRHS. Students spend 2 hours and 50 minutes at Sentinel and will receive three (3) credits per year for their career program. The students will attend NRHS for the remainder of each day, where they will receive the necessary academic instruction. Each home school will provide transportation to and from Sentinel. All NRHS students will be eligible for any and all extracurricular activities at their home school.

Sentinel students gain first-hand knowledge of real-life careers through paid and volunteer work experience, internships, mentoring, and other career-focused activities. Many courses at Sentinel are “articulated” with local universities to grant college credits for successful completion. Programs are for juniors and seniors with the exception of Cosmetology and Career Exploration.

Students will graduate and receive a diploma from NRHS. They will also receive a Vocational Certificate and Career Passport recognizing completion of technical training.

Students who attend Sentinel will be able to complete all necessary course requirements for college entrance at their home schools.

Students attending Sentinel are required to attend all days that Sentinel is in session, regardless of the New Riegel school calendar. Students are required to ride the New Riegel bus to and from Sentinel.

Students who want to attend Sentinel will need to complete an application that can be obtained online at VSCTC.org. Sentinel will no longer be accepting paper applications.

Students must be of junior status at NRHS and meet program prerequisites. Sophomore students may take Cosmetology and Career Exploration.

Many colleges offer scholarships and grants in specific programs and are only available to those students enrolled in that program. This allows you an opportunity that might not be available to you otherwise. An agreement between local universities and Sentinel offers qualified students in selected programs an opportunity to earn college credits while enrolled in the Sentinel program. A long-term agreement should be available to you upon graduation.

Sentinel programs available:

Agriculture Science and Technology	Electrical Trades Automotive Technology	Health Careers Academy
Building Construction Trades	Independent Living	Careers in Education
Precision Machining	Cosmetology (3 years)	Public Safety
Collision Repair Technology	Sophomore Career Exploration	Culinary Arts
State Tested Nurse Aide (Senior Only)	Digital Technologies	Welding/Fabrication

## CREDIT FLEX

Flex credit will be available on an individual basis, in accordance with Board policy, with administrative approval.

Senior students who are employed outside of school and wish to work a shift during the school year that may conflict with the school day may be able to leave for work with the permission of the principal so long as they also meet the following criteria:

- The student must maintain at least a 2.0 GPA with no Fs.
- The student can only work during a study hall and not during scheduled class time (periods with a scheduled independent study or GradPoint class do not count as a study hall).

At any time, a student who drops below a 2.0 GPA or is failing a class, may have their privilege to leave school for work revoked

## GradPoint Online Electives

For the 2023-2024 school year, New Riegel Local Schools will be offering additional electives from our online learning partner, GradPoint.

Students will have an opportunity to select GradPoint once their seated curriculum schedule has been finalized with principal approval. As online learning is an independent practice activity, students wanting to take online learning at New Riegel schools will be subject to principal approval. All students wanting to take online GradPoint, excluding Spanish and French, will complete an application in the spring indicating the course which they are willing to take. Parent approval will be necessary. A final schedule with their GradPoint course will be provided prior to the beginning of summer break.

\*Seated courses cannot be dropped to add an online elective. Students may register for online coursework to replace a study hall in their schedule.

#### **SCHEDULE CHANGES**

After selecting courses for the year, students may not change their schedule without the permission of the counselor, their parents, and the principal. Once the schedule is set, it will be very difficult for changes to be made. With this in mind, students are urged to discuss their course selections with their parents. Changes may be made only within the framework below.

Students have the opportunity to change their schedules with good reason up to 3:00 P.M. on the day prior to the 1st (first) day of school (the Friday before if school starts on a Monday) each semester. All procedures, including the required parental signature, must be completed by the deadline.

Teacher initiated changes for the welfare of the student may be made anytime up to 3:00 P.M. on the 5th (fifth) full day of classes each semester. The counselor, the parents, and the principal must approve such changes.

Changes made after the above deadlines must be approved by the principal and then only for an exceptional reason. Students not meeting the prerequisites for a particular course may receive permission from the principal to attempt the course in order to expose the student to the topic. Receiving a low grade, losing interest, or raising a GPA, will not be considered good reasons. Such changes will be noted as withdrawal passing (WP) or withdrawal failing (WF) on the permanent record and transcript.

Irresolvable Conflict: This could be defined as the offering of two (2) courses at the same time slot in the master schedule following the final processing.

Failure of Required Subject: This would include subjects, which are necessary to meet graduation requirements.

Procedural Errors: This would be the administrative omission of a class on the student's original selection form resulting from computer processing or oversight.

Summer School: Students in summer school who complete a course for which they are scheduled in the fall will be permitted to substitute another class for that course only.

Study Hall/Teacher Aide: Arrangements need to be made at the beginning of the school year for both first and second semester.

Ohio law requires that at least two seals be earned by students in the Class of 2024 and beyond. The Ohio Department of Education has designed seals for this purpose. School districts also created local level seals for students to earn. A student must earn at least two seals with one being a state created seal and one being a locally created seal. The Diploma Seals Checklist is listed below.

#### **Diploma Seals Checklist**

- Ohio Means Jobs Readiness Seal
  - Proficient in 15 professional skills with documentation provided for school, work, and community
  - Each skill validated by a mentor
- Industry-Recognized Credential Seal
  - Earn approved industry-recognized credential aligned to a job considered in demand in this state and its regions.
- College-Ready Seal

- English subscore 18 or higher
- Reading subscore 22 or higher
- Math subscore 22 or higher
- Military Enlistment Seal
  - Provide evidence enlisted in branch of U.S. Armed Forces or JROTC program
- Citizenship Seal
  - Proficient on American history and American government (3)
  - Earn “B” or higher in appropriate CCP class
- Science Seal
  - Proficient on Biology end-of-course (3)
  - Earn “B” or higher in appropriate CCP class
- Honors Diploma Seal
  - Earn one of 6 Honors diplomas
- Seal of Biliteracy
  - Proficient score English I and II (3)
  - Remediation Free Score English (18) Reading (22)
  - Passed a foreign language examination with proficient score
- Technology Seal
  - Earn “B” or higher in appropriate CCP class
  - Complete course offered through the district that meets guidelines developed by the Department.
- Community Service Seal
  - Complete a community service project (prior approval needed)
  - Accumulating hours from Freshman to Senior year beginning June prior to Freshman year.
  - 120 volunteer hours (hours must be documented on official log with supervisor signature).
- Fine and Performing Arts Seal
  - Three high school credits of visual or performing arts
  - 120 cumulative hours a fine or performing arts activity or club verified by teacher or director.
  - Outside organizations qualify with pre-approval.
- Student Engagement Seal
  - 8 completed extracurricular experiences during high school such as clubs, athletics, or student council.
  - Extracurricular activities must be school sponsored.
  - Coach, athletic director or club advisor will determine if the student has completed participation to a meaningful extent and sign verification paperwork.

## COURSE OFFERINGS

This educational program booklet lists and describes the various courses that are available to New Riegel students. However, in order to provide maximum educational opportunities to our students, some courses are only offered on an every other year basis. New Riegel High School reserves the right to not offer any course listed in this booklet due to projected enrollments, staff limitations, or other necessary reasons. The annual schedule should be consulted for current offerings.

## AGRICULTURE

### **Agriculture, Food and Natural Resources Year 1 credit**

This course will teach students how to work in groups and develop their leadership abilities through hands-on activities. Students will use the opportunities the FFA provides for growth and build upon their interpersonal skills. Students will use the animal science unit to promote proper animal husbandry and production to make sound decisions as a producer and consumer. Students will explain and demonstrate the basics in plant production and harvesting in helping make sound decisions as a consumer and producer.

### **Mechanical Principles Year 1 credit**

Students will engage in the mechanical principles utilized in animal and plant production systems. They will learn electrical theory, design, wiring, hydraulic and pneumatic theory, along with metallurgy in the relation to hot and cold metals. Students will apply knowledge of sheet metal fabrication applicable to the agricultural industry, along

with identifying, diagnosing, and maintaining small air-cooled engines. Throughout the course, students will learn critical components of site and personal safety as well as communication and leadership skills.

**Agriculture Woods Technology Year 1 credit**

In this course, students will study Basic Computer Aided Design, the identification and safe usage of hand and power tools, design, and plan, estimate the cost, and build self-determined wood projects.

**Business Management for Agriculture and Environmental Systems Year 1 credit**

Learners will examine elements of business, identify organizational structures and identify and apply management skills. Learners will develop business plans, financial reports and strategic goals for new ventures or existing businesses. Learners will use marketing concepts to evaluate the marketing environment and develop a marketing plan with marketing channels, product approaches, promotion and pricing strategies. Learners will practice customer sales techniques and apply concepts of ethics and professionalism while understanding related business regulations.

**Agriculture Capstone (Personal Finance) Year 1 credit**

In this course, students will study personal finance, resume and cover letter writing, communications, marketing skills, banking and finance, long range planning, advertising budgeting, other work related skills, production agriculture skills and technology, career and leadership development in agriculture. This course will meet the personal finance requirement for graduation for all students. This course may be combined with the Business Management for Agricultural and Environmental Systems course and the elements offered on a rotating basis as needed to meet student needs and graduation requirements.

ART

**Art I Year 1 credit**

This course is open to students in grades 9, 10, 11, 12 and is capped at 25 students per section. The class fee is \$25. In this course students will explore the art elements through experimentation with a variety of media and techniques. The areas covered are ceramics, collage, drawing, painting, printmaking, sculpture. Projects will require basic drawing skills, creative thought, good craftsmanship and composition.

**Prerequisite: None**

**Art II Year 1 credit**

This course is open to students in grades 9, 10, 11, 12 and is capped at 25 students per section. The class fee is \$25. In this course students will continue to build their techniques in the studio arts. This class places an emphasis on students pulling from personal experiences, observations and images into their work. Various techniques of each media will be explored and expanded on from Art I, creative thought, higher levels of craftsmanship and strong compositions are expected.

**Prerequisite: C or higher in Art I is required**

**Art III Year 1 credit**

This course is open to students in grades 11 and 12 and is capped at 25 students per section. The class fee is \$50. Students in this year-long course will begin building a portfolio of work while exploring diverse media. The portfolio created in Art III will demonstrate breadth; competency in a variety of areas including painting, drawing, printmaking, mixed media, ceramics and sculpture.

**Prerequisite: C or higher in Art II, or with instructor approval**

**Art IV Year 1 credit**

This course is open to students in grade 12 and is capped at 25 students per section. The class fee is \$50. This course is designed for the student who plans to pursue a career in the arts. It will stress creativity, technique, personal style, portfolio development and expression through 2 & 3-dimensional art. Students will plan and create unique, personal artwork in a medium of choice. Students will work independently while directing their own curriculum with guidance from the instructor.

**Prerequisite: Art I, Art II, Art III or with approval of instructor.**

## BUSINESS

### **Accounting -ACCT 220                      Year      1 HS credit or 1 HS credit and 3 credit hours UF (pending agreement)**

This course prepares business majors to use accounting information for decision making. The course includes an overview of accounting practices and focuses attention on the role of accounting within a firm and the variations among accounting systems by industry and culture. This course fits within the degree requirements for all business majors to help the students understand accounting information. The student will be able to demonstrate accounting concepts and applications, understand the Income Statement, Balance Sheet, and Cash Flow Statement content and use, be able to develop a business plan for a manufacturing and service company, understand short term planning, and be able to understand Capital Expenditure decisions. **Grades 9-12**

### **Introduction to Careers                      Semester                      1/2 HS Credit**

The Introduction to Careers course is aimed at providing 9th grade students an opportunity to explore careers so that they can make wise career and course decisions in the future. Students will explore careers through a variety of programs, including the OCIS system. Students will be exposed to interest inventories, career clusters and related job opportunities. This course will also expose students to the foundations of post-secondary education, employability, leadership and team building skills, as well as, the integration of technology concepts.

**Grade 9**

### **Principles of Management – BAUD 220      Semester                      1 HS credit hours or 1 HS Credit and 3 credit hours Findlay**

This course is designed to acquaint the student with the fundamentals of all phases of administrative, staff, and activity-chain management. It also includes a study of best practices management principles and techniques.

**Grades 9-12**

### **Business Leadership and Communications                      Semester                      1/2 HS credit hours**

This course is intended for students in grades 9-12. This course will emphasize the importance of professional communication and leadership that can be utilized in the education and career setting. Students will learn skills such as: how to communicate in the workplace, how to prepare professional documents, elements of effective presentations, importance of communication while utilizing technology and social media. In addition, students will explore the principles of leadership and learn to develop individual and group leadership skills their lives and their communities. **Grades 9-12**

### **Commercial Publication I, II, III, IV                      Year                      1 credit**

Commercial Publication is open to all students interested in doing the work necessary to complete the yearbook. Students will be required to get advertisements to finance the yearbook in the summer months. All ads must be completed when school starts. If students do not get ads during the summer they will be removed from this class. Students will study the proper procedures of yearbook construction. This course is designed to give the students an opportunity to: 1) plan, organize, put together and complete the yearbook; 2) participate in financing a project such as the yearbook; 3) experience working on a project, such as yearbook; where teamwork is essential for the completion of the project. **Grades 9-12**

**Prerequisite: Instructor approval. Students may NOT add course after May 31, 2022**

### **Interactive Multimedia                      Semester                      1/2 credit**

This course is designed to introduce students who wish to further their knowledge of computers and technology. Students will produce projects using advanced techniques and strategies in Microsoft Publisher, Adobe Photoshop, Google Docs, and Google Presentation. In addition, students will create and edit digital videos using online video editing programs.

### **Personal Finance -FNCE 200                      year      1 HS credit or 1 HS credit and 3 credit hours UF (pending agreement)**

The Course is designed to introduce students to the foundations of using personal financial planning techniques. The course will have students explore the steps in the financial planning process. Using the OCIS Career Program, students will explore the relationship between career planning and financial fulfillment and ways to assess their financial situation. Additional topics include; budgeting, checking and savings accounts, credit cards and loans, insurance types and investments. Students will also explore ways to be savvy consumers and the importance of

intelligent personal economic decisions. In addition, students will participate in a Stock Market Simulation, Finance 101 Simulation.

**Approaches to Career Development – ACAD 125**  
**credit and 3 credit hours Findlay**

**Semester**

**1 HS credit or 1 HS**

This course allows junior and senior students to explore career possibilities by linking them up with members of the business community who are willing to offer experience and expertise in fields the students may wish to pursue after graduation. Students will spend a total of 15 hours with their mentor(s) and are responsible for maintaining a portfolio and career related documents. Some mentorship hours may take place outside the school day. In addition, students will explore career possibilities- using the OCIS Career Program, prepare career related documents and understand the educational requirements of entering certain occupations. Students will also explore college options, explore the financial aspects of attending college, and review the college and scholarship application process. **Grades: 11-12, A fee is charged.**

**Computer Basics - CS 1000**

**Semester**

**1 HS credit or**

**1 HS credit and 3 credit hours BGSU**

Computer technology and related social issues. Hardware, software, applications in diverse areas. Problems concerning computerized services, data banks, governmental controls. Problem solving using software packages (such as hypertext, spreadsheets, word processing, database, presentation graphics, etc.). Credit not applicable toward a major in computer science. **Prerequisite: one year of high school algebra or MATH 0950**

**Introduction to Careers II**

**Semester**

**1/2 HS Credit**

The Introduction to Careers II course is aimed at providing 10th grade students an opportunity to continue to explore careers so that they can make wise career and course decisions in the future. Students will explore careers through a variety of programs, including the OCIS system. Students will be exposed to interest inventories, career clusters and related job opportunities. This course will also expose students to the foundations of post-secondary education, employability, leadership and team building skills, as well as, the integration of technology concepts.

**Grade 10**

**HEALTH AND PHYSICAL EDUCATION**

**Health**

**semester**

**1/2 credit**

Health is a required course for all sophomores. The health classes explore the physical, emotional and mental problems in our society and emphasize methods individuals can use to help them cope with these problems. Good health habits and knowledge of the cause and treatment of common diseases can assist the individual in living a happier, better-adjusted and longer life. This course will focus on nutrition and life skills.

**Physical Education I**

**semester**

**1/4 credit**

One semester of physical education is required for all 9th grade students. Students will be expected to learn and follow the rules of the activities and demonstrate teamwork and cooperation with each other. In this course students will work on motor skills and movement patterns, knowledge of movement concepts, principles, strategies and tactics, participate in physical activity, health enhancing levels of fitness, personal and social behavior; and values of physical activity. All students will be expected to participate in 45 minutes of daily physical activity. This will include exercise base circuits, going to the weight room twice a week, the P.E. activity for the day and a cool down consisting of stretching. The desired outcome of P.E. is to teach the student activities they may continue after high school. This will enable students to improve coordination, wellness, physical fitness, and to teach good sportsmanship. **This is a Pass/Fail course.**

**Physical Education II**

**semester**

**1/4 credit**

This course is designed for 10th grade students. They will expand on all activities taught in Physical Education I. In addition, students will go to the weight room 2 times per week. The Physical Education course is based on 12 state assessments established on the 6 state standards. These assessments are state mandated and include written and physical assessments. Standard 1: Motor Skills and Movement Patterns; Standard 2: Knowledge of movement concepts principles, strategies and tactics; Standard 3: Participates in physical activity; Standard 4: Health enhancing level of fitness; Standard 5: Personal and social behavior; Standard 6: Values physical activity. All students will be expected to participate in 45 minutes of daily physical activity. This will include exercise base circuits, the P.E. activity for the day and a cool down consisting of stretching. The desired outcome of P.E. is to teach the student

activities they may continue after high school. This will enable students to improve coordination, wellness, physical fitness, and to teach good sportsmanship. **This is a Pass/Fail course.**

## LANGUAGE ARTS

### **Language Arts 9**                      year                      1 credit

This is a required course for all freshmen. Genres studied include: short stories, poetry, novels, dramas, and informational text. Covered through various methods will be: speaking & listening skills, reading skills, vocabulary and grammar skills, and critical thinking skills. There will be an emphasis on narrative, informational, and argumentative writing. The course will use a variety of resources including many technology-driven assignments and projects.

### **Language Arts 10**                      year                      1 credit

This is a required course for all sophomores that build upon the skills from LA 9. The readings for this class include a variety of short stories as well as Julius Caesar and Of Mice and Men. Additional novels may be read. There is a large emphasis on analytical and persuasive writing throughout the year. Students will also do creative and narrative based writing but on a smaller scale.

### **Language Arts 11**                      year                      1 credit

This is a required course for juniors not taking American Literature. It reviews and builds up- on the skills in LA 9 and 10. This class will focus on American literature from early 1600s to the present. This class differs from American Literature as it goes at a slightly slower pace and is more project-based. The readings will include short stories, essays, and novels by American writers. Writing is mostly focused on analytical and persuasive, but there will be smaller creative writing projects.

### **Language Arts 12**                      year                      1 credit

This course is for seniors not taking College Writing. We build upon the skills covered in LA 9-11 while reading more complex texts. The class has a small focus on British Literature as well as more contemporary Literature. The class goes at slightly slower pace than British Literature and is mostly project-based. Writing projects focus mainly on analytical and persuasive, but there is a small focus on creative and expository based writing.

### **American Literature and Composition**      year      1 credit

This is a college prep English literature course. The course focuses on readings by American authors from early 1600s to present day and will analyze different literary movements. This course goes at a quick pace and students are given more responsibilities and higher expectations than in LA 10 or LA 11. We will read several novels including *The Great Gatsby* and *Fahrenheit 451* as well as a play, *The Crucible*. There is a large emphasis on academic writing—analytical and persuasive—and in-depth analysis of the texts we read.

**Prerequisite: Instructor approval.**

### **College Writing I—GS W 111**      semester      1 HS credit or 1 HS credit and 3 credit hours BGSU (pending agreement)

College Writing I give students instruction and practice in writing expository essays structured around the principles of academic argumentation. Students receive instruction and help in organizing and developing ideas, and they are given continuing practice in sentence structure and mechanics. They learn to write essays that argue a position, essays that persuade, and essays that evaluate a piece of writing.

**Prerequisite: LA 11 or American Literature and Composition with instructor approval.**

### **College Writing II—GS W 112**      semester      1 HS credit or 1 HS credit and 3 credit hours BGSU (pending agreement)

College Writing II is designed to prepare students for the types of writing they will be expected to do in college. Therefore, the emphasis is on the development of critical and analytical skills that are used in both writing and reading. In order to help students develop these valuable skills, the course will assist students through the process of writing the following kinds of assignments: critiques or rhetorical analysis of an academic article, argumentative essays which synthesize multiple sources, and academic researched papers.

**Prerequisite: LA 11 or American Literature and Composition with instructor approval.**

**Journalism      year      1 credit**

This is an elective course offered to students in grades 9–12. The class is designed for students who enjoy creative writing and results in the publication of a school newspaper on a monthly or bi-weekly basis. Students may be required to attend various school functions in order to report about them. Grades are based on participation, attendance, and quality of articles written. **Prerequisite: Instructor approval.**

**MATHEMATICS****Algebra I      year      1 credit**

In this course, students will study patterns and relations by using graphs, tables, and calculators. They will explore various problem solving techniques and study number relationships of the real number system. They will learn to solve equations with a variety of techniques. They will use various measurement units and there will be an emphasis on application calculations.

Calculators are used extensively (TI-30XA or TI-30XIIS preferred).

**Accelerated Geometry      year      1 credit**

Principles of logical reasoning are introduced early before the study of proof. Students will develop their deductive reasoning skills throughout the course, by providing informal justifications and arguments as well as by writing formal two-column proofs. This course lays the groundwork for higher abstract mathematics by the use of logic and critical thinking as a basis for geometric figures. Students will study polygons, circles, and measurements of various shapes such as length, area and volume.

**Geometry      year      1 credit**

Geometry is similar to Accelerated Geometry except students will not be expected to write formal proofs.

**Algebra II      year      1 credit**

In this course, problem solving and reasoning skills are introduced early and integrated throughout. Topics include linear and quadratic equations, exponential and logarithmic functions, matrices, and the complex number system. A graphing calculator is recommended (TI-84 Plus or TI-84 plus SE).

**Accelerated Algebra II      year      1 credit**

Similar to Algebra II, problem solving and reasoning skills will be stressed. Topics will also be similar but an added emphasis will be placed on preparing the students for Pre-Calculus and eventually Calculus. Topics include linear and quadratic equations, exponential and logarithmic functions, matrices, and the complex number system. A graphing calculator is recommended (TI-84 Plus or TI-84 plus SE).

**Prerequisite: Accelerated Geometry**

**Math Essentials      year      1 credit**

This is an Algebra II equivalent for students who need additional support for math concepts. This course provides students essential career math applications which are used for life after high school.

**Prerequisite:** Instructor approval.

**Pre-Calculus      year      1 credit**

This class emphasizes the function concept and trigonometry. It includes a study of algebraic, exponential, logarithmic, and trigonometric functions. Other topics include graphing techniques, conic sections, and complex numbers. Graphing calculators will be used extensively and are recommended (TI-84 Plus or TI-84 plus SE).

**Prerequisite: B or higher in Algebra II or has permission from instructor.**

**Calculus I-MATH 141      year      1 HS credit or 1 HS credit and 3 credit hours UF (pending agreement)**

Vectors will be introduced in the first semester along with their relationship to matrices and complex numbers. Other topics covered include analytical geometry, polar graphing, trigonometry, and sequences. The second semester will include a study of the techniques and meaning of the process of differentiation and integration including limits, continuity, implicit differentiation, extreme values, and basic integration patterns. Graphing calculators will be used extensively and are recommended (TI-84 Plus or TI-84 plus SE).

**Prerequisite: B or higher in Pre-Calculus or permission from instructor.**

## MUSIC

### **Instrumental Music                      year                      1 credit**

High School Band is an elective course open to students in grades 9-12 who play a band instrument or are willing to learn. The band meets every day. Rehearsals include concert band, marching band, and pep band, at the discretion of the director. Students will play a variety of music, while developing more advanced music fundamentals, and a deeper appreciation of music. The students will participate in public performances throughout the year, including concerts, parades, and pep band. Members of the band are required to attend all concert band, marching band, and pep band performances as assigned. All performances are averaged into 9-week grades. Most performances are outside of school hours. Additional rehearsals and performances may take place before or after the school year. This course is designed to: a) teach students to become educated performers and listeners; b) teach students to be able to express themselves through the music idiom; c) teach students to work together as a large unit and to have respect for each other; d) teach basic marching fundamentals.

### **Vocal Music                                      year                                      1 credit**

Vocal Music is an elective course (5 days a week), open to grades 9-12. Students must be able to distinguish and match pitches. Some knowledge of music would be helpful, but not necessary. Vocal repertoire will consist of music by different composers from various periods in history. The course subject matter will include, but is not limited to, vocal technique, sight-singing, music theory, music literature, and music technology.

Students will participate in various public performances during the school year, which are mandatory and will extend outside of the school district. The HS Music Department takes a performance based trip in the Spring of odd years, alternating between Nashville and Chicago. Students will be expected to fundraise and financially cover a portion of these trips. Any rehearsal, performance, and activity is mandatory and will be reflected in the course grade. These rehearsals, performances and activities support and extend learning in the classroom.

This course is designed to: a) present students with proper vocal technique instruction; b) teach basic and intermediate music theory practices; c) build a positive ensemble community and work ethic; d) teach basic and intermediate choral music and music technology fundamentals.

## SCIENCE

### **Physical Science                                      year                                      1 credit**

Physical science is a high school level course, which satisfies the Ohio Core science graduation requirements. This section of Ohio law requires a three-unit course with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. Physical science introduces students to key concepts and theories that provide a foundation for further study in other sciences and advanced science disciplines. Physical science comprises the systematic study of the physical world as it relates to fundamental concepts about matter, energy and motion. A unified understanding of phenomena in physical, living, Earth and space systems is the culmination of all previously learned concepts related to chemistry, physics, and Earth and space science, along with historical perspective and mathematical reasoning. There are generally two to three homework assignments each week. Daily preparation with reading assignments is also required. Chromebooks will be used along with text books. A fee is charged.

### **Biology    year    1 credit**

#### **LAB course**

This is an elective course open to any sophomore, junior, or senior. This course fulfills the life science credit for graduation. Biology is the study of living organisms. This course focuses on the fundamentals of Biology from a general perspective. Extensive lab work will be done. Students will learn to use various pieces of equipment, develop favorable lab procedures and etiquette, and record and evaluate data. There will not be written homework every night, but daily preparation is essential. There will be labs throughout the year with emphasis on lab procedures and lab reports turned in for each lab. A lab fee is charged and each student may need safety glasses.

### **Geology    year    1 credit    LAB course**

Geology is an elective course as an introduction to the study of the Earth, its structure, composition, and forces that act upon it. The course is designed to help the student: A) develop the basic knowledge of Earth systems; B) develop a vocabulary that must be mastered in order to understand geology. Topics covered will be mineral and rock identification, plate tectonics, weathering, groundwater, weather and climate systems, and earth climates. The class

Chemistry	year	1 credit	LAB course
<p>Chemistry is a high school level course, which satisfies the Ohio Core science graduation requirements of Ohio Revised Code Section 3313.603. This section of Ohio law requires a three-unit course with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. This course introduces students to key concepts and theories that provide a foundation for further study in other sciences as well as advanced science disciplines. Chemistry comprises a systematic study of the predictive physical interactions of matter and subsequent events that occur in the natural world. The study of matter through the exploration of classification, its structure and its interactions is how this course is organized. Investigations are used to understand and explain the behavior of matter in a variety of inquiry and design scenarios that incorporate scientific reasoning, analysis, communication skills and real-world applications. An understanding of leading theories and how they have informed current knowledge prepares students with higher order cognitive capabilities of evaluation, prediction and application. Daily preparation is essential for success in this class. This includes reading, homework, and mathematical problem solving and laboratory write-ups. A fee will be charged.</p> <p><b>Prerequisites: Algebra I and biology.</b></p>			

## LAB course

Chemistry is a high school level course, which satisfies the Ohio Core science graduation requirements of Ohio Revised Code Section 3313.603. This section of Ohio law requires a three-unit course with inquiry-based laboratory experience that engages students in asking valid scientific questions and gathering and analyzing information. This course introduces students to key concepts and theories that provide a foundation for further study in other sciences as well as advanced science disciplines. Chemistry comprises a systematic study of the predictive physical interactions of matter and subsequent events that occur in the natural world. The study of matter through the exploration of classification, its structure and its interactions is how this course is organized. Investigations are used to understand and explain the behavior of matter in a variety of inquiry and design scenarios that incorporate scientific reasoning, analysis, communication skills and real-world applications. An understanding of leading theories and how they have informed current knowledge prepares students with higher order cognitive capabilities of evaluation, prediction and application. Daily preparation is essential for success in this class. This includes reading, homework, and mathematical problem solving and laboratory write-ups. A fee will be charged.

**1 credit**

Anatomy is an elective course open to qualifying juniors or seniors. This is an introductory course for students who want to learn in more detail how the human body functions. Students interested in a health or science-related major will need the basic information that is provided in this course. Students will study the structures of the human body and the anatomical relationships between the parts of the body and how they function. The course is designed to help the student: A) develops the basic knowledge of human physiology; B) develop a vocabulary that must be mastered in order to understand basic anatomy; C) develop an understanding of the skeletal, muscular, nervous, digestive, respiratory, circulatory, endocrine, excretory, reproductive, lymphatic, and integumentary systems of the human body. A fee will be charged.

**1 credit**

## LAB course

This course is open to seniors and exceptional juniors. May be taken along with Chemistry, but it is best to have earned a C or better in Chemistry before taking Physics. Physics is the study of logically thinking about the way things in nature behave. The student will be asked to memorize facts and conclusions concerning nature. The student will learn to reason out the behavior to be expected in the new situations and become adept at problem solving. To solve the problems, the student will learn to understand well the physical principles involved.

The student will learn and understand: A) importance of measurement, vectors, and the mathematics relationship between matter; B) energy, waves, and optics; C) electricity and magnetism; D) force matter, and thermodynamics. Physics is a laboratory course, because of its importance in the learning process, much time will be required in the laboratory for investigations. A fee is required. Lab notes are provided. Lab reports must be prepared out-of-class time.

**1 HS credit or 1 HS credit and 4 credit hours UF**

This course focuses on the study of living organisms, including human biology from a global perspective. Students will also be doing various labs covering all of the biological areas. Emphasis will be on field studies with various field trips, and procedures in the lab. This course offers a general college introduction for non-majors into different biological areas including: cell anatomy and cycling, basic genetic and inheritance properties, evolution, the biodiversity of life and of Earth's ecosystems, classification, botany, zoology, general microbiology, and mycology.

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## SOCIAL STUDIES

### **American History**                      **year**                      **1 credit**

This is a requirement for the class of 2022. This is the second half of the previous American History 9 course. The course will cover World War II to the Cold War (focusing on the Vietnam Era) to the Civil Rights Era to September 11th and ending on modern America. Students will be required to take the State of Ohio end of course exam for American History that will cover information from both freshmen and sophomore years. Nightly reading, individual/group projects and presentations are required for the course

### **American Government**                      **year**                      **1 credit**

The Federal Government will provide an in-depth study of the American Government system. Students will study the historical roots of the American federal system, how the system has changed over time, and how it compares to other forms of government. Students will also study the institutions of the US Government including: the Presidency, Congress, and the Supreme Court. They will develop an understanding of the rights and responsibilities of citizenship. Other integral course concepts include: political parties, voting, interest groups, and the impact of the media on government. This course provides a study of state and local governments and their relationship to the national government. This course will compare and contrast the different levels of government in the federal system. It also provides for a study of the basic concepts of the economic system of the United States. Nightly reading, individual/group projects and presentations are required for this course. Upon completion of this course, students will be required to take the Ohio end of course exam for American Government.

### **Sociology-SOC 1010**                      **semester**                      **½ HS credit or ½ HS credit and 3 credit hours BGSU**

This course can be taken as an elective for senior high school students or if accepted, for college credit through Bowling Green State University. In this course, we will cultivate what C. Wright Mills termed our “sociological imagination,” that is, the ability to identify the connections between. To introduce you to the ways in which sociologists study social interactions and social organization, we will focus on the theoretical and conceptual frameworks developed by sociologists as well as the empirical strategies sociologists use in their research. We will also cover sociological terminology as it forms the basis of the discipline and is necessary for subsequent coursework in the field. Throughout this course, we will emphasize the role of sociology in enhancing our understanding of the world around us. SOC 1010 is a BG Perspective course and those taking it for college credit will be required to take an end of course assessment through BGSU’s canvas.

### **World History**                      **year**                      **1 credit**

This is a required course for sophomores. The main focus of this class is to study world history and different global issues from the Age of Absolutism to the current times. Students will consider the influence of geography, cultural perspectives, different economic and government systems. In addition, historical thinking, introduced in earlier grades, will continue with students locating and analyzing primary and secondary sources from multiple perspectives to draw conclusions. Nightly reading, individual/group projects and presentations are required for the course.

### **History – HIST 205**                      **Semester**                      **1 HS credit and 3 credit hours BGSU**

This course can be taken as an elective for senior high school students or if accepted, for college credit through Bowling Green State University. This course examines the constitutional, intellectual, political, and social developments that defined and shaped the United States between its first settlement and the end of Reconstruction. HIST 0205 is a BG Perspective course and those taking it for college credit will be required to take an end of course assessment though Bowling Green’s canvas.

## FOREIGN LANGUAGE

### **Spanish I**                      **year**                      **1 credit**

Students will learn basic Spanish grammar to help build their fluency and understanding. There are many opportunities to practice what they learn through interactive practice activities in the form of games, written practice, and speaking exercises.

**Prerequisite: B or better in English for grades 9-12, A in English for grade 8**

### **Spanish II**                      **year**                      **1 credit**

The purpose of this course is to strengthen Spanish listening, speaking, reading, and writing skills. Students will also experience the beauty and expressiveness of a language that is shared by different people and cultures throughout the world.

**Prerequisite:** Successful completion of Spanish I with a B or better.

**Spanish III** year 1 credit

In this course, students will have many opportunities to perfect the Spanish they learned in previous courses. They will have the chance to further expand their vocabulary and learn about Spanish-speaking countries.

**Prerequisite:** Completion of Spanish I and II with a B or better

**GRAD POINT**

**Criminology: Inside the Criminal Mind (C)** Semester 1/2 credit

Students examine the process of identifying and arresting criminal suspects, types of crimes and offenses, and preparing for court. They study the history of criminal investigation and explore the relationship between investigation and the courtroom process by examining case studies.

**Forensic Science: Secrets of the Dead** semester 1/2 credit

Fingerprints. Blood spatter. DNA analysis. The world of law enforcement is increasingly making use of the techniques and knowledge from the sciences to better understand the crimes that are committed and to catch those individuals responsible for the crimes. Forensic science applies scientific knowledge to the criminal justice system.

**Hospitality & Tourism: Traveling the Globe** semester 1/2 credit

With greater disposable income and more opportunities for business travel, people are traversing the globe in growing numbers. As a result, hospitality and tourism is one of the fastest growing industries in the world. This course will introduce students to the hospitality and tourism industry, including hotel and restaurant management, cruise ships, spas, resorts, theme parks, and other areas. Student will learn about key hospitality issues, the development and management of tourist locations, event planning, marketing, and environmental issues related to leisure and travel. The course also examines some current and future trends in the field.

**Law and Order: Intro to Law (C)** Semester 1/2 credit

Students receive an overview of substantive and procedural areas of law and legal practice. They explore the legal profession, courts, ethics, sources of law, and alternative dispute resolution systems, and they analyze an application of law to factual circumstances.

**Personal Psychology: The Road to Self Recovery (C)** Semester 1/2 credit

Students gain an understanding of human behavior, including biological foundations and the brain, sensation, motivation, and perception. Students explore the relationship between learning and memory; various personality theories; emotions; states of consciousness; cognition; life-span development; and applied psychology.

**Medical Terminology** semester 1/2 credit

In this course, the student will learn medical terminology, symbols and abbreviations, and the application of this language in the field of health care. Although the student will analyze terms related to body structure and function, the main focus will be on medical vocabulary and being able to construct terms using word parts such as roots, suffixes, and prefixes.

**Sports and Entertainment Marketing** semester 1/2 credit

In this course, students have the opportunity to explore basic marketing principles and delve deeper into the multi-billion dollar sports and entertainment marketing industry. They will learn about how professional athletes, sports teams, and well-known entertainers are marketed as commodities and how some of them become billionaires as a result. This course introduces fundamentals on how things work behind the scenes of a major sporting event, such as the Super Bowl®, or how to play a role in such an event.

**Veterinary Science: The Care of Animals** semester 1/2 credit

As animals play an increasingly important role in our lives, scientists have sought to learn more about their health and well-being. Taking a look at the pets that live in our homes, on our farms, and in zoos and wildlife sanctuaries, this course will examine some of the common diseases and treatments for domestic animals. Toxins, parasites, and

infectious diseases impact not only the animals around us, but at times, we humans as well! Through veterinary medicine and science, the prevention and treatment of diseases and health issues is studied and applied.

## COLLEGE CREDIT PLUS

The purpose of the CCP program is to promote rigorous academic pursuits and to provide a wide variety of options to high school students. This program provides you the opportunity to take classes at eligible post-secondary institutions while attending NRHS. This program would allow a student to participate in college courses on college campuses with funding being provided by the state. A student would be able to receive both high school and college credit for this work. This course work could be in addition to the regular high school curriculum. Students will have to be accepted by the college or university through their program standards.

You and your parents are encouraged to attend an informational meeting held in the spring to discuss the specific guidelines involved with this program. Parents/Guardians and students interested will sign a LETTER OF INTENT (even if you later decide not to pursue CCP) \*By March 31st.

CCP classes will not be weighted when calculating GPA and class rank. High school credit is awarded on the basis of one credit for each 3 semester credit hours. Such credits will be considered in computing honor roll, class ranking and GPA. Only final semester grades will appear on grade cards.

Students who choose CCP must fulfill all requirements for NRHS graduation. No requirements will be waived. The high school schedule will not be changed to accommodate college enrollment or individual needs caused by such enrollment. Those participating in activities and/or athletics should check with the principal or counselor on meeting eligibility requirements.

Transportation to and from college classes will be the responsibility of the student and his/her family. The school district will not transport students.

Students will not be responsible for the cost of tuition, fees, books or any cost directly related to course work. Those who fail to complete the course or drop out, except for illness, will assume financial obligations for the course.

- ✓ When traditional on campus CCP classes do not meet, NRHS CCP students enrolled in these classes are not required to be in attendance at New Riegel High School.
- ✓ Online CCP students will report to study hall to complete their online coursework. Students who have an online CCP course scheduled at the beginning or end of the day may report to school for their first scheduled New Riegel class or leave after their last scheduled New Riegel class as long as they can provide their own transportation. If a student chooses to arrive at 7:55 a.m. and/or stay until 3:00 p.m., they must do so for the entire semester and they must report to study hall during that time. If a student has an online CCP course scheduled in the middle of the day, they may choose to sign out or stay in study hall but must do one or the other for the entire semester.

## CONSEQUENCES OF FAILING OR NOT COMPLETING A COURSE

- 1) If students withdraw from the college course within the first two (2) weeks of the course, they will be rescheduled for the appropriate high school courses, and no record of the college course will appear on the transcript. However, if students withdraw from the college courses after two (2) weeks of the classes, the course will appear on the transcript and will carry a grade of Withdrawn/Failing, which will be computed in the same manner as a failing grade on the high school transcript.
- 2) Any course taken for high school credit at a college or university and completed (or recorded as Withdrawn/Failing) will be clearly identified on the transcript along with the name of the college where the work was undertaken.

## STUDENT RECORDS

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

- ✓ Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual Family Education Rights and Privacy Act (FERPA) notice which can be found in elementary, middle school and high school offices.
- ✓ Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.
- ✓ Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.
- ✓ Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.
- ✓ Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.
- ✓ Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.
- ✓ Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning the student.
- ✓ Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.
- ✓ Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

#### MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.
9. Receive notice and an opportunity to opt a student out of –
10. Any other protected information survey, regardless of funding;
11. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
12. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
13. Inspect, upon request and before administration or use –
14. Protected information surveys of students;
15. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
16. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. New Riegel Local School will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. New Riegel Local School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. New Riegel Local School will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey.

New Riegel Local School will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below, as well as an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

### SECTION III – STUDENT ACTIVITIES

#### **FFA**

FFA is a dynamic youth organization that is a part of agricultural education programs at middle and high schools. Founded as the Future Farmers of America, the name was changed in 1988 to reflect the growing diversity of agriculture. Today, student members are engaged in a wide range of curriculum and FFA activities, leading to over 300 career opportunities in agriculture. FFA is structured on three levels: local, state and national. The New Riegel FFA Organization is led by 7 Student Officers elected each year by the student members.

### **Jacket Company**

The New Riegel Jacket Company is an auditioned contemporary vocal a cappella ensemble. Open to any student in grades 9-12, the Jacket Company performs throughout the school year at different venues around the area. The Jacket Company rehearses twice a week and performs contemporary, popular and vocal jazz music. Students perform their own vocal accompaniment intended to mimic the instruments in the original song, including vocal percussion. Students learn proper microphone technique, sound equipment set-up and are responsible for choosing their own music.

### **Jacket Leadership**

Jacket Leadership is a student leadership organization within New Riegel High School that promotes the following leadership traits: positive attitude, school spirit/pride, and community service to others.

Members of Jacket Leadership support athletics at New Riegel in a variety of ways. The organization organizes and participates in spirit days, decorating for sporting events, and working with other school organizations to create and implement spirit themes throughout the year.

Jacket Leadership also sponsors spirit buses for students so they can watch New Riegel teams participate in tournament action. Jacket Leadership officers and members participate in annual leadership conferences with other high schools across the state, focusing on team building activities, sportsmanship, service, and school spirit.

Members of Jacket Leadership are expected to attend meetings during activity periods and participate in sponsored projects and charity events. There will also be opportunities each year to run for an officer position or to lead a committee within the student organization.

The following are criteria for joining New Riegel's Jacket Leadership Team:

- ✓ Students must be dedicated to being a positive role model in the school
- ✓ Students must promote school spirit
- ✓ Students must be in grades 9-12

### **Language Club**

The Language Club is an organization that enriches knowledge and understanding of other cultures. Membership is open to students in grades 9-12 who are currently taking a foreign language or have completed at least three years of foreign language classes. Club activities are determined by club members and must provide at least one community service opportunity.

Past activities have included: learning about and celebrating a variety of Spanish festivals, hosting a Kids' Activity night fundraiser, and participating in Foreign Language week.

### **National Honor Society and National Junior Honor Society**

- ✓ Selection: NHS membership is an honor bestowed by faculty, not a right given to anyone with appropriate grades only. According to the National Constitution of the NHS, selection procedures shall be printed for public viewing. At the end of Quarter Three all members are evaluated on their adherence to standards and participation in meetings and activities.
- ✓ Selection begins at this time for new members. Students in Grades 8-11 who have a GPA of 3.2 and are not current members are notified of their eligibility for nomination into next year's Honor Society. Students in Grades 8 and 9 are eligible for National Junior Honor Society and those in Grades 10 and 11 are eligible for National Honor Society. Students are notified in a letter of their eligibility. Interested students must then attend an informational meeting where a membership application paper is handed out. Students may decline membership by providing their signature and their parent's signature on the official nomination letter.
- ✓ On-time and completed application packets are then evaluated and voted on by the Grade 7-12 faculty according to a rubric of leadership, service, and character traits. After voting is completed the five member

Faculty Council meets to decide on selection or non-selection of these applicants. The Faculty Council then notifies the advisor of their selections. The advisor plans the initiation breakfast for the officers and new candidates. Newly elected members must also be initiated formally at the NHS Banquet which is held in late April or early May.

- ✓ Dues: \$ 9.00 due by the end of Quarter One.
- ✓ Activities: Each NHS Member is required to help one time per year with the monthly recycling program between 9-10 AM on the first Saturday during the months of September through May.
  - Members are required to participate in the Adopt-A-Highway trash pick-up program once during the months of September through December and once during the months of January through April.
  - All members are required to provide 7 hours of unpaid service between the months of September and April at the school, church, sharing kitchen, bloodmobile, PTO or another pre-approved location or event such as the NBS Firemen and EMS Fundraisers.
  - At Christmas the members make homemade cards to send to the elderly or military and
  - Participate in the hospice society Add-A-Bow service project.
  - In the spring the students have a Penny War to donate to Leukemia/Lymphoma Society or a local charity voted on by the members.
  - At the end of April an initiation breakfast is held at school for newly selected members.
  - In early May the annual awards banquet is held to formally induct new members and bestow the senior stoles and award scholarships to senior members.
  - In May NHS sells Olympic Day T-shirts to raise money for the Cancer Society Relay for Life.
  - Two bloodmobile drives are held to earn scholarship money from the American Red Cross, in the fall only students may donate and in March the entire community is invited to donate along with the students.
  - Fundraiser: The fundraiser for the group is the Harlan's BBQ dinner held at the All Saints Parish Hall before the Music Department's Fall Show – usually early November. Students sell tickets, bake desserts, and work the dinner to raise funds for the charter fees, awards, donations to other organizations, incentives, scholarships, breakfast and banquet supplies and food.

### **Power of the Pen**

Power of the Pen is an organization for seventh and eighth graders who enjoy or want to improve their writing. Students will have numerous opportunities to write throughout the school year for adjudicated writing contests, both locally and nationally. Students will have choices about the subject of their writing, with a focus on creative writing. Students will receive feedback on their writing and learn more about various types of writing and the writing process.

### **Quiz Bowl**

Quiz Bowl is an extracurricular activity open to students grades nine through twelve. It involves weekly practice sessions and monthly contests with area schools. The interscholastic competition involves questions testing material from all school subjects and general overall knowledge.

### **SADD (Students Against Destructive Decisions)**

This organization is open to students in grades 9-12. The main purpose of SADD is to keep young people from making poor decisions that can adversely affect the rest of their lives. Students are involved in many activities throughout the year. Some of the activities that S.A.D.D. participates in are the Buckle-Up, National Drug Prevention Week in October, Christmas Cards, and Prom Promise. Our fundraiser is selling Kisses for Valentine's Day. Small groups meetings are held throughout the year. Attendance is mandatory to make a successful activity. Students will partake in three activities throughout the year as a requirement for the organization.

### **Student Advisory**

Student Advisory is open to any student in grades seven through twelve. This is an elected position per grade level in which students discuss topics of interests with administration on a regular basis.

### **NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that

the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

- ✓ Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.
- ✓ Non-district-sponsored organizations may not use the name of the school or school mascot on any materials or information.

#### ADVERTISING OUTSIDE ACTIVITIES

- ✓ Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal.

#### STUDENT ATTENDANCE AT SCHOOL EVENTS

The School encourages students to attend as many after school events as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event. It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

#### STUDENT EMPLOYMENT

The School does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

### SECTION IV – STUDENT CONDUCT

#### ACCEPTABLE USE (COMPUTER TECHNOLOGY AND NETWORKS)

##### STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT

The New Riegel Local School District is pleased to make available to students access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

In order for the School District to be able to continue to make its computer network and internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one (1) student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of the School District and the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning the signature page from the student handbook as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the policy. If a student is under eighteen (18) years of age, s/he must have his/her parents or guardians read and sign the policy. The School District cannot provide access to any student who, if eighteen (18) or older, fails to sign and submit the policy to the school as directed, or if under eighteen (18), does not return the policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and s/he may be subject to additional disciplinary action.

**Personal Responsibility** By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse

means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his/her property.

**Term of the Permitted Use** A student who submits to the School, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the School District before they are given an access account.

#### Acceptable Uses

**Educational Purposes Only** The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

**Unacceptable Uses of Network** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

#### Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of email is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her email address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with email (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must check yes on the signature page on the student handbook and return the signature page to the office. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

#### BOARD OWNED TECHNOLOGY

Board Owned Technology (computers) available for loan to students

New Riegel School has laptop computers available for nightly loan if the student has homework to complete that requires a computer or a specific software program not available at home.

Students needing a laptop need to fill out the BOE approved checkout of technology equipment form and turn it in by 2:00 pm on the day of the loan.

Loans are daily and need to be renewed each day the equipment is loaned. Equipment needs to be returned to the technology coordinator by 7:50 a.m.

Long-term loans are also available in very special circumstances. Principal approval is required.

#### ATTENDANCE POLICY

It is imperative that students attend each school day in order not to miss a significant portion of their education. Many important lessons are learned through active participation in classroom and other school activities, which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day on time.

#### STUDENTS ATTENDING SENTINEL CAREER CENTER

1. Students attending Sentinel Career Center must follow and abide by all rules pertaining to Sentinel Career Center. Sentinel students must follow Sentinel Career Center's school calendar.
2. Attendance is mandatory even if New Riegel High School is not in session.
3. If Sentinel is on a delay or cancellation and New Riegel is in session then follow NR delay schedule. Juniors will attend Sentinel at regular time. Seniors should be ready for the bus at 9:45 a.m.
4. Students must obtain permission for administration to drive to Sentinel.
5. All Sentinel seniors need to report to the library for attendance by 7:55 a.m.
6. If a student misses the Sentinel bus they are subject to disciplinary action

Step 1 Detention  
Step 2 Saturday School

#### EXCUSED ABSENCES

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

1. Personal Illness
2. Severe illness in immediate family
3. Medical appointments – students will not be excused for the entire school day unless it can be shown that the appointment necessitates this.
4. Death of a relative
5. Religious observance
6. Emergency at home (validity determined by principal)
7. Family vacation
8. College visitation

- ✓ Prior notification to office is necessary for family vacation and college visitation
- ✓ Reasons for absence from school other than the above must be approved by the principal.

#### UNEXCUSED ABSENCES

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

- ✓ No credit shall be given for any school work not completed as a result of truancy.
- ✓ Any unauthorized vacation will be counted as an unexcused absence.
- ✓ Unexcused absences will be subject to equivalent make up time.

If any student, has ten (10) or more consecutive or fifteen (15) total days of unexcused absence during a semester, he/she will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence. If a student, under the age of 18, has consecutive unexcused absences, he/she will be reported to the attendance officer.

#### TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed.

1. Truancy is decriminalized, with chronic truancy removed from the law.
2. Definition of 'habitual truant' changed from days to hours. The new definition is:
  - a. Absent 30 or more consecutive hours without a legitimate excuse;
  - b. Absent 42 or more hours in one month without a legitimate excuse; or
  - c. Absent 72 or more hours in one year without a legitimate excuse.
3. includes 'excessive absences':
  - a. Absent 38 or more hours in one school month with or without a legitimate excuse; or
  - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

#### NOTIFICATION OF ABSENCE

If a student will be absent, the parents must notify the School at (419) 595-2256 by 8:15 and provide an explanation. When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

If prior contact is not possible, the parents should provide a written excuse with date and parent's signature, reason for absence at the next day of student attendance. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

Students who are absent during the day will not be permitted to practice or take part in extracurricular functions occurring that day unless the student returns to school prior to 10 a.m. unless pre-excused by the athletic director or principal.

A student must have permission from the office before leaving the building due to illness or other reasons and must sign out in the office.

- ✓ A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.
- ✓ Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

#### TARDINESS

- ✓ All students who are not present in their classrooms by 7:55 will be considered tardy. Students who arrive at school after 8:00 will be considered unexcused and will be subject to disciplinary actions. Students who are late to class will be considered tardy.
- ✓ An unauthorized skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.
- ✓ Three tardies to school (per semester) or to any class or a combination will receive a 1 hour detention. A fourth tardy to school or to any class or a combination will receive a 1 hour detention. Further tardies will be subject to additional disciplinary action.
- ✓ Tardy students are to sign in at the office and receive a pass to class

#### VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

- ✓ A vacation form must be completed prior to the absence and must be approved by the principal. This form allows the teachers to make arrangements for assignments and make-up work.

#### EXCUSED AND UNEXCUSED ABSENCE POLICY

If a student has a combination of 12 excused and/or unexcused absences per year, or 6 excused and/or unexcused per semester, they will then need a doctor's excuse for any additional days over 12 for the remainder of the year or any additional days over 6 for the remainder of the semester. Doctor's excuses will not count towards the 12 days. Students have one week to get the doctor's excuse turned into the office.

#### TUTORING REQUIRED AFTER 18 DAYS OF ABSENCE

The staff of New Riegel School knows that as a parent or guardian, you want to be kept informed of your student's attendance in school. Absences are considered as being excessive when they exceed 18 for a year course and 10 for a semester course.

Students who exceed this number of absences must make them up by being tutored in each subject area by a certificated person one hour for each day in excess of the maximum allowable absences.

All tuition fees incurred for such tutoring is the responsibility of the student and/or parents.

The only exceptions to this policy are:

1. Hospitalization for any period of time
2. Extended illness or confinement under a physician's care
3. Epidemic

NOTE: Each of these exceptions will require appropriate certification by the physician of record or the health department.

- ✓ This tutoring is to be given by a certified teacher compensated by the parent at the current rate prior to the start of the following school year.
- ✓ After a student has been tutored to make up the time that exceeded the limit, an affidavit signed by the tutor-teacher listing the certificate number must be presented to the principal in order for credit to be given.
- ✓ Parents will be notified via letter for students who are chronically absent.

#### MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who are absent from school with an excuse shall be given the opportunity to make up missed work. The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

**SUSPENSION FROM SCHOOL:** A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from the office beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

- ✓ The student must complete missed assignments during the suspension and turn them in to the teacher by the time the student returns to school.
- ✓ The student will be given credit for properly-completed assignments and will receive a grade for any made-up tests.

#### SECTION V – CODE OF CONDUCT

A major component of the educational program at New Riegel Schools is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

##### EXPECTED BEHAVIORS

Each student shall be expected to:

1. abide by national, state, and local laws as well as the rules of the School
2. respect the rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is safe, friendly, and productive
8. act at all times in a manner that reflects pride in self, family, and in the School
9. never be in the high school or elementary teachers' lounges for any reason

##### LUNCH PERIOD AND CAFETERIA

New Riegel School operates a closed lunch period. Students must remain in the cafeteria for the entire lunch period. You must be excused by a staff member to leave the cafeteria. While in the cafeteria each student is expected to practice the general rules of good manners and courtesy.

These rules include:

- ✓ Only one student per seat per table.
- ✓ Observing good dining standards at the table.

- ✓ Leaving the table and surrounding area clean and orderly.
- ✓ Return trays and dishes to the proper place.
- ✓ Empty all waste paper in the containers provided.
- ✓ Not leaving the cafeteria while eating food or drinking any beverage.

You may either bring your lunch or buy lunch in the cafeteria. Students are not permitted to order food from outside establishments and have it delivered to the school.

\* Parents may make arrangements with the school to bring a meal from an outside establishment for their child.

#### FOOD IN SCHOOL

Eating and drinking are permitted only in the auditoria. They are not permitted in classrooms. Bottled water is allowed according to each classroom teacher's rules.

- ✓ In the elementary, some teachers will allow students to bring a small healthy snack for after morning recess.
- ✓ Any food stored in lockers should be in a sealed container.

#### AUDITERIA RULES

- ✓ Your best behavior and manners are required at all times.
- ✓ No kneeling or standing on the chairs.
- ✓ Each student will leave their area clean and a chair pushed in.
- ✓ No shouting or talking overly loud.
- ✓ A microwave is available for student use. Students in grades K-3 must ask for assistance from one of the lunch monitors.

#### PLAYGROUND AND GENERAL RECESS EXPECTATION

##### Outside Recess

Appropriate behavior is expected at all times during recess.

Recess will be outside unless raining or temperature (including wind chill factor) is 20 degrees F or less. Please dress appropriately.

If a student needs to stay in at recess time, a note must be given to the teacher.

Each student is responsible for any toys brought from home. No exchanges of toys.

##### Inside Recess

1. Each class will stay in his/her own homeroom unless otherwise advised.
2. No running or ball throwing in the classroom.
3. You are to follow the classroom rules for computer use, whiteboards, and other equipment.

##### Recess Rules of Conduct

- Keep hands, feet and objects to yourself.
- Respect all students, adults, and teachers on duty.
- Walk unless involved in a game.
- Use appropriate language only.
- Use play structure and all equipment properly.
- Behave safely at all times.
- Play school-approved sports and games only.

##### Consequences for Behavior

Students will be given a ticket and a phone call or email will be sent home. Student will serve recess detention the following day

## DRESS AND GROOMING

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

✓ Violators of the dress code will be subject to disciplinary action

The following styles or manners of dress are prohibited:

1. Shirts or clothing with alcohol, tobacco or drug advertising.
2. Shirts with suggestive remarks or symbols.
3. Hats, hoods, curlers, hairnets and bandanas.
4. No bare midriffs, transparent clothing which undergarments can be seen.
5. Exposed cleavage is not permitted.
6. Hairstyle/coloring, attire and/or personal adornment, which is disruptive to the educational process.
7. Jackets/coats and backpacks.
8. Chained wallets or clothing that contains a similar chain or chains.
9. All undergarments should be covered, and worn only as undergarments. Length of shorts, skirts/dresses and/or the opening of a slit skirt/dress must be appropriate length. Skirts/shorts should not be shorter than the length of student fingertips.

Grooming and dress of students involved in extracurricular activities may be governed by the rules and regulations established by the coach/advisor of the activity.

✓ The administration can waive the dress code if necessary.

Step 1: Warning and correct the problem

Step 2: Detention and correct the problem

Step 3: Saturday School and correct the problem.

If the offense continues, the student could be charged with insubordination, which could result in disciplinary action.

Students who are representing New Riegel Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## PROPERTY (CARE OF)

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

## STUDENT DISCIPLINE CODE

The Student Discipline Code addresses the types of misconduct that will subject a student to disciplinary action. Possible disciplinary action is not limited to the prescribed measures listed in this section. This is a guide and the type and extent of the disciplinary action taken is at the discretion of the building principal.

Each of the behaviors described below may subject the student to disciplinary action including, but not limited to, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

For future reference OSS will represent Out of School Suspension and ISD will represent In-School Detention. The discipline actions listed below are a guide. They may be amended accordingly.

## AIDING OR ABETTING VIOLATION OF SCHOOL RULES

Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

## ARSON

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

1. Subject to discipline and referral to Sheriff's office

## BOMB THREATS

Making a bomb threat against a school building, school bus or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year and referral to the Seneca County Sheriff's Department and Federal Authorities.

## BURGLARY

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

## BUS RULES (VIOLATION OF)

Please refer to Section VI on transportation for bus rules.

## CARELESS OR RECKLESS DRIVING

Driving on school property in such a manner as to endanger persons or property.

## DAMAGING PROPERTY

Vandalism and disregard for school property, student property, and staff property will not be tolerated. Students engaged in such activity may be subject to disciplinary action.

- Step 1 1 – 3 days OSS and restitution for damages
- Step 2 10 days OSS and restitution for damages and referral to the Seneca County Sheriff's Department
- Step 3 10 days OSS and recommendation for expulsion, restitution and referral to the Seneca County Sheriff's Department

## DISPLAYS OF AFFECTION/SEXUAL ACTIVITIES

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

- Step 1 Warning
- Step 2 Detention
- Step 3 Saturday School

## DISRUPTION OF THE EDUCATIONAL PROCESS

Any action, or manner of dress, that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so, are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

- Step 1 Warning
- Step 2 Detention
- Step 3 Saturday School
- Step 4 OSS

## DRUGS AND/OR ALCOHOL (USE AND/OR POSSESSION OF)

Students are prohibited from possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

- Step 1 3 days OSS and referral to the Seneca County Sheriff's Department
- Step 2 6 days OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use un-refuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

#### WIRELESS COMMUNICATION DEVICES

Possession of a wireless communication device (WCD) by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this guideline or otherwise engages in misuse of this privilege. Strict adherence to this guideline is required.

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Students may only use cellphones or wireless communication devices (WCDs) during non-instructional times. Those times include but aren't limited to:

1. Lunchtime in auditoria and/or gymnasium
2. Before school (7:45 AM) and after school (3:00 PM)

Students may be asked by their classroom teacher to place their cell phones or other WCDs in a central location within their classroom for the purpose of eliminating the use of cellphones and other WCDs during class/instructional time. Cellphones and WCDs will be returned to the student prior to the end of the class period. Any student who refuses to place their cell phone or WCD in the central location or knowingly keeps their cellphones or WCDs on their person during class after being asked to place their cell phone or WCD in the designated classroom location will be subject to discipline.

\*Students in Grades K-5 are not permitted to have personal Wireless Communication Devices in the school setting. All devices must be turned off and remain in students' bookbags.

WCDs, including but not limited to devices with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to classrooms, locker rooms, shower facilities, bathrooms, swimming pool, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes, whether here or at another school district where a school activity or athletic event is occurring. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

Students are prohibited from using WCDs to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated.

Students participating in extracurricular activities and athletics must contact their coach, advisor, or sponsor for his/her rules involving the use of WCDs after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices. No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

The school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices. Students and parents are strongly encouraged to take appropriate precautions, if students have WCDs in their possession, to make sure the devices are not left unattended or unsecured.

Using a WCD in an unauthorized manner or in violation of Policy 5136 or this guideline may result in loss of this privilege, additional disciplinary action (e.g. warnings, parental notification and conferences, suspension, expulsion), confiscation of the WCD (in which case, the device will only be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed), and/or referral to law enforcement if the violation involves an illegal activity (e.g. child pornography). A person who discovers a student in possession of or using a WCD in violation of this guideline is required to report the violation to the building principal. If a school teacher or administrator observes a violation of this guideline, s/he is required to confiscate the device and bring it to the building principal's office and provide the name of the student from whom the WCD was taken. Any confiscated device will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian. Students whose WCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will only be returned to the parents/guardians. Confiscated devices will not be searched or otherwise tampered with except in exceptional circumstances (i.e. school officials reasonably suspect that the search is required to discover evidence of a violation of law or other school rules).

Any search undertaken by school officials will be conducted in accordance with AG 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day with principal approval.

Step 1	Warning -- Student pick up in the office
Step 2	Detention – Student pick up in the office
Step 3	Saturday School – Parent pick up in the office

#### ELECTRONIC EQUIPMENT

While in some instances that possession and use of electronic equipment or devices by a student at school may be appropriate, often the possession and use of such equipment or devices by students at school can have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process. Consequently, the Board of Education will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment or devices on school property or at any school-sponsored activity without the permission of the principal, the classroom teacher, and/or other district employed staff.

Examples of prohibited devices include but are not limited to cameras (photographic and/or video), laptops, personal digital assistants (PDAs), lasers, laser pens or pointers, radios, "boom-boxes", headphones, portable CD/MP3 players, portable TV's, electronic games/toys, pagers/beepers, other paging devices, and/or devices designed to capture the student's or any other student's personal information or password.

Students are prohibited from using electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any camera or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are prohibited from using cameras and other electronic equipment/devices to capture or record test, information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using cameras and other electronic equipment and devices to capture or record the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or

while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using a camera or other electronic equipment/devices to capture or record audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Cameras and electronic equipment/devices are expressly banned from and may not be possessed, activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

Students are personally and solely responsible for the care and security of any electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

- |        |  |
|--------|--|
| Step 1 | Warning -- Student pick up in the office       |
| Step 2 | Detention – Student pick up in the office      |
| Step 3 | Saturday School – Parent pick up in the office |

#### EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous.

- Step 1 Violations will be subject to 10 days OSS with recommendation for expulsion and charges will be filed with the Seneca County Sheriff's Department

#### EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

#### FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law.

- Step 1 Violations will be subject to 10 days OSS with recommendation for expulsion and charges will be filed with the Seneca County Sheriff's Department

#### FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY AND PLAGIARISM

Forgery of hall/bus passes and excuses, as well as use of false I.D.'s are forms of lying and are not acceptable. Students found engaging in such practices may be subject to discipline in accordance with the Student Discipline Code.

Plagiarism and cheating are also forms of falsification and may subject the student to academic penalties as well as disciplinary action.

- |        |                                    |
|--------|------------------------------------|
| Step 1 | Loss of credit                     |
| Step 2 | Saturday School and loss of credit |
| Step 3 | OSS and loss of credit             |

- ✓ Depending on severity of plagiarism as determined by the principal

## FIGHTING

Fighting is when two or more students are engaged in violent physical contact toward each other. Fighting will not be tolerated.

- ✓ Subject to disciplinary action

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other parties or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e. contributing to a fight verbally or through behavior). If it can be clearly established that a student in a fight was defending himself, he/she may receive a lesser penalty, depending on the circumstances.

## FIREARMS (USE AND/OR POSSESSION OF)

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5772.

Firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm which is inoperable but which can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

## GAMBLING

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering and is prohibited by the Student Discipline Code. Students who bet on any school activity in which they are involved may also be banned from that school activity.

## HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (INCLUDING BULLYING/CYBERBULLYING)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/ cyber bullying) toward a student, whether by other students, staff or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

## HARASSMENT AND/OR BULLYING

Harassment, intimidation, or bullying behavior by any student/school personnel in the New Riegel 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 House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- ✓ Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
- ✓ Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

## RETALIATION/FALSE CHARGES

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry related to a complaint of aggressive behavior and/or bullying is prohibited. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions. Suspected retaliation should be reported in the same manner as aggressive behavior and/or bullying.

## REMEDIAL ACTIONS

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such prohibited behavior will cease. Harassment, intimidation, and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, and bullying. While conduct that rises to the level of "harassment, intimidation, or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether or to what extent to impose disciplinary action (detention, in and out-of-school suspension, or expulsion) is a matter for the professional discretion of the building principal.

The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation, or bullying."

## NON-DISCIPLINARY INTERVENTIONS

When verified acts of harassment, intimidation or bullying are identified early and/or when such verified acts do not reasonably require a disciplinary response, students may be counseled as to the definition of harassment, intimidation, or bullying, its prohibition, and their duty to avoid any conduct that could be considered harassing, intimidating, or bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

## DISCIPLINARY INTERVENTIONS

When acts of harassment, intimidation, and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action. In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board, a committee of the Board or an impartial hearing officer designated by the Board, in accordance with Board policy. This consequence shall be reserved for serious incidents of harassment, intimidation, or bullying and/or when past interventions have not been successful in eliminating prohibited behaviors.

- Step 1 1 day ISD, referral to School Counselor
- Step 2 Saturday School
- Step 3 1-3 OSS
- Step 4 5 days OSS recommendation for expulsion

## HAZING

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator, teacher, coach, student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

#### INSUBORDINATION

Students are expected to comply with the reasonable directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action.

- Step 1 Detention
- Step 2 Saturday School
- Step 3 3 Day OSS
- Step 4 10 days OSS with recommendation for expulsion

#### KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

#### LEAVING BUILDING WITHOUT PERMISSION

Permission from the school office is needed to be out of the building or to leave the building when not scheduled to do so. Whenever a student leaves the building they must sign out in the office and have permission of the secretary or principal.

- Step 1 Detention
- Step 2 Saturday School
- Step 3 3 days OSS
- Step 4 10 day OSS with referral to the Seneca County Sheriff's Department

#### LIGHTING INCENDIARY DEVICES

Unauthorized igniting of matches, lighters and other devices that produce flames.

#### MISCONDUCT AGAINST A SCHOOL OFFICIAL OR EMPLOYEE OR THE PROPERTY OF SUCH A PERSON, REGARDLESS OF WHERE IT OCCURS

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

- ✓ Misconduct is defined as any violation of the Student Discipline Code.

#### MISCONDUCT OFF SCHOOL GROUNDS

Students may be subject to discipline for student misconduct even when such misconduct occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

- Step 1 Detention
- Step 2 Saturday School
- Step 3 OSS

#### OBJECT AS A WEAPON (USE OF)

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

- Step 1 10-day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department
- Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

#### OFFENSIVE LANGUAGE OR GESTURES

The use of offensive language/gestures towards students or staff or in the presence of students or staff is prohibited.

- Step 1 Detention
- Step 2 Saturday School
- Step 3 3 day OSS

#### PERSISTENT ABSENCE OR TARDINESS

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

#### PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Physical assault of a staff member, student, or other person associated with the District which may or may not cause injury will not be tolerated. Assault of any other individual may result in criminal charges and may subject the student to expulsion.

- Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department
- Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

#### PORNOGRAPHY (POSSESSION OF)

Possessing sexually explicit material.

- ✓ Subject to disciplinary action.

#### PURPOSELY SETTING A FIRE

Anything such as fire but not limited to fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

- Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department
- Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

#### REFUSING TO ACCEPT DISCIPLINE

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

#### TERRORISTIC THREAT

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Referral to the Seneca County Sheriff's Office

#### THEFT

Students caught stealing from school, staff, teachers or other students will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the principal or administration. The School is not responsible for personal property.

- Step 1 Saturday school, restitution
- Step 2 3 days OSS suspension and referral to the Seneca County Sheriff's Department
- Step 3 10 days OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department

#### TOBACCO (USE AND/OR POSSESSION OF)

The use of tobacco products (or paraphernalia such as lighters or vaping devices) is a danger to a student's health and to the health of others. The School prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, vaping devices, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or

e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking clove cigarettes is also prohibited.

- Step 1 1-day OSS
- Step 2 3 days OSS
- Step 3 5 days OSS

#### TRESPASSING

Although schools are public facilities, the law allows the Board to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

Any violations will be reported to the Seneca County Sheriff's Department.

#### UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

#### UNAUTHORIZED USE OF VEHICLES

Occupying or using vehicles during school hours without parental permission and/or school authorization.

#### VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Any statement or noncontact action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault which may subject a student to discipline.

- Step 1 5 days OSS
- Step 2 10 days OSS with recommendation for expulsion

#### VIOLENT CONDUCT

Students may face expulsion for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s).

#### WEAPONS (USE AND/OR POSSESSION OF)

A weapon is any device which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion. A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

- Step 1 10 day OSS with recommendation for expulsion and referral to the Seneca County Sheriff's Department
- Step 2 Recommendation for expulsion and permanent exclusion and referral to the Seneca County Sheriff's Department

#### INFORMAL DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident.

#### DETENTIONS

Detentions are 1 hour after school every Wednesday. Any exceptions need to be made with the principal. Students are expected to be working on homework or classroom assignments during the detention. Work will be assigned if the student brings nothing to work on. When school is delayed or closed the detentions will be reassigned.

#### IN-SCHOOL DETENTION (ISD)

ISD will be during school hours and the student will be expected to work on school assignments all day. Students will receive full credit for all work completed.

The following rules shall apply to Detention and In-School Detention:

1. Students are required to have class assignments with them
2. Students are not to communicate with each other unless given special permission to do so
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise
4. Students shall not be allowed to put their heads down or sleep
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room
6. No food or beverages shall be consumed.

#### SATURDAY SCHOOL

Saturday school will be in session from 8:00 a.m. to 12:00 p.m. It is a work program and students are expected to wear work clothes. If there is inclement weather on the day of Saturday School, you will be called.

- ✓ A student missing any portion of his/her assigned time in Detention, In-School Detention, and Saturday School may be given an additional detention(s) or hour(s). Failure to timely serve Detention, In-School Detention, or Saturday School may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

#### FORMAL DISCIPLINE

Formal discipline removes the student from school. It includes emergency removal for up to three (3) school days, out of school suspension (OSS) for up to ten (10) school days, expulsion for up to eighty (80) school days, and permanent exclusion. Suspensions and expulsions may carry over into the next school year.

- ✓ Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion.
- ✓ The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion.
- ✓ The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year.
- ✓ Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

#### EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal meeting before the principal, assistant principal, Superintendent or a designee and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

#### SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal meeting, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student.

If the decision is made to suspend the student, he/she and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private meeting. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

#### EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear.

Students being considered for expulsion may or may not be removed immediately. A meeting will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the meeting. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the meeting.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student,

or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 5 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations, including use or possession of alcohol or drugs, may result in revocation of a student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

#### PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student, sixteen (16) years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one (1) or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

#### DUE PROCESS RIGHTS

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting or be subject to appeal.

- ✓ Students being considered for suspension or expulsion are entitled to an informal meeting with the building administrator prior to removal, at which time the student will be notified of the charges and given the opportunity to respond.
- ✓ Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.
- ✓ If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

#### DISCIPLINE OF STUDENTS WITH DISABILITIES

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

#### SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the

proposed suspension at an informal meeting. After that informal meeting, the Principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

#### SEARCH AND SEIZURE

School authorities are authorized to search a student or his/her property (including vehicles, purses, backpacks, gym bags, cell phones, etc.) with or without the student's consent, whenever the School authorities reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items, which have been confiscated.

#### STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

##### A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar
2. advertises any product or service not permitted to minors by law
3. intends to be insulting or harassing
4. intends to incite fighting
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

- ✓ Students who are unsure whether materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

#### SECTION VI – TRANSPORTATION

##### BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The Principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.

#### BUS CONDUCT

Students who are riding to and from school on transportation provided by the School are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver will assign seating or direct students in any reasonable manner to maintain transportation safety.

#### PRIOR TO LOADING (ON THE ROAD AND AT SCHOOL)

Each student shall:

- ✓ be on time at the designated loading zone 3 minutes prior to scheduled stop;
- ✓ wait until the school transportation is completely stopped before moving forward to enter;
- ✓ do not cross a highway until the driver signals it is safe to cross;
- ✓ go immediately to a seat and be seated.
- ✓ It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

#### DURING THE TRIP

Each student shall:

- ✓ remain seated while the school transportation is in motion;
- ✓ keep head, hands, arms, and legs inside the school transportation at all times;
- ✓ not litter in the school vehicle or throw anything from the vehicle;
- ✓ keep books, packages, coats, and all other objects out of the aisle;
- ✓ be courteous to the driver and to other riders;
- ✓ do not eat or drink on bus including gum or candy;
- ✓ do not tamper with the school vehicle or any of its equipment.

#### EXITING THE SCHOOL VEHICLE

Each student shall:

- ✓ remain seated until the vehicle has stopped;
- ✓ cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe; and
- ✓ be alert to a possible danger signal from the driver.
- ✓ The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials and a note from parent or guardian.

#### BUS REGULATIONS

1. Passengers shall arrive at the bus stop prior to the scheduled arrival time.
2. Passengers must wait in a location clear of traffic and away from the bus stop designated by the bus driver.
3. Behavior at the bus stop must not threaten life, limb or property of any individual.
4. Passengers must go directly to an assigned seat so the bus may safely resume motion.

5. Passengers must remain seated at all times, keeping hands and feet to yourself and keeping all aisles and exits clear.
6. Passengers must observe classroom conduct and obey the driver promptly and respectfully.
7. Passengers must not use profane language.
8. Passengers must not eat, chew gum or have any drinks on the bus unless for medical reasons and cleared through the bus driver.
9. Passengers must not use any tobacco products including vaping devices on the bus.
10. Passengers must not have any form of alcohol or drugs in their possession or use on the bus.
11. Passengers must not throw or pass objects on, from or into the bus.
12. Passengers may carry on the bus only objects that can be held on their laps or stored under their seat. Exceptions will be made for band instruments, golf bags or other items related to school with bus driver approval.
13. Passengers must leave or board the bus at the location to which they have been assigned, unless they have parental and administrative authorization to do otherwise.
14. Passengers must not put hands or arms out of the bus windows.
15. Passengers may not bring glass, weapons, explosives, aerosol cans, pointed objects or animals onto the bus.

✓ Any violation of the above rules will result in disciplinary action.

**\*\* Note:** If a student is suspended from school or removed from the bus, that student may not ride the bus for field trips or extra-curricular activities.

#### PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Students riding to and from school on a bus should realize that this is a privilege and all students must follow the rules of the bus driver. Conduct code items and bus regulations are applicable at all times while riding the bus. Students are assigned to a particular bus by the superintendent; the bus driver shall assign seats. Please review all the bus regulations with your child.  
The following disciplinary actions may be taken:

#### MINOR OFFENSES

- Step 1: Verbal Warning
- Step 2: Written Warning (student meeting with Superintendent, principal, or bus coordinator and phone call home to parents)
- Step 3: 1 Day suspension from bus
- Step 4: Further suspension from bus as warranted

#### MAJOR OFFENSES

No previous written offenses or warnings are necessary and could result in automatic removal from the busses.  
\*Suspension from school for these offenses will be at the discretion of the administration\*

#### FIGHTING, ASSAULT

- Step 1: Three (3) day bus suspension
- Step 2: Five (5) day bus suspension
- Step 3: Ten (10) day bus suspension

#### INJURY TO ANOTHER STUDENT OR DAMAGE TO ANOTHER STUDENT'S PROPERTY

- Step 1: Three (3) day bus suspension with restitution
- Step 2: Five (5) day bus suspension with restitution
- Step 3: Ten (10) day bus suspension with restitution

#### POSSESSION, USE, TRANSMIT OR SELLING OF ALCOHOL OR ILLEGAL DRUGS, LOOK-ALIKE DRUGS OR DRUG EQUIPMENT OR DRUG PARAPHERNALIA.

Step 1: Ten (10) day bus suspension with recommendation for expulsion and referral to Seneca County Sheriff's Department. However, with the agreement to meet with a certified alcohol counselor for assessment and a

commitment to follow the counselor's recommendation, the student may be permitted to return to school after five (5) days at the discretion of the administration.

Step 2: Ten (10) day bus suspension with recommendation for expulsion and referral to the Seneca County Sheriff's Department.

#### SMOKING/VAPING/LIGHTING OF MATCHES/LIGHTERS

Step 1: Three (3) day bus suspension

Step 2: Five (5) day bus suspension

Step 3: Ten (10) day bus suspension

#### DAMAGE TO BUS OR TAMPERING WITH BUS EQUIPMENT

Step 1: Three (3) day bus suspension with restitution, if applicable

Step 2: Five (5) day bus suspension with restitution, if applicable

Step 3: Ten (10) day bus suspension with restitution, if applicable

#### PROFANITY/VULGARITY/ABUSIVE LANGUAGE/OBSCENE GESTURES

Step 1: Three (3) day bus suspension

Step 2: Five (5) day bus suspension

#### SELF-TRANSPORTATION TO SCHOOL

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School.

The following rules shall apply:

1. Students under age eighteen (18) must have written parent permission prior to driving to school.
2. Students shall complete the Student Vehicle Form
3. Parking lot speed limit is 10 mph.
4. A Parking Permit must be obtained in the high school office before a student is allowed to drive to school,
5. Sentinel students must use school transportation. Sentinel students are not permitted to drive their own vehicles to Sentinel Career Center unless authorized by the principal.
6. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of the passenger students and approval by the Principal.
7. All vehicles entering school property may be subject to search and inspection.

#### POLICY REFERENCES:

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook:

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Parent Request & Authorization to Administer a Prescribed Medication/Drug or Treatment Form 5330 F1
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a
- Authorization for the Possession and Use of Asthma Inhalers/Other Emergency Medications Form 5330 F3
- Authorization for Nonprescription Medication or Treatment, Secondary Version Form 5330 F1a
- Student Handbook Certification Form 5500 F1
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Annual Notification to Parents Regarding Student Records & Specific Events/Activities Form 8330 F9
- Notification to Parents on Blood-borne Pathogens Form 8453.01 F5
- Student Network and Internet Acceptable Use and Safety Agreement Form 7540.03

On the New Riegel School website ([www.newriegelschools.org](http://www.newriegelschools.org)) under the Board of Education tab, all New Riegel School District Bylaws & Policies including forms are available.

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