

New London Middle School/High School Student Handbook 2022-2023

New London Fight Song

Red and Black, we'll fight and fight!
We'll fight to win with all our might, that's right!
We'll push that rival team back to their goal!
We've got that great New London spirit, so let's go!
We'll play a good clean game until it's done!
We'll never yield until the battle's won!
We'll always play to win, so Wildcat's fight!
Wildcats fight! Fight! Fight! Fight!



NEW LONDON ALMA MATER

New London High School proud and strong
Your sturdy sons we praise in song.
Set for us the highest goal
To lengthen freedom's honor roll.
Mighty fortress ever be
Oh help us keep our nation free.
Strengthen us in loyalty
New London High School, here's to thee!

Mascot – Wildcat
Colors – Red and Black

NEW LONDON MIDDLE AND HIGH SCHOOL
STUDENT HANDBOOK
Grades 6-12
2022-2023

Board of Education Office	419-929-8433	
High School/Middle School Office	419-929-1586	Ext 5140
6-12 Principal, Eric Yetter	419-929-1586	Ext 5131
1-7 Principal, Jennifer Yost	419-929-1586	Ext 5134
Guidance Office, Mrs. Frazier and Mrs. Bohne	419-929-1586	Ext 5121, 5132
Athletic Office, Susan Albaugh	419-929-1586	Ext 5133
Cafeteria, Courtney Shepherd	419-929-4210	Ext 6132

www.nlschools.org

High School
Tardy 7:42

HR	7:30-8:12
1	8:15-8:57
2	9:00-9:42
3	9:45-10:27
4	10:30-11:12
5	11:15-11:57
6	12:00-12:42
7	12:45-1:15
8	1:18-2:00
9	2:03-2:45

High School Early Release
Tardy 7:42

HR	7:30-7:42
1	7:45-8:23
2	8:26-9:00
3	9:03-9:37
4	9:40-10:14
5	10:17-10:51
8	10:54-11:28
9	11:31-12:05
7	12:08-12:38
6	12:41-1:15

High School 2hr Delay
Tardy 9:42

HR	9:30-9:42
1	9:45-10:21
2	10:24-10:54
3	10:57-11:27
4	11:30-12:00
5	12:03-12:33
6	12:36-1:06
7	1:09-1:39
8	1:42-2:12
9	2:15-2:45

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This agenda belongs to:

Name _____

Address _____

Town _____ **Zip** _____

Phone _____

TABLE OF CONTENTS

Fight Song & Alma Mater	3	
Mission Statement, Non-Discrimination Policy.....	4	
Family and Educational Rights and Privacy Act (FERPA).....	4	
School Calendar	5	
Part I: Academics		
Graduation Requirements.....	6	
Diploma with Honors, Distinguished Scholar, Academic Letters, Study Halls, Retaking Coursework, CC+, Credit Flexibility	7-8	
Schedule Change, Summer School, Digital Academy	9	
Grading Scale, Honor Roll, Transfer Grading Policy.....	10	
Semester Exams, Grade Cards,	10	
Part II: Attendance Policy		
Attendance Policy Loss of Credit, Notification of Absence, College Visitation/Job Shadowing, Vacation Days.....	10-11	
Field Trips, Make-up Work.....	12	
Part III: General Expectations and Procedures		
Bus Discipline, Bus Regulations, Study Halls Dances, Deliveries, Lunches	12	
School Fees, Student Dress, Code, Medication.....	13	
Student Driving, Returned Checks, License Revocation, Valuables, Visitor, Work Permits, Fire/Tornado Procedures.....	14	
Part IV: Student Code of Conduct		
Scope of the Rules Staff Protection.....	15	
Types of Disciplinary Action, Due Process Rights, Hall Passes.....	15-16	
Harassment/Bullying.....	16-20	
Non-instructional Areas of Misconduct.....	21	
Definition of Terms.....	21	
Part V: Extra Curricular Activities		
National Honor Society.....	24	
Athletic Eligibility, Student Participation, Sportsmanship.....	24-31	
Drug & Alcohol Testing for Eligible Students.....	31-37	
Part VI: Progressive Discipline Plan.....		38-41

New London Local Schools Mission Statement

The mission of the New London Schools is to work with and unite community resources to provide continuously improving student programs so that all students can achieve success at their full learning potential.

NEW LONDON LOCAL SCHOOLS

This handbook answers any question regarding New London Middle/High School and its programs, procedures, and regulations. All school rules and procedures have been established to maintain a safe, orderly, and positive learning environment. It is the responsibility of each student and parent to carefully read this handbook and become familiar with its content. The policies and regulations outlined herein were approved and adopted by the New London Local School Board of Education and carry legal statute as determined by law.

NON-DESCRIMINATION POLICY

It is the policy of the New London Local School District that educational programs and activities are provided without regard to race, color, religion, national origin, sex, and disability.

FAMILY AND EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION

Federal law requires the New London Local School District to inform parents what type of “directory information” will be communicated about students during the school year. Information is NOT released to profit making organizations. The following is considered “directory information”.

- Name
- Address
- Photographs of the student
- Participation in recognized activities and sports
- Date of graduation
- Honors and awards or any other information which would not generally be considered harmful or any invasion of privacy if discussed.

Parents of students and emancipated students have the right to refuse to permit the District to disclose the above “directory information”. Such a refusal should be written and submitted to the building principal.

PART I: ACADEMICS

GRADUATION REQUIREMENTS

Students **MUST** earn **22 credits** and meet all local and state requirements to participate in New London High School's commencement ceremony.

English	4 credits
Math	4 credits
Science	3 credits
Soc. Science	3 credits
Phys. Ed	1/2 credit
Health	1/2 credit
Financial Management	1/2 credit
Fine Arts	1 credit
Electives	5 1/2

Credits required to complete each HS year:

Freshman	5.5
Sophomore	5.5
Junior	6
Senior	5

New London High School will implement the following policy "to excuse from the high school physical education requirement each student who, during high school, has participated in interscholastic athletics, cheerleading, and/or marching band for at least two full seasons" and in keeping with the adopted policy, NLHS requires the student "to complete one-half unit, consisting of at least sixty hours of instruction, in another course of study.

Students meet the criteria to qualify by meeting **all of the following:**

1. Maintaining active membership on a school team sanctioned by the Ohio High School Athletic Association throughout two full seasons or membership on two different OHSSA sanctioned NLHS school teams, each at least one full season. Involvement in two sports and /or one sport and marching band during the same season would not be considered meeting the "two full seasons" requirement.
2. Meeting 90% of the practice and game events or as approved by the coach/director and submitted to the Guidance Office by the Athletic Director.
3. Attending practices beginning on the official start date if this date is prior to the opening of school in the fall. Membership, thus, participation must extend throughout all post season play into sectional, district, regional and state levels.
4. Remaining academically eligible and completing the season in good standing on the team.

5. Student who is injured during the season and has not completed the 90% criteria as stated in #2 will not receive physical education credit for the injured season unless the coach/director can verify that the student has continued to attend all practices and participate in activity in other ways.

The coach/director's responsibility is to communicate both to parents and the high school administration when a student is in danger of not satisfying some aspect of the criteria. The timing of this notification must be such that the student still has the opportunity to make changes that will enable him/her to meet the criteria. NLHS sports team and/or marching band membership meeting the above criteria will waive the PE graduation requirement: one full season for $\frac{1}{4}$ credit of the requirement, two full seasons for the entire $\frac{1}{2}$ credit. Students must request this option when scheduling until requirement is met.

All correspondence and/or independent study course work and grades from other educational agencies needed for graduation **must be received by the guidance department by May 1st** in order for the student to participate in graduation ceremonies.

DIPLOMA WITH HONORS - To be awarded a diploma with honors, the student shall meet the above criteria and be required to meet at least seven of the eight criteria listed in this paragraph for either the College Preparatory or the Vocational Education Curriculum. A student shall not be required to meet more than the specified number of criteria, nor shall any student be required to meet any one specified criterion.

1. The student who completes the College Preparatory curriculum in the high school shall meet at least seven of the following eight criteria:
 - a. Earn four units of English;
 - b. Earn four units of Mathematics which shall include at least competency obtained in Algebra I, Algebra II, and Geometry;
 - c. Earn four units of Science including at least two lab sciences;
 - d. Earn four units of Social Studies;
 - e. Earn either three units of one Foreign Language or two units each of two Foreign Languages;
 - f. Earn one unit of Fine Arts;
 - g. Maintain an overall high school grade point average of at least 3.5 on a four-point scale through the 7th semester; or
 - h. Obtain a composite score of 27 on the American College Testing Program's (ACT) Test or an equivalent composite score on the Scholastic Aptitude Test (SAT).

NEW LONDON DISTINGUISHED SCHOLAR

The criteria for the Distinguished Scholar program is as follows:

1. Cumulative GPA of 3.8 on a 4.0 scale for all High School level coursework
2. Successful completion of at least 6 Advance, AP, or CCP courses
3. Successful completion of at least 2 Advance, AP, CCP courses during their senior year or one such course and at least a 27 on the ACT

The student that meets the above criteria with the highest GPA will be designated as the Valedictorian. In addition, the student that meets the above criteria that has the second highest GPA will be designated as the Salutatorian.

Accepted Courses: Advanced Physical Science, AP Calculus AB, AP Calculus BC, Spanish 4, All CCP and AP courses. *Classes are being added every year. Contact NLHS Guidance Dept. with any questions.

ACADEMIC LETTERS – Academic Letters are awarded to an honorary group of students who have attained academic excellence in the classroom. Students who achieve a 3.3 cumulative grade point average at the conclusion of the 3rd grading period of each year will be awarded academic letters. Academic letters will be awarded based on the cumulative gpa through the 3rd grading period of the current school year.

High Honor Roll - Students attaining a quarterly grade point average of 3.5 will be awarded the status of High Honor Roll for that quarter.

Honor Roll - Students attaining a quarterly grade point average of 3.0 will be awarded the status of Honor Roll for that quarter.

STUDY HALLS –Students may not have more than one study hall per semester. Seniors taking at least 3 upper-level classes (AP or CCP) can take 2 study halls with administrative permission.

RETAKING COURSEWORK – Students may retake coursework if they earn a “D+” or lower. The retaking of the course must occur within one academic year. Students retaking coursework will not earn additional credit. The highest grade earned in the coursework will count towards their GPA. **Students earning a “C- “or higher will not be permitted to retake coursework.** Courses such as, but not limited to Band, Choir, Yearbook, Show Choir, are exempt from this provision.

College Credit Plus – All students are eligible for an opportunity to take classes at eligible post-secondary institutions. The purpose is to promote rigorous academic pursuits and to provide a wider range of options to high school students. Decisions for participation must be made by March 30th of the preceding school year. Students enrolled in CC+ have special circumstances that may affect their grades. The rules and policies are outlined in the student and parent agreement form and should only be signed if the **student and parent are willing to accept all of these policies.**

NEW LONDON CREDIT FLEXIBILITY POLICY

Senate Bill 311 Part J (Ohio Core) legislation requires the development of a plan for students to earn units of high school credit based on the demonstration of subject area competency, instead of or in combination with completing hours of classroom instruction. Under this plan, students may earn credit by:

- Completing coursework; and/or
- Testing out or showing mastery of course content; and/or
- Pursuing an educational option such as senior project, distance learning, postsecondary coursework, online coursework, internship, service learning, or research based project; and/or
- Any combination of the above

Under this policy all New London High School students will have the opportunity to earn high school credit either in the traditional classroom setting or through the implementation of the above mentioned options.

These options may be utilized throughout the student's entire high school career. All credits earned through the New London Credit Flexibility Policy will count towards both local and state graduation requirements.

New London Local Schools will communicate this policy to the students, parents, and community through the following means:

- Publishing the policy in our student agenda book and registration guide
- Posting the policy on the district web page
- Submitting the policy to local media outlets on a yearly basis

Courses and educational options may be counted for full or partial credit and/or credit in more than one area if partial mastery is demonstrated. Credit from outer districts and educational providers may be accepted in accordance with the Operating Standards for Ohio Schools.

The New London Local School District Credit Flexibility Policy is a working document and will be reviewed on a yearly basis by the Credit Flexibility Panel and revised as necessary.

What do parents and students need to know?

A student interested in participating in the New London Credit Flexibility Policy must submit a written proposal to the high school, or building principal no later than 10 school days prior to the start of each academic year. This proposal must provide a detailed description of the student's planned activities, and describe how these activities will be aligned with and support the State's Achievement and Technical Content Standards. More information regarding the State's Achievement and Technical Content Standards can be found at: education.ohio.gov. Once the student's proposal is submitted, it will be reviewed by a panel of five New London High School teachers, the high school guidance counselor, and the high school principal. Proposals will be accepted/rejected based on their educational merit, alignment and support of State's Achievement and Technical Content Standards, and alignment with New London Local School District Policy. Students will be notified of their proposal's acceptance/rejection no later than the first five days of school. Rejected proposals may be resubmitted one time within 5 school days to the superintendent or designee. The superintendent shall approve or deny the appeal. This decision is final. Applications/information packets may be obtained from New London High School Guidance Department. Students who have their proposals approved will become independent learners. It will be their responsibility to submit all components of their proposal to the panel for review by the designated due date. Absolutely no extensions will be granted and an incomplete plan will result in no credit earned for the student. The panel will determine the student's grade and notify the student and their parents or guardian, in writing, no later than fifteen school days after all components of the student's proposal have been submitted. Credit(s) will be reflected on the student's transcripts at the end of the academic year. Students proposing the Test-Out Option as a component of their individual Credit Flexibility Plan will take a test designed by New London High School staff. Tests will be administered during the first five school days of each academic year.

Credit Flexibility Options That Do Not Require Written Plans:

Throughout the course of an academic year, New London Local Schools may offer opportunities for students to earn flexible credits. These options include, but are not limited to:

- New London High School will provide an online course provider for students interested in online learning. A fee will be charged for these courses.
- **Distance Learning** opportunities may be provided by the district throughout the year as they become available.
- **College Credit Plus:** If you are a seventh, eighth, ninth, tenth, eleventh, or twelfth grade student, the College Credit Plus Program provides you with an opportunity to take classes at eligible post-secondary institutions. These institutions include community colleges, post-secondary vocational technical institutions, state universities, many private colleges and universities. The purpose of the program is to promote rigorous academic pursuits and to provide a wide variety of options to high school students. Any student interested in this option **MUST** attend the district's CC+ night in February of each academic year with their parent/guardian.

SCHEDULE CHANGES – Ideally all schedule changes should be made before the start of each semester but in rare circumstances this is not the case. A student, with principal approval, may change his/her schedule within three school days of the semester. If a student chooses to drop a course after this time, he/she will receive an “F” in the course. ***Parental permission is required before a student will be permitted to drop any class.*** Students are permitted to request a change in their schedule during lunch or study halls only, not during academic classes.

SUMMER SCHOOL – Credits may be earned through summer school at New London High School or through another approved institution. Credit for summer school will be approved as an educational option and meets state guidelines for such.

Restrictions:

- No more than two (2) credits shall be granted toward graduation.
- Credit may be earned for a course if the student has failed the course at New London.
- All summer school courses for credit must have the approval of the building principal prior to beginning the work.
- Written documentation of the courses, grades earned, and completion of the course must be received by the respective principal and/or his/her designee before credit shall be awarded. Cost for any summer school course work shall be the student’s responsibility.
- Any course taken during a Summer School session (either high school or college for high school credit) shall count towards grade calculation for the class rank.

New London Digital Academy – Students who need to make up credit may be eligible to enroll in the Digital Academy’s online learning program.

GRADING SCALE

The grading system used at New London Local Schools is the A, B, C, D, F system. All teachers must use the same system and grading scale to insure the student, parents, and fellow teachers a more accurate evaluation of each student. This does not deny the teacher the right to use the “curve” when grading. The “curve” needs to be made before the letter grade is given

The following grading scale will be used:

A	94 – 100%	4.0	C	74 – 77%	2.0
A-	90 – 93%	3.6	C-	70 -73%	1.6
B+	88 – 89%	3.4	D+	68 – 69%	1.4
B	84 – 87%	3.0	D	64 – 67%	1.0
B-	80 – 83%	2.6	D-	60 - 63%	0.6
C+	78 – 79%	2.4	F	Failing	

HONOR ROLL – Each grading period an honor roll will be published. The honor roll will be based on all classes giving grades and will be given for the following grade levels: High Honors 3.5 G.P.A. or above, Honor Roll 3.0 – 3.4 G.P.A. The honor roll will be published in area newspapers and distributed to the high school faculty. **A “D” in any subject will disqualify a student from either list.**

TRANSFER STUDENT GRADING POLICY - Student transferring to New London Local Schools will have their nine-week grade calculated as follows.

Move to New London within:

- **TWO** weeks of the beginning of the quarter: grade based on 20% former school, 80% New London
- **FOUR** weeks of the beginning of the quarter: grade based on 40% former school, 60% New London
- **SIX** weeks of the beginning of the quarter: grade based on 60% former school, 40% New London
- **EIGHT** weeks of the beginning of the quarter: grade based on 80% old school, 20% New London

SEMESTER EXAMS – High school semester exams will be given in all subjects and the exam grade will be averaged with the two 9 week grades to determine the semester grade. Middle School exams will be given by individual teacher preference. If a student is given an exam, the exam grade will be averaged with the two 9 week grades to determine the semester grade. **ALL MIDDLE SCHOOL STUDENTS WILL BE EXPECTED TO ATTEND SCHOOL ON EXAM DAYS** (Even if a student does not take any exams he/she will be expected to attend school on exam days). Educational activities will be taking place throughout exam days if no exams are being given.

GRADE CARDS – Grade cards are issued at the end of each 9-week grading period.

1st grade card - Mailed home with Fee letters. Available online in ProgressBook

2nd grade card - Sent home with students. Available online in ProgressBook

3rd grade card - Sent home with students. Available online in ProgressBook

4th grade card - Mailed home with Fee letters. Available online in ProgressBook

PART II: ATTENDANCE POLICY

ATTENDANCE - The Ohio Revised Code Section 33210.01 states that a person between the ages of 6 and 18 years of age is of “compulsory school age.” Regular school attendance should be the goal of every student. In accordance with this goal, New London High/Middle School has adopted the following policy:

Excused Absences / Legitimate Reason:

- Note from doctor
- Funeral of family member or close friend
- Religious holiday
- College visitation (HIGH SCHOOL ONLY – pre approved by Principal)
- Court appearance with proper documentation

Once a New London School student has missed:

- 15 consecutive hours or 21 hours in one school month or 35 hours in one school year without a LEGITIMATE EXCUSE, it is policy to notify his/her parent/guardian of these absences.
- 30 or more consecutive hours or 42 or more hours in one school month, or 72 or more hours in a school year without LEGITIMATE EXCUSE, they will be assigned to an absence intervention team, where an absence intervention plan will be created, and a complaint may be filed with the Huron County Prosecutor’s Office.
- Students have 60 days to successfully implement their absence intervention plan. If they do not make progress on the plan, as determined by the Absence Intervention Team, the school must file, by law, a complaint in juvenile court on the 61st day after the implementation of the Absence Intervention Plan. At any time during this plan, if the student is absent without legitimate excuse 30 or more consecutive hours or 42 or more hours in one school month, or 72 or more hours in a school year a complaint will be filed in juvenile court.
- 21 hours during a single school month or 42 or more hours this school year WITH OR WITHOUT A LEGITIMATE EXCUSE, it is policy to notify his/her parent/guardian of these absences.
- 38 or more hours in one school month, or 65 or more hours in a school year WITH OR WITHOUT A LEGITIMATE EXCUSE, they will be assigned to an absence intervention team, where an absence intervention plan may be created.
- Out-of-school suspension days may count towards the total number of days absent from school. In-school suspension days will not count as days absent from school.
- Any student missing more than half of any class will be considered absent.
- **Unless a student obtains prior approval from the office, a student who comes to school after 9:24 AM or is sent home due to illness during the school day will not be eligible to take part in any type of after school activity.**

If parents wish to have their son or daughter leave the school grounds during school hours for such things as doctor appointments, a written request is to be submitted to the principal or his/her designee **prior to 7:45 AM on the day to be dismissed.**

NOTIFICATION OF ABSENCE

- Parents are requested to notify the school before 8:30 AM on the day a student is absent from school. Please call 419-929-1586 to give the name of the student and the reason for the absence. Parents who have not contacted the school will be notified of the child's absence either by phone or mail.
- A note, (parent, doctor excuse, court ordered appearance, etc.) must also be sent upon student's return to school.

COLLEGE VISITATION AND JOB SHADOWING

A student visitation to a college is encouraged to assist the student in making the best choice for future plans. To insure proper use of this day and for the safety of all students involved, the following guidelines need to be followed:

- Juniors and seniors will be granted two days per year to visit colleges. Additional day(s) may be granted at the discretion of the building principal.
- A visitation appointment must be made with a representative of the college/university and verified to the high school counselor or principal.
- One (1) job shadowing day per year per student. Verification will be required.
- **College visitation and job shadowing days WILL NOT be permitted during exam days.**

VACATION DAYS

Student vacation days **will count toward total absences from class**. School work may be made up. Up to 5 days of vacation will be excused. However, be aware consecutive days of excused absences will count toward student excessive absence totals per House Bill 410 and families may receive written notice. Permission must be obtained from the principal by the parent/legal guardian at the high school office no later than three (3) school days prior to the start of the vacation. Homework is the student's responsibility before leaving on vacation. Homework is due the day the student returns from excused vacation.

FIELD TRIPS

Students are encouraged to participate in the various school sponsored field trips throughout the school year. Only students in "good standing" will be permitted to attend a field trip. A student in "good standing" must have:

- passing grades in all his/her classes
- have met all school financial obligations (i.e. school fees, return of school equipment) or have made arrangements for a payment plan
- good discipline record
- good attendance record (if a student has been absent an unusually large number of days, it is not recommended that he/she participate in a field trip)

A student, who has paid for a field trip and does not participate in the event, may forfeit the money paid for the trip.

MAKE-UP WORK - It is the responsibility of the student to arrange for make-up work following an absence. Students shall have the number of days missed to make up missed work.

PART III: GENERAL EXPECTATIONS AND PROCEDURES

BUS DISCIPLINE - A bus driver is primarily responsible for the discipline of pupils while they are being transported. The New London Schools Code of Student Conduct applies to all bussing situations.

Students transported to school by bus must also be transported to their regular or approved discharge point on the same day. Children are not to be discharged from the bus other than at the regular discharge points for any reason.

BUS REGULATIONS - Driving the bus and delivering children safely to and from school is the most important job of the school bus driver. In order for the bus driver to do his/her job, it is important that the student follow rules set forth on each bus.

DANCES - Students may attend all school dances with or without a date. The following rules apply:

- The Student Code of Conduct is in effect during all dances.
- Once a student or guest leaves a dance that person may not return. If students leave unusually early from a dance, parents may be called, although the school assumes no responsibility once a student leaves school grounds.
- High School Dances: Guests from other schools are allowed*, ***but they must be registered with the principal at least two (2) days prior to the dance.*** Proper paperwork must be completed by the guest before s/he is approved to attend. (* Sponsoring groups have the right to deem a dance a "New London Student **Only**" dance.)
- Middle School Dances are limited to New London Middle School Students only.

DELIVERIES - No items (flowers, candy, etc.) will be delivered to the student during the school day. Students receiving such will be notified by office personnel and items can be picked up at the end of the day.

LUNCHES - Students in grades 6-12 will have a closed lunch. No food or drink is to be taken out of the cafeteria. Students using the cafeteria are to be considerate of those who will eat after them. Milk cartons, napkins, and utensils are to be discarded in their proper places. There is no loitering in the halls and no students are to be in the hallways during the lunch periods. With teacher permission, students may eat lunch in a teacher's classroom if supervised.

SCHOOL FEES - School fees must be paid or a student must be on a payment plan if he/she wishes to attend a school sponsored field trip or special event (i.e. prom, semi-formal middle school dance; homecoming dance).

STUDENT DRESS CODE- School dress and grooming should be similar to what would be appropriate for an informal workplace or place of business. School dress and grooming style should not have a distracting influence or pose a possible health or safety hazard. **The principal has the right to determine when the dress or grooming of an individual is inappropriate for school. Any time a student's dress or grooming disrupts the educational process of New London School or is believed to be a safety risk, then that dress is unacceptable.**

- No revealing or immodest clothing is permitted. This includes but is not limited to:
 - Bare midriffs, regardless of what the student is doing;
 - Halters, backless, see through "arm-pit" openings, and strapless tops;
 - Low cut or V-neck blouses/tops;
 - Underwear (including boxers and bra straps) should be covered at all times.
 - Skirts and shorts should be at least mid-thigh length.
- No outdoor apparel including gloves of any kind is to be worn in the school building.
- Excessively large/baggy pants are not permitted. No "sagging" of pants, shorts, etc. is permitted. Pants are to be worn properly around the waist.
- Cutoffs, spandex shorts, pajama pants, or tear-away pants are not permitted.
- Leggings, yoga pants, and jeggings must have a shirt that extends loosely to mid thigh.
- No rips, tears, or holes are permitted in clothing above mid thigh.
- Hats, hoods, bandanas, scarves, slippers, sunglasses should not be worn in the building.
- Clothing, jewelry, wallet chains, and accessories that contain sharp edges or spikes are not permitted.
- Writing or pictures on the backside of pants/shorts is prohibited.
- Clothing and accessories should not advertise or suggest drugs, alcohol, tobacco, illegal substances, weapons, violence, profanity, obscenities, gang activities, or sexually suggestive messages. This includes shirts with inappropriate double meanings, implied messages, or innuendo.
- Purses and backpacks must remain in the student locker.

MEDICATION - New London Schools require physician and/or parent authorization to administer any medication or drugs to students. These include, but are not limited to: cough medicines, aspirin, Tylenol, cough drops, throat lozenges, salves, and ointments. We wish to emphasize that it is more desirable for medication to be administered at home. However, any student who is required to take medication during the school day must comply with school regulations. ***A form may be obtained from the school office and completed by the physician and the parent or guardian. The following regulations will be in effect:***

1. Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's order. The school nurse must receive and retain a statement, which complies with ORC3313.713 and is signed by the physician who prescribed the drug.
2. The statement must be on file in order for authorized personnel to administer medication.
3. All medication to be administered to student shall be:
 - a. checked against the receipt form on file and verified;
 - b. done or observed by the school nurse, secretary, principal and/or his/her designee
4. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.

5. Medication must be stored in the high school office. Students may not administer or carry medications of any type on their person (locker, purses, etc.)
6. A new request form must be submitted each school year as necessary for changes in medication orders.
7. Medication must be picked up prior to the last day of school. Any medication left in the office will be disposed of if not picked up. School personnel cannot be responsible for medication while school is not in session.
8. Administration procedures for non-prescription medication are the same as prescription medication with the exception that only the parent permission statement be signed and on file; a physician's signature is not needed. Forms will be available to all students the first week of school.
9. Nothing in this policy affects the application of section 2305.23, 2305.231, or 3313.712 of the Ohio Revised Code to the administration of emergency care or treatment of a student.

POLICIES CONCERNING STUDENTS DRIVING VEHICLES - Students who drive to school must register their cars with the high school office. A copy of student driving regulations will be given to the student at the time he/she registers his/her car. Students must adhere to school safe driving and parking regulations. Once on school property, students must park in a designated student area, leave their car, and enter school. No car is to be entered or moved during the school day unless permission is granted from the office. Speeding and careless driving is forbidden. Students' driving privileges to school can be revoked for any violation of these rules. **A \$15.00 registration fee is required. Students and Parent/Guardian must consent to drug testing policy in order to obtain a parking permit.**

RETURNED CHECKS – A \$12.00 charge will apply to any check returned to the school for insufficient funds.

REVOCATION OF DRIVER'S LICENSE – *A student's driver's license may be revoked or delayed due to alcohol and/or drug use, chronic absenteeism or "dropping out" of school.*

VALUABLES - Students are urged to keep anything valuable at home. It is the student's responsibility to secure all his/her valuables. ***Do not give the combination to your locker to any other student.***

VISITORS - Because of the busy work schedule of the staff and students we ask that students do not bring friends to visit. This includes the noon hour(s).

WORK PERMITS – A work permit can be obtained from the high school attendance secretary. Applicants must:

- Be between 14 and 18 years of age.
- Have a job (Federal ID number is required from employer)
- Complete all necessary forms and information
- Pledge of Employer Information
- Physician's Certificate information
- Application for Work Certificate information
- Completed registration must be signed by the District Superintendent or designee. Pick up and sign a work permit.
- Allow one week for processing the work permit.

EMERGENCY PROCEDURES

Fire Drill Procedures - It is the responsibility of the teacher to be fully acquainted with which exits to use. Directions are in each room. Each fire drill is to be interpreted as "the real thing."

- Students are to be quiet as soon as the fire bell sounds.
- Students' conduct must be orderly.
- Students are to report to designated area
- Any disabled student will be aided by others nearest him/her.
- Attendance will be taken.
- Students will re-enter the building only when designated by the Superintendent, Principal, Fire Chief, or Police Officer.

Tornado Drill Procedures - It is the responsibility of the teacher to instruct students of the location they are to go to in case of a tornado. Directions are also posted in each room. Each tornado drill is to be interpreted as "the real thing."

- Students are to be quiet as soon as the tornado alarm sounds.
- Students' conduct must be orderly.
- The first student to the door will proceed to the assigned area and assume the tornado drill position.
- Students must not be in direct line with any windows or doors.
- Students will be instructed when it is safe to return to class or exit the building.
- It is imperative that all students are quiet during a drill in order to hear instructions that may be relayed to them.

PART IV: CODE OF CONDUCT

SCOPE OF THE RULES

It is the desire of the New London staff and administration that discipline should be a tool for building positive character in our students. Our goal is for students to be self-disciplined individuals who function successfully in society. The development of this self-discipline is a shared responsibility of parents and school personnel. A cooperative working relationship with positive communication must be established between school personnel and parents to develop an attitude of mutual respect. This team effort will help each student grow academically, emotionally, physically and morally. Students need to learn what is considered to be good behavior through positive teacher reinforcement and influence. Teachers should communicate to the students' proper student conduct in the classroom and other school settings in a firm but positive way. School staff should be consistent and fair in their expectations of the students. It is very important that disciplinary action is appropriate and consistent in dealing with all violations.

STAFF PROTECTION

The Board recognizes its responsibilities to provide reasonable support and assistance to staff in their efforts to create a positive learning climate, as well as maintaining control and discipline in the classroom, on school property, and at school functions. All employees shall have an expectation that the Student Code of Conduct as detailed in Board policy and student handbook(s) shall be uniformly implemented and enforced within a given school building throughout the school district.

- ***Disciplinary action including suspension, expulsion, removal, and permanent exclusion, may be taken for student misconduct that includes any actions directed at a school official or employee or the property of such official or employee regardless of where misconduct occurs. (It is also recommended that the official or employee file criminal charges.)***

TYPES OF DISCIPLINARY ACTIONS

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy. ***It should also be noted that in specific situations the principal or his/her designee has the right to modify the disciplinary action a student receives.***

1. Issue verbal reprimand.
2. Issue written reprimand.
3. Restrict or remove privileges.
4. Assign detentions (before school, during lunch, after school).
5. Advise parents by letter.
6. Advise parents by telephone.
7. Hold conferences with parents and students.
8. Refer student to counselor.
9. Refer student to psychologist.
10. Emergency removal of students from class.
11. Friday School
12. Alternative Learning Center (1-10 days).
13. Out-of-school suspension (1-10 days).
14. Recommend expulsion to the Superintendent
15. Remove students from an activity or school organization or from class.
16. Require restitution (in case of stealing or property damage).
17. Notify local authorities.
18. Confiscate item(s).
19. Send students home to change clothes.
20. Assign zero credit for a special assignment or designated period of time.

DUE PROCESS RIGHTS

- Students are notified by administrator/designee of the Notice of Intended Suspension.
- An informal hearing is conducted with the student, giving him/her the opportunity to explain his/her side.
- The administrator in charge will make a decision as to whether to suspend after informal hearing.

- If a student is suspended, the district will assume that the student has delivered a copy of the Notice of Intended Suspension to the parent(s) within one day of the action.
- Parents will be notified by regular U.S. mail of the suspension.
- The suspension may be appealed to the Superintendent or his/her designee within fourteen days of the receipt of the suspension notice. **The request must be in writing.**
- Notification of the date, time, and place of hearing (including a list of all persons who will be in attendance) will be given to all persons involved in the hearing.
- The appeal hearing shall be conducted in a private meeting and the student may be represented.
- Sworn, recorded testimony shall be given.
- If the appeal decision is to uphold the suspension, the next step in the appeal process is the Court of Common Pleas.

HALL PASSES

All students must use the online hall pass form when leaving the classroom during instructional time with teacher permission. Students must sign out when leaving the classroom and sign back in upon their return.

HARASSMENT, INTIMIDATION, AND BULLYING

Formal Complaints:

Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct. Harassment, intimidation, and bullying of students in the school environment can substantially interfere with their ability to learn, perform, and feel safe. Therefore, any conduct, communication, activity, or practice that occurs at any time on school property, on a school bus, or during any school sponsored event, and at the times and/or places set forth in the Code of Student Conduct, that constitutes harassment, intimidation, or bullying involving students shall be strictly prohibited. Students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. Further, any such conduct, communication, activity, or practice should be immediately reported to the building principal or other responsible school employee. All reports of harassment not covered by this policy shall be investigated in accordance with the policies applicable to the particular harassment.

- A. To implement this policy and to address the existence of harassment, intimidation, or bullying in the schools, the following procedures shall be followed:
 - A. Students must report acts of harassment, intimidation, or bullying to teachers, District employees, and/or school administrators;
 - B. The parents or guardians of students should file written reports of suspected harassment, intimidation, or bullying with the building principal or other appropriate administrator;
- B. Teachers and other school staff who witness acts of harassment, intimidation, or bullying or receive student reports of harassment, intimidation, or bullying shall notify school administrators;
- C. School administrators shall investigate and document any written or oral reports;
- D. School administrators shall notify the custodial parent or guardian of a student who commits acts of harassment, intimidation, or bullying and the custodial parent or guardian of students against whom such

acts were committed, and shall allow access to any written reports pertaining to the incident, to the extent permitted by O.R.C. §3319.321 and the Family Educational Rights and Privacy Act.

Definition of Harassment, Intimidation, or Bullying

In accordance with this policy, “harassment, intimidation, or bullying” means either of the following:

- A. Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both:
 - i. Causes mental or physical harm to the other student; and
 - ii. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student; or
 - iii. Violence within a dating relationship.
- B. “Electronic act” means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.
- C. The behavior prohibited by this policy is marked by the intent to ridicule, humiliate, or intimidate the victim. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

Conduct Constituting Harassment, Intimidation, or Bullying

Such conduct can take many forms and can include many different behaviors having overt intent to ridicule, humiliate or intimidate another student. Examples of such conduct include, but are not limited to:

- A. Physical violence and/or attacks.
- B. Taunts, name-calling, and put-downs.
- C. Threats and intimidation (through words and/or gestures).
- D. Extortion or stealing of money and/or possessions.
- E. Exclusion from the peer group or spreading rumors.
- F. Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as “cyber bullying”), such as the following:
 - G. Posting slurs on Websites where students congregate online (personal online journals or diaries);
 - H. Sending abusive or threatening instant messages;
 - I. Using camera phones to take embarrassing photographs of students and posting them online;
 - J. Using Web sites to circulate gossip and rumors to other students;
 - K. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers; and
 - L. Violence within a dating relationship.

Complaint Process

A. Formal Complaints:

- Students and/or their parents or guardians may file reports of conduct that they consider to be harassment, intimidation, or bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review and action.
- Teachers and other school staff who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written incident report concerning the events witnessed.

B. Informal Complaints

- Students may make informal complaints of conduct that they consider to be harassment, intimidation, or bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of harassment, intimidation, or bullying, including person(s) involved, time and place of the conduct alleged, the number of such incidents, the target of such suspected harassment, intimidation, or bullying, and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written reports by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.
- In addition to addressing both informal and formal complaints, school personnel are encouraged to address the issue of harassment, intimidation, or bullying in other interaction with students. School personnel may find opportunities to educate students about harassment, intimidation, or bullying and help eliminate harassment, intimidation, or bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. School personnel should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of “harassment, intimidation, or bullying.”

Deliberately Making False Reports

Students are prohibited from deliberately making any false report of harassment, intimidation, or bullying. Students found to have violated this prohibition are subject to the full range of disciplinary consequences, up to and including suspension and expulsion.

Confidentiality

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District’s legal obligation to the complainant, alleged harasser, and witnesses, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

Investigation

- The investigator should remember that the investigation requires a balancing of the accused's rights, the complainant's right to an environment free of harassment, intimidation, or bullying, and the Board of Education's interest in a prompt and fair investigation.
- The investigator shall meet with the complainant within a reasonable period of time from the time of making the complaint. However, the investigator is urged to meet with the complainant as soon as possible.
- Following the meeting with the complainant, the investigator shall conduct an investigation to determine if harassment, intimidation, or bullying has occurred. The investigation shall include a conference with the accused and the complainant, as well as any and all other methods which are considered necessary to determine whether harassment, intimidation, or bullying has occurred.

Post-Investigation Procedures

- Upon conclusion of the investigation, the investigator shall issue a written report. The report shall include a determination of whether the accused was found to have engaged in harassment, intimidation, or bullying, was found not to have engaged in harassment, intimidation, or bullying, or whether the investigation was inconclusive. The report shall be issued to the complainant's parents. A copy of the report shall also be sent to the Superintendent or his/her designee.
- A finding of no harassment, intimidation, or bullying or inconclusive evidence shall end the investigation.
- If harassment, intimidation, or bullying is found to have occurred, the investigator shall recommend what steps are necessary to ensure that the harassment, intimidation, or bullying is eliminated for the victim and other individuals affected by the harassment, intimidation, or bullying and to correct its effects on the complainant and others, if appropriate.

Retaliation is prohibited

Retaliation against those who file a complaint or participate in the investigation of the complaint is prohibited. Therefore, filing of a complaint or otherwise reporting harassment, intimidation, or bullying will not reflect upon the student's status, nor will it affect future employment, grades, or work assignments. Further, the administrator is directed to implement strategies for protecting a victim from retaliation following a report.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against harassment, intimidation, or bullying behavior is enforced, with the goal that any such harassment, intimidation, or bullying behavior will end as a result.

Harassment, intimidation, or bullying behavior can take many forms and can vary in how serious it is, and what impact it has on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation, or 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 harassment, intimidation, or bullying, whether and 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.

Non-Disciplinary Interventions

When verified acts of harassment, intimidation, or bullying are identified early and/or when such verified acts of harassment, intimidation, or bullying 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 harassment, intimidation, or bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered.

Disciplinary Interventions

When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Suspension is a possible consequence for a student found responsible for harassment, intimidation, or bullying by an electronic act.

Strategies for Protecting Victims or Other Persons from New or Additional Acts

- Supervise and discipline offending students fairly and consistently;
- Provide adult supervision during recess, lunch time, bathroom breaks, and in the hallways during times of transition;
- Maintain contact with parents and guardians of all involved parties;
- Provide counseling for the victim if assessed that it is needed;
- Inform school personnel of the incident and instruct them to monitor the victim and the victim's friends or family members and the offending party for indications of harassing, intimidating, and bullying behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- Check with the victim and the victim's friends or family members to ensure that there has been no new or additional incidents of harassment/intimidation/bullying or retaliation of the victim or other persons from the offender or other parties.
- If necessary to protect a person from new or additional acts of harassment, intimidation, or bullying, and from retaliation following a report, a person may make an anonymous report of an incident considered to be harassment, intimidation, bullying, or retaliation by providing written information to any staff member or administrator. The report should include as much information as possible and shall be forwarded promptly to the building principal for review and action.

In addition to the prompt investigation of complaints of harassment, intimidation, or bullying and direct intervention when acts of harassment, intimidation, or bullying are verified, other District actions may ameliorate any potential problem with harassment, intimidation, or bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators and school personnel:

- Respectful responses to harassment, intimidation, or bullying concerns raised by students, parents or school personnel;
- Planned professional development programs addressing bully/targeted individuals' problems;

- Data collection to document bully/victim problems to determine the nature and scope of the problem;
- Use of peers to help ameliorate the plight of victims and include them in group activities;
- Avoidance of sex-role stereotyping (e.g. males need to be strong and tough);
- Awareness and involvement on the part of all school personnel and parents with regards to bully-victim problems;
- An attitude that promotes communication, friendship, assertiveness skills, and character education;
- Modeling by staff of positive, respectful, and supportive behavior toward students;
- Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere; and/or
- Forming harassment, intimidation, and bullying task forces, programs, and other initiatives involving volunteers, parents, law enforcement, and community members.

This policy shall appear in student handbooks, and in the publications, that set forth the comprehensive rules, procedures, and standards of conduct for schools and students in the District. The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students and their custodial parents or guardians. Information regarding the policy shall be incorporated into employee training materials.

Orientation sessions for students shall introduce the elements of this policy and procedure. Students will be provided annually with age-appropriate instruction on the recognition and prevention of harassment, intimidation, or bullying, including discussion of the consequences of violating this policy, and their rights and responsibilities under this and other District policies, procedures, and rules at student orientation sessions and on other appropriate occasions.

A District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy adopted pursuant to this section if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures as specified in the policy.

The Administration shall annually send to each student's custodial parent or guardian a written statement describing this policy and the consequences for violating it. The Administration shall semi-annually provide the president of the Board a written summary of all reported incidents and post the summary on the District's website to the extent permitted by state and federal student privacy laws.

NON-INSTRUCTIONAL AREAS OF MISCONDUCT

Running, boisterous horseplay, and extreme loudness are not acceptable; loitering in restrooms is prohibited. Students acting as an accessory to a rule violation will receive that same misconduct penalty; for example, a student acting as a look-out for tobacco use, a drug sale or a theft will receive the same penalty as the other people involved.

Students are expected to comply with reasonable requests made by staff in all non-instructional areas as willingly and as quickly as they are expected to do in the classroom. Students should understand that the authority of the teacher does not end at the classroom door, but extends to every inch of the building and grounds including those areas used for athletic events at the park.

The **school cafeteria** is a place where students must be particularly concerned with the rights of others and be sensitive to the image and reputation of their school. Specific guidelines for proper behavior in the cafeteria include:

- Refrain from cutting lunch lines
- Dispose of refuse from lunch in the provided waste cans
- Refrain from throwing food

CONCLUSION OF REGULATIONS

Since it is impossible to list everything that may occur during the course of a school year, the Board of Education has invested certain powers and privileges to its administration and staff. Therefore, any policy, regulation, rule, privilege, condition, etc., not covered in the handbook or board policies will be handled as individual cases by the teachers, principal, superintendent, and/or Board of Education.

In all cases, these people will try to be as fair as possible in their judgment and decisions when deciding what is best for the student or students involved or what is best for the student body. These judgments and decisions will hold unless overridden by those higher in the "chain-of-command."

DEFINITION OF TERMS

Alternative Learning Center - ALC is the holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. A learning center placement may be from one to 10 days. Credit will be given for work completed. Assignment to ALC is not necessarily due to disciplinary action.

Detentions - Teachers and administrative personnel have the right to issue detentions for violations of classroom rules or the New London High School Student Conduct Code. The length of detentions will be at the discretion of the person issuing the detention. Students will be given a minimum of a 24-hour notice prior to the assigned detention. It is the responsibility of the student to arrange transportation to or from the assigned detention. Lack of transportation will not be accepted as an excuse for not serving detention(s) as assigned. Serving detentions is not optional. Failure to serve a detention as assigned will result in the detention being doubled, along with a notice of consequences for failure to serve assigned detentions to the parent or guardian. **A second failure to serve the same detention(s) as described above constitutes repeated violations of the student Code of Conduct and will result in a Friday school.**

Emergency Removal – A student may be removed from a class or from school property for up to 24 hours if the student’s continued presence poses a risk to the safety or security of others or their property, or disruption of the educational process.

- The superintendent, principal, assistant principal, teacher, advisor, or sponsor may remove a student from the premises, either during curricular or extracurricular activities.
- Emergency removal is the immediate removal of a child and may involve law enforcement personnel because the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.

Suspension - General

- The superintendent or principal may suspend a student up to but not exceed ten (10) school days.
- Out-of-school suspension means that the student is out of school and off school premises during the day, evening, and weekends and is not permitted to participate in all school events until the suspension is completed. Out-of-school suspension(s) shall be served on consecutive days.

Expulsion - Expulsion is the removal of said student from school and all school activity. **School work may not be made up for credit during the time a student is expelled from school.**

- The superintendent or his/her designee is authorized to expel for periods up to 80 days and that if fewer than 80 days remain in the school year in which the incident took place, any remaining part or all of the expulsion may be applied the following school year.
- As part of the Federal Goals 2000 legislation, the superintendent or his/her designee may expel a pupil, not to exceed one year, who brings a weapon (firearm) to school or a school activity whether or not it is located on property that is owned or controlled by the district. The superintendent or his/her designee may also expel a pupil not to exceed one year for bringing a knife into or onto school property operated, owned, or controlled by the Board or to an interscholastic competition, an extracurricular event, or any other program or activity sponsored by the school district or in which the school district is a participant.
- The superintendent or his/her designee is authorized to expel, up to one year, any student who makes a bomb threat to a school building or toward other premises at which a school activity is occurring and for any act committed while at school, on school property, or at a school event.
- If a student age sixteen or older is expelled for a violation listed in the Ohio Revised Code 3313.662(A), the superintendent or his/her designee may file a motion with the court under Revised Code 3316.66 (F) to request a court order extending the expulsion for the lesser of an additional eighty days or the number of school days remaining in the school year.

- The superintendent or his/her designee shall be permitted to modify these expulsion requirements on a case-by-case basis provided the following criteria are met:
 - A review of any legal proceedings and action that were taken as a result of the misconduct.
 - A meeting with instructional personnel, building administrators and/or parents or guardians is held to discuss the misconduct.
 - The student has completed all academic and community service requirements as assigned by the school and/or courts.

Thursday School - Student assigned a Thursday school must serve from 2:50 PM to 4:50 PM on the assigned date. **Failure to serve a Thursday school will result in one (1) day of Out of School Suspension.** Transportation from school is to be provided by parent or student.

Multiple Detentions/Violations of School Policy - Multiple, or repeated detentions and or violations of school policy indicate a repeated failure to follow classroom and/or Student Conduct Code regulations and a repeated disruption of the educational climate necessary for learning to take place. Multiple, or repeated detentions/violations of school policy will be considered “**willful disobedience**” and will be dealt with as a Level (2G) offense.

Multiple Suspensions - Multiple, or repeated suspensions indicate a repeated failure to follow classroom and/or Student Conduct Code regulations and a repeated disruption of the educational climate. Multiple, or repeated suspensions will be considered a Level (3K) offense.

Out-of-School Suspension – Out-of-school suspension is the removal of a student from school and all school activity privileges for a period up to 10 days. It is the responsibility of the student to complete all school work assigned during a suspension. Students will be given the opportunity to complete work assigned.

Over the Counter Drugs (OTC) – Any drug or ointment not prescribed by a physician.

Permanent Expulsion – As authorized by Ohio law, the Board of Education may permanently exclude any student who has been found guilty of committing, when sixteen (16) years of age or older, any of the following offenses while on school grounds which are considered to be crimes when committed by an adult.

- Possession or involvement with a deadly weapon
- Trafficking in drugs.
- Murder, involuntary manslaughter, assault or aggravated assault.
- Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at school events, or when the victim is an employee of the district.
- Complicity, regardless of where the complicity occurs, of any of the above crimes.

Sexual Harassment – Sexual harassment can take the form of verbal abuse, such as insults, suggestive comments or demands; and subtle forms of pressure for sexual activity. Any form of sexual harassment is prohibited in school, on school property, or at school-sponsored events.

School Property - All items owned or in the possession or control of the school. This includes students' lockers. School lockers are the property of the New London Local School Board of Education and are used by students. **School administrators have the authority to search any locker that they deem necessary.**

PART V: EXTRA CURRICULAR ACTIVITIES

Extracurricular activities are a vital part of a student's academic life. We, at New London Middle/High School, feel it is important for each student to become involved in one or more club, organization, or activity. ***A student is ineligible to hold an office in an organization if he/she is not in attendance at home school (New London or EHOVE) at least 50% of the school day.***

National Honor Society - The New London High School has established a local chapter of the National Honor Society. The purpose of the organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, promote leadership, and develop character in the young men and women of New London High School.

To be eligible for membership, the candidates must be a member of the junior or senior class and have a cumulative grade point average of 3.3. Candidates shall then be evaluated on the basis of service, leadership, and character by the faculty council. The selection of each member shall be by a majority vote of the faculty council, upon the recommendation of all faculty members.

Each member is expected to be involved in service projects, both as an individual and as a group, that fulfill a need within the school or the community. These projects shall have the support of the administration and faculty.

Athletic Handbook
Junior High AND High School

Revised: 2019

Board Approved: 2019

I. Statement of Athletic Philosophy

The New London athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life in a democratic society. The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules, and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

II. Athletic Goals and Objectives

Our Goal - The student athlete shall become a more effective citizen in a democratic society.

Our Specific Objectives - The student athlete shall learn teamwork. To work with others in a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. Athletes must place the team and its objectives higher than personal desires.

To Enjoy Athletics - It is necessary to acknowledge all of the personal rewards we derive from athletics, and to give sufficiently of ourselves in order to preserve and improve the program.

To Develop Socially - To accept success and defeat like a true sportsman is knowing we have done our best. We must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation, and dependability.

To improve - Continual improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and in those characteristics set forth as being desirable.

To Be Successful - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.

To Develop Desirable Personal Health Habits - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop a desire to maintain this level of physical fitness after formal competition has been completed.

III. Responsibilities of an Athlete

Being a member of a New London athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and tournament championships including a state championship. Many individuals have achieved records and won all-conference and all-state honors. It will not be easy to contribute to such a great athletic tradition. To compete for your school may mean that you will have to say "no" to pleasures an athlete cannot afford. When you wear the RED and BLACK, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

Responsibilities to Yourself- The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extracurricular activities as well as sports, prepare you for your life as an adult.

Responsibilities to Your School- Another responsibility you assume as a squad member is to your school. New London cannot maintain its position as having an outstanding school unless you do your best in whatever activity you participate in. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community, and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make New London proud of you, and your community proud of your school by your faithful exemplification of these ideals.

Responsibilities to Others- As a squad member, you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to all the training rules. If you have practiced to the best of your ability every day and have played the game all out, you can keep your self-respect, and your family can be justly proud of you.

The younger students in New London are watching you. They will copy you in many ways. Don't do anything to let them down. Set good examples for them.

IV. Requirements for Participation / Physical Examinations

Athletic participation forms for all participants shall be signed by a physician, the participant, and by a parent or guardian and must be on file in the Athletic Director's office before any candidate for a team may participate in practice. These forms necessitate the physician's certification of the individual's physical fitness no less than once a year. Remember that as an athlete, you are not eligible to participate in any sport until the following items have been completed.

- A physical examination has been completed and the physical form is on file in the high school office.
- All required paperwork, including an athletic responsibility form and emergency medical form among others has been signed by parents and athletes and filed with the high school office.
- All other eligibility requirements have been satisfied.

V. Insurance

Students participating in the athletic program must be protected by an accident insurance policy through either school insurance or adequate other insurance certified by a parent's signature on an insurance waiver form.

VI. Age

High school athletes must be under 19 years of age prior to August 1st of the school year. Junior high athletes must be under 15 years of age prior to August 1st of the school year.

VII. Conduct of Athletes

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas.

In the area of athletic competition, a true athlete does not use profanity or illegal tactics and learns fast that losing is part of the game. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

In the academic area, a good athlete becomes a good student. A person cannot be classroom lazy and think they can be an outstanding athlete. If you are lazy in class, you will be lazy on the practice field or floor and will never reach your full potential. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times. Horse play and unnecessary boisterousness are not approved habits of behavior.

An athlete should have a good attendance record. Never cut classes.

IX. Grooming and Dress Policy

A member of an athletic team is expected to be well-groomed. "He shows up best who shows off least." Appearance, expression, and actions always influence people's opinions of athletes, the team, and the school. Once you have volunteered to be a member of a squad, you have made a choice to uphold certain standards expected of athletes in this community.

The following grooming and dress rules will be adhered to by team members.

Hair styles are to be maintained in a neat and clean manner so as to present a positive image for both the team and the school.

- An athlete shall dress presentably at all times; on trips, or at assemblies, or at banquets.
- Only uniforms issued or approved by the Department of Athletics will be permitted to be worn for contests.
- Uniforms are to be worn only at approved events, not to school or social functions without prior approval.
- Athletes will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

X. Scholastic Eligibility Requirements

Students are eligible (or ineligible) for each nine-week grading period. To be eligible to participate in interscholastic athletics at New London High School, each student is required to meet all of the following

eligibility standards. Failure to meet all eligibility requirements will result in the student athlete being denied participation in interscholastic sports for a minimum of one grading period until the requirements are met.

Extracurricular Eligibility

Grades 9-12: Eligibility in grades 9-12 will be based on three (3) week grade checks, as well as academic performance at the completion of each quarter. Students must maintain a 1.7 grade point average at each of these points to be eligible for extracurricular activities. OHSAA requires passing grades in five (5) one credit classes, or the equivalent, in the immediately preceding grading period.

Grades 7-8: Eligibility in grades 7-8 will be based on three (3) week grade checks, as well as academic performance at the completion of each quarter. Students must maintain a 1.7 grade point average at each of these checks to be eligible for extracurricular activities. OHSAA requires passing grades in four (4) one credit classes, or the equivalent, in the immediately preceding grading period. For incoming seventh graders, fall sports eligibility is based on the last nine weeks of the student's sixth grade year.

3-Week Grade Check: Students falling below a 1.7 grade point average at a grade check will be ineligible for participation in competition until meeting the 1.7 grade point average requirement at the next grade check. Students will be allowed to attend practices during this time at the discretion of the coach.

Quarterly Performance: Students falling below a 1.7 grade point average at the end of a quarter will be ineligible to participate until meeting the 1.7 grade point average requirement at completion of the next quarter. Students will not be allowed to participate in practices or competitions.

Grades 7-12

Students cannot be made eligible by attending summer school. For the purpose of eligibility, all incomplete grades will be averaged as an "F" until work is complete.

Ohio High School Athletic Association

All high school student athletes must pass a minimum of the equivalent of five credits toward graduation in the immediately preceding grading period in order to be eligible the following nine weeks. Junior high athletes must receive a passing grade in 75% of their subjects carried the preceding nine-week grading period. Changes of eligibility will become effective on the start of the fifth school day after the end of the nine weeks except eligibility for the first grading period of the school year which will commence with the start of the fall sports season.

XI. New London Requirements

Student athletes must maintain at least the minimum OHSAA eligibility requirements in addition to the following local requirements. In accordance with the provision of current Ohio School Law, all students participating in non-graded student activities shall meet the following criteria in order to maintain academic eligibility:

Students must maintain at least a 1.7 grade point average at the end of each grading period in order to remain eligible the following grading period. There will be no rounding up of grade points and no probationary eligibility if this grade point is not achieved.

XII. Training Rules and Regulations

THESE RULES ARE IN EFFECT 365 DAYS A YEAR

- No use of tobacco
- No use of alcoholic beverages
- No use of drugs

The Board of Education, administration, and coaches of the New London Schools, concerned with the health habits of the student athletes of this community, are convinced that athletics and the use of these substances are not compatible, it is also a fact that when students have a strong interest to participate in athletics, their desire to use these substances is greatly reduced.

Students have to decide if they want to be athletes. If you wish to be an athlete, you have to pay the price to be a competitor. A big part of this price is following a simple set of training rules which the Athletic Department believes to be fair.

It is a fact that use of tobacco, use of alcohol, and drug abuse are injurious to the development of human growth. You cannot compromise athletics with substance abuse. The student who wishes to experiment with such abuses should remove himself/herself from the team before they do physical harm to themselves and jeopardize team morale, team reputation, and team success.

The importance of enforcement of all regulations in this handbook should be apparent. A firm and fair policy of enforcement is necessary. The community, school, administrators, and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. It is our intent to preserve rules that reasonably pertain to the health and safety of all individuals and to the orderly conduct of sports. We do not wish to establish arbitrary personal preference to insure absolute uniformity. The welfare of the student is our major consideration. What happens to them is of primary importance. Hopefully, their welfare transcends any other considerations. In the event an athlete fails to comply with these necessary standards, it will be interpreted by the Athletic Department as an indication that the athlete does not have sufficient desire to participate in the interscholastic athletic program. Therefore, the athlete will be denied the privilege of participation until such time as they can prove this desire.

The following rules and regulations have been established by the New London High School Athletic Department and confirmed by the New London Board of Education.

Rule One - Code of Responsibility

THIS RULE IS IN EFFECT 365 DAYS A YEAR

All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. All athletes are bound by OHSAA rules and regulations as well as the New London High School student code of conduct and all local, state, and federal laws. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. The penalty for violation of this rule is denial of participation for a minimum of one contest to a maximum of one year.

Rule Two - Alcohol Tobacco and Other Drugs

THESE RULES ARE IN EFFECT 365 DAYS A YEAR

When a New London student shows intent of becoming an athlete (getting a physical or attending an organizational meeting shows intent) he/she shall not possess, use, transmit, conceal, or be under the influence of tobacco, drugs, narcotics, alcoholic beverages, or counterfeit controlled substances at any time until their athletic careers end at New London High School. All reported violations will be investigated by school officials and any athlete found breaking the rule will be given the following disciplinary actions:

1st offense- The athlete will be suspended from participating in 20% of the scheduled season contests, games or meets the athlete is involved in or the next sport he/she will participate in, if the violation occurs during the off season. The offense will carry a 365-day probationary period from the time of the suspension. The athlete must also write an educational paper relative to the offense. The paper will be due before participation resumes.

2nd offense- If an athlete violates the rules a second time, within 365 days of the first offense, his/her participation in all contests and practices for all sports will be suspended for 365 days from the date of suspension of the second offense. A new 365-day probationary period will also start from the date of the second suspension.

3rd offense- Any athlete caught violating the rules within 365 days of a second suspension will be suspended from participating in athletics for the remainder of their stay at New London High School.

The following steps will be followed in the suspension of an athlete:

Written notice of the intention to suspend and the reasons why will be given to the athlete.

The athlete will have the opportunity to appear at an informal hearing before the head coach, athletic director, and/or principal and has the right to question the reasons for the intended suspension or explain his/her actions. The hearing may take place immediately.

The parents, guardian, or custodian of the athlete and the Treasurer of the school board will be notified of the suspension in writing within 24 hours. This notice will include the reasons for the suspension, the right to appeal to the Board of Education or its designee, and the right to request the hearing to be held in executive session.

***This policy will be enforced in conjunction with the Student Drug Testing Policy adopted by the New London Board of Education to commence 08/01/2017.**

XIII. School Discipline Referral

Any student referred to the office for a school rules violation may be denied the privilege of participation in all athletic activities for a period determined by the principal. Athletes suspended out-of-school will not be permitted to participate in practice or contests for the duration of the suspension.

XIV. Individual Sport Rules

Coaches may establish additional rules and regulations for their respective sports. Penalties will be imposed consistent with these policies.

XV. Athletic Department Policies

In order to participate in a sport, a student must begin attending practices by seven calendar days after the first official day of practice of the season, and continue as all other participants of that sport. Any student athlete that reports to practice after the first day of mandatory practices, but before this deadline must be reported to the Athletic Director within 48 hours. The AD will verify the student reported within the parameters of this rule. Any extenuating circumstances that prevents a student from reporting and attending practice will be heard by the Athletic Director and HS/MS Principal, who will determine participation. Students who transfer into New London Local Schools outside of this reporting window will have seven calendar days to report to practice. At no time, will a student be able to report to practice for a sport upon conclusion of a different sport that occurs within the same season.

XVI. Financial Obligations and Equipment

Uniforms- In several sports the athlete will be required to purchase a portion of the game uniform. That portion of the uniform purchased by the athlete will remain his or her property. All school issued uniforms must be returned to the coach at the end of the season in proper condition.

XVII. Missing Practice

An athlete should consult with his/her coach before missing practice. Missing practice or a contest without good reason will be dealt with severely. Sudden illness or an emergency would be a good reason for missing practice or a game.

XVIII. Vacation Policy

Vacations by athletic team members during a sports season are discouraged. Parents and athletes wishing to do so may wish to reassess their commitment to being an athlete. In the event an absence due to a vacation is unavoidable, the athlete must:

- Be accompanied by their parents while on the vacation.
- Contact the head coach prior to the vacation.

- Be willing to accept the consequences related to their status on that team as a starter, second string, third string, etc.

XVII. Travel

All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department. Athletes will remain with their squad and under the supervision of their coach when attending away contests. When teams are provided with overnight accommodations, the athletes are to remain with the coach/advisor during the entire stay. Exceptions, as determined by the coach, may be allowed when transporting the athlete would create an unsafe condition to the athlete, or when in advance of the contest, the athlete's parents make arrangements with the coach for the athlete to be transported by them.

XIX. College Recruitment Policy

In the event an athlete should be contacted personally by a college recruiter; they have an obligation to work through their coach and the athletic department. Inform your coach of such a contact as soon as possible. College recruitment information is available in the athletic department office.

XX. Conflicts in Extra-Curricular Activities

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

When conflicts do arise, the sponsors will get together and work out a solution. If a solution cannot be worked out, the principal will make the decision. Once the decision has been made and the student has followed that decision, they will not be penalized in any way by the faculty sponsor. If it becomes obvious that a student cannot fulfill the obligations of a school activity, they should withdraw from that activity.

XXI. School Attendance

Students who miss part of the school day due to illness must be in attendance from 9:24 AM until the end of the school day in order to play in a contest or practice that day. Students missing school for reasons other than illness must have an excused absence as listed in the Board of Education Policy, in order to participate.

Students absent from school on Friday with a Saturday contest the following day may participate provided the absence is excused in accordance with school attendance regulations.

XXII. Risk of Participation Policy

All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. New London Schools will use the following safeguards to make every effort to eliminate injury.

- Maintaining a continuing education program for coaches to learn the most up-to-date techniques and skills in their sport.
- Instructing all athletes about the dangers of participation in the particular sport.

XXIII. Participation on Independent Teams

If during the school year and while a member of a school team or squad, the student participates on an organized team engaged in the same sport, they shall be ineligible for any sport for the remainder of that season. Check with the Athletic Director before joining any non-school team or attending an athletic camp.

XXIV. Residence and Transfers

A student establishes eligibility when he/she achieves the rank of a freshman in high school. At that point residency is determined by the student athlete residing with the parent or legal guardian within the school district attendance boundaries and the student lives in the household. A change in custody may affect eligibility and if so, must be approved by the Commissioner of the OHSAA through the athletic office. It may be determined that the change in custody has had no effect on eligibility. Residence with relatives, guardians, or others outside the school district renders the student ineligible.

A transfer student from another school, once eligibility was established in that school system, without a change in residence of the parents shall make the student ineligible for the first fifty percent (50%) of the maximum allowable regular season contests in those sports in which the student participated during the twelve (12) months immediately preceding this transfer. A transferring student may be ruled eligible by the Commissioner of the OHSAA if the proper documentation is provided.

XXV. Awards

Any award for participation in interscholastic athletics which may be accepted by the student from any source shall consist of those items which do not exceed \$200 in value.

Wearing of Awards

It is a firm belief of the New London athletic department that awards earned should be worn with dignity and class. Athletes are to display their awards in such a manner and are expected to behave in an appropriate manner when wearing them. The athlete represents the team and the school when wearing the award. Actions that detract from a positive image will not be accepted. This will result in denial of awards for any future participation.

Award Criteria That Pertains To All Sports

- An athlete who moves from one level of competition to another will letter at the level of highest competition provided all requirements have been met.
- A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- Injury Rule - Any athlete who is a starter or plays regularly and attended practices and contests after being injured may be awarded a letter if in the coaches judgment he/she would have met the lettering requirements.
- In a sport where OHSAA tournament play is sponsored, an athlete may letter if they have become a starter and/or played in 75% of the quarters, innings, matches, or score team points in individual competition in tournament play regardless of other lettering criteria.
 - Complete the season in good standing with the school and coach.
 - Attend the sports award banquet or be excused by the coach.

Awards

Varsity Awards	JV awards
1st year award	
8 1/2" chenille award letter and/or Pin	6 1/2" chenille award letter
2nd year award	9th grade
Gold bar	numerals
3rd year award	8th grade
Gold bar	certificate
4th year award	7th grade
8 ½ " plaque	certificate

Non-Letters

All members of a varsity athletic squad who successfully complete an athletic season for a particular sport but who have not earned a varsity letter will be awarded a Varsity Participation Certificate.

DRUG AND ALCOHOL TESTING POLICY FOR ELIGIBLE STUDENTS

Statement of Purpose

The New London Local School District Board of Education believes that extracurricular/co-curricular activities, including athletics, are an important aspect of a student's overall educational experience. However, student participation in extracurricular activities is a privilege and not a right.

The Board is aware of the pressures that the youth of today face, especially in the area of drugs, alcohol, and tobacco. It also realizes that, due to the nature of extracurricular/co-curricular activities, the use of drugs, alcohol, and/or tobacco can lead to added risks including injury to themselves and others.

Recognizing that observed and suspected use of alcohol and illegal drugs, including nicotine, by District students is a serious concern, the Board has adopted a mandatory drug testing policy for eligible students as defined in this policy, at New London High School and **New London Middle School, effective August 1, 2017.** The purpose of this program is to:

1. To provide a healthy and safe environment to eligible students participating in the athletic and extracurricular program.
2. To discourage eligible students from using illegal drugs, alcohol, and tobacco.
 - a. Eligible students will assume all responsibility for regulating their personal lives in ways that will result in their becoming healthful members of a team and worthy representatives of the school and community.
3. To provide eligible students with the opportunity to become leaders within the student body for a drug free school.

4. To provide solutions for the eligible student who does use illegal drugs, alcohol, and tobacco.
5. To provide the school with positive guidelines and disciplinary policies for violations of the Drug Free Policy.
6. To encourage those students who participate in athletic and extracurricular programs to remain illegal drug free, alcohol free, and tobacco free.

This testing program is academically non-punitive. It is designed to create a safe and healthy environment for eligible students and assist them in getting help when needed.

The following terms, conditions, expectations, and consequences are in effect for eligible students and will be enforced for *[three hundred sixty-five (365) days of the year, or less as selected by District]*, and may carry over to the next season of participation.

Procedures

A. Consent

Each eligible student shall be provided a copy of this policy, the Student Consent to Perform Testing for Drugs & Alcohol, the Parent/Guardian Consent to Perform Testing for Drugs and Alcohol, and, if participating in athletic activities, the Athletic Code of Conduct Informed Consent Agreement. These documents shall be distributed by the activity supervisor or the athletic director or his/her designee no later than two weeks prior to the beginning of the athletic season or the first meeting of the non-athletic extracurricular activity. The season for cheerleaders shall be the same as the season for the sport for which they are cheering. Each eligible student and his/her parent(s)/guardian(s) must read, sign, and date these documents as a condition of eligibility to participate in the extracurricular activity. An eligible student may not participate in any practices, meetings, competitions, or **be issued a parking permit** until all such documents are signed and submitted. The activity supervisor or athletic director or his/her designee shall maintain these documents for the duration of the eligible student's enrollment in the District.

B. Testing Frequency

At least 10% of the eligible students shall be randomly chosen and tested in accordance with this policy. Testing shall occur as often as directed by the Superintendent or designee.

C. Confidentiality / Selection Guidelines

Because the selection and reporting process for eligible students is confidential, the selection, collection, chain-of-custody documentation, and reporting of results must be done using identification number codes. The Superintendent or designee will establish a master list of the eligible students' names and unique code numbers, which no other person may access. This list of code numbers will be used to select the pool to be tested.

Random selection of eligible students shall be conducted by the Superintendent or designee based on the master list of identification numbers. The eligible students selected will be notified by the Superintendent

or his/her designee and will be asked to report to the designated collection site and provide a urine sample for testing within one hour of notification.

The Superintendent or designee must be present at the collecting site for the purpose of coordinating the identification of the eligible student and assignment of the code number master list. From that point on, the code number represents the specimen identification on which testing and reporting will be based. The collection site master list may also be used to record prescription or over-the-counter medications the athlete has used in the prior five days.

The collection site master list will be used by the Superintendent or designee to identify the eligible student when positive results are reported by identification number by the testing agency. Prescription or over-the-counter medications listed previously at the collection may help to explain a positive result.

Test results are to be kept in confidential files separate from an eligible student's other records and released to school personnel only on a "need to know" basis.

D. Collection Site

Collection sites will be chosen based on adequate bathroom facilities and the ability to limit access to all persons except authorized monitors and eligible students during collection times. In the event, communal facilities are used, female students should have private stalls with closures.

Adequate clerical space to process designated forms must be available at, or closely adjacent to, the collection area.

There should also be sufficient room to hold waiting eligible students who must remain supervised at the collection site until collection is complete. Eligible students are not free to come and go after entering the collection site.

E. Collection

Upon reporting to the collection site, the eligible student will remove outer garments (coats, jackets, sweatshirts, etc.); select a sealed, sterile specimen container; verify the assigned identification number by signing the collection site master list; list medications taken.

One eligible student will enter a secure bathroom facility **accompanied by a monitor of the same sex**, wash their hands, proceed to the urinal or toilet stall, and open the sealed specimen container.

If unable to provide a sample, the eligible student must take the empty unsealed specimen container to the processor pending a later attempt. The eligible student must remain in the holding area until able to produce a specimen.

If a partial but insufficient sample is collected, the original container is held by the processor who checks the temperature. The eligible student must remain in the holding area until able to produce an additional

specimen in a second sample container. If the temperatures of both samples are in range, they may be combined in the presence of the eligible student.

Because temperature of a sample may be used as criteria for suspected tampering and dilution, it is imperative that specimens are surrendered to the central processing area within four minutes of collection. If delayed for any reason, the eligible student must verify the temperature on the indicator strip on the container with the monitor.

The labeled samples will be maintained under strict security by the collection processors so as to maintain proper chain-of-custody and safeguard the rights of the eligible student.

F. Testing

The samples will be sealed and sent to a certified laboratory, which shall test, at the very least, for the presence of the following: anabolic steroids, alcohol, amphetamines, barbiturates, benzodiazepines, cannabinoids, cocaine Metabolite, Ecstasy, LSD, Methadone, Methaqualone, nicotine, opiates, Phencyclidine, Propoxyphene.

No positive results will be reported until screening results are confirmed.

The laboratory director will certify all urine drug screens as negative or positive and report positive findings by telephone in a confidential manner to the Superintendent **or designee**. This will be followed by a confidential final written report to be mailed to the Superintendent **or designee**.

The Superintendent **or designee** will translate the identification code to establish the identity of the eligible student and, if applicable, with the laboratory director and/or a qualified medical review officer, interpret the results in light of medications listed on the collection master list.

G. Notification Chain for a Positive Result

The following notification chain will be used when the Superintendent **or designee** receives results of a positive test from the laboratory: The Superintendent **or designee** will notify the eligible student and his/her parent(s)/guardian(s) within twenty-four (24) hours. The Superintendent **or designee** will then notify the activity supervisor or Athletic Director and head coach of the program in which the eligible student participates.

Violation Criteria

For the purposes of this policy, the following actions constitute a violation: (1) Failure to report to collection site after notification; (2) Refusal to submit sample for testing; (3) Tampering with the sample for testing or attempting to subvert the collection/identification process; (4) Adulteration of test sample; (5) Confirmed positive result for alcohol or illegal drugs; (6) Aiding and/or abetting another eligible student in violating this policy.

Due Process

After notification of a positive test by the laboratory, the activity supervisor or Athletic Director and head coach will schedule a meeting with the eligible student and his/her parent(s)/guardian(s) within 48 hours.

The eligible student and his/her parent(s)/guardian(s) may, at their own expense, elect to have a portion of the original sample re-tested by the District's laboratory or by a second independent certified laboratory of their choice. The District's laboratory will forward the sample in response to a written request with a check for the appropriate fee.

Each eligible student who is in violation of this policy will be afforded due process. The eligible student will have the right of appeal of consequences to the building principal. This must be done in writing within 72 hours of the meeting with the activity supervisor or Athletic Director and head coach. A final appeal may be made to the Superintendent or his/her designee in writing within 72 hours of the principal's decision. The Superintendent's decision will be final. All consequences will be enforced during the appeal period.

Consequences of Violation

First Violation: The eligible student and his/her parent(s)/guardian(s) shall choose one of the following two options:

Option A:

1. A letter shall be given to the eligible student informing him/her of the violation and of the consequences of further violations. A copy of this letter will be mailed to the eligible student's parent(s)/guardian(s).
2. The eligible student must participate in an assessment and follow-up program. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency. The eligible student must set an appointment within four days of notification of the violation. The eligible student must participate in the evaluation process to its completion and follow the counselor's recommendation. Verification of this evaluation must be received by the activity supervisor or Athletic Director from the counselor, and the eligible student must waive his/her rights of confidentiality so that a written report can be given to the activity supervisor or Athletic Director. Any cost for the assessment and follow-up program will be the responsibility of the eligible student. The activity supervisor or Athletic Director will monitor the progress of the assessment program and report any failure to comply.
3. A first positive drug and/or alcohol violation will result in additional testing either through an assessment program or through the District's drug testing laboratory. The cost of this testing will be the responsibility of the eligible student.
4. The eligible student will be denied participation for a minimum of 20% of the season or for one month for year-long activities, including parking privileges.

Option B:

1. A letter shall be given to the eligible student informing him/her of the violation and of the consequences of further violations. A copy of this letter will be mailed to the eligible student's parent(s)/guardian(s).
2. Denial of the privilege to participate in parking privileges, extracurricular activities and/or athletics for the remainder of the current academic year.

Second Violation

2. Denial of the privilege to participate in driving privileges, extracurricular activities and/or athletics for one calendar year from the date of notification of the violation.
3. The eligible student must participate in an assessment and follow-up program. This assessment must be conducted by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency. The eligible student must set an appointment within four days of notification of the violation. The eligible student must participate in the evaluation process to its completion and follow the counselor's recommendation. Verification of this evaluation must be received by the activity supervisor or Athletic Director from the counselor, and the eligible student must waive his/her rights of confidentiality so that a written report can be given to the activity supervisor or Athletic Director. Any cost for the assessment and follow-up program will be the responsibility of the eligible student. The activity supervisor or Athletic Director will monitor the progress of the assessment program and report any failure to comply.

Third Violation:

Denial of participation in parking privileges, extracurricular/co-curricular activities or athletics for the remainder of the eligible student's high school and/or middle school career.

Eligible students who in any way aid or abet another eligible student in violating this policy will be disciplined as if they were the primary offender.

An adulterated test sample will be treated the same as a positive test result.

Consequences for a second or third violation are not based on whether the banned substance detected is the same as that identified in the previous test(s).

No eligible student will be penalized academically for violating this policy. Moreover, information regarding test results will not be disclosed to criminal or juvenile authorities absent legal compulsion by a valid and binding subpoena or other legal process, which the District will not solicit. In the event of service of any such subpoena or legal process, the eligible student and his/her parent(s)/guardian(s) will be notified at least 48 hours before a response is made by the District, to the extent legally permitted.

Failure to complete the assessment following any of the violations shall result in denial of participation in the covered activities until the completion of the assessment.

This collection procedure is subject to change because of procedural requirements by the testing agency. The School Board reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

Definitions

Adulteration – Any attempt to alter the outcome of a test by adding a substance to the sample, attempting to switch the sample, or otherwise interfere with the detection of illicit or banned substances in the urine, or purposely over-hydrating oneself in an attempt to dilute the urine to decrease possible detection of illicit or banned substances.

Alcohol – Intoxicating liquor, alcohol, wine, beer, mixed beverages, malt liquor, and malt beverages as defined in Ohio Revised Code §4301.01. The term “alcoholic beverages” also means any liquid or substance, such as “near beer,” intended for use as a beverage, used as a beverage, or capable of being used as a beverage, which contains alcohol in any proportion or percentage. The term “alcoholic beverage” does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescriptions so long as the substance is authorized by a medical prescription from a licensed physician and kept in the original container, which container shall state the student’s name and directions for use.

Assessment and Follow-up Program – A program operated by a certified chemical dependency counselor, an agency certified by the Ohio Department of Alcohol and Drug Addiction Services, or a licensed physician trained in chemical dependency.

Chain of Custody – The methodology of tracking specified materials or substances for the purpose of maintaining control and accountability from initial collection to the final disposition for all such materials or substances and providing for accountability at each stage of handling, testing, and storing specimens and reporting test results.

Confirmation Test, Confirmed Test, or Confirmed Drug Test – A second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen, which test must be different in scientific principle from that of the initial test procedure and must be capable of providing requisite specificity, sensitivity, and quantitative accuracy.

Eligible Student – A qualified student participating on a sanctioned athletic team of the District governed by the Ohio High School Athletic Association; a cheerleader; or a student who participates in any extracurricular activity (athletic or non-athletic), participation in which does not impact a student’s grade or curricular standing; **a student that has been issued a permit to park their vehicle on school grounds during the academic day (Student Driver)**

Illegal Drugs or Drugs – Any substance, as included in schedules I through V of 21 USC 802(6), which an individual may not sell, offer to sell, exchange, give, possess, use, distribute, or purchase under State or Federal law. This definition also includes all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided in the prescription or by the manufacturer. This definition includes nicotine and prescription marijuana.

Medical Review Officer – A doctor, not necessarily a licensed medical review officer, who serves in that capacity on behalf of the District.

Positive – The presence of alcohol, nicotine, or illegal drugs.

Random Selection – A mechanism for selecting eligible students for drug/alcohol testing in which each eligible student shall have an equal chance of being selected for testing each time selections are made.

Specimen – Any urine sample provided by an eligible student for testing pursuant to this policy.

Student – Any student enrolled in the New London High School.

Tobacco – All types of tobacco products, including smokeless

LEVEL 1: BEHAVIOR

CONDUCT WHICH IMPEDES ORDERLY OPERATION OF CLASSROOM OR SCHOOL

Administrators and school staff will establish building regulations and discipline procedures for Level 1 behaviors; post such regulations and make written copies of such regulations available to parents and students. Disciplinary action other than out-of-school suspension and expulsion which can be used to correct Level 1 behavior are listed under "Examples of Disciplinary Options" section 1. The fourth level 1 and beyond offense will automatically place a student 2G – Insubordination.

BEHAVIOR	DEFINITIONS	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
1A Dress Code	Dressing or grooming in a manner which disrupts the teaching and learning of others as determined by administration. If a student is unable to change clothes s/he will be required to remain in ALC.	Change article of clothing.	Change article of clothing -Lunch Detention -	Change article of clothing. -Up to 1 day ISS.
1B Electronic Communication Devices	Electronic games, laser pointers, iPods, games or toys, or unauthorized cell phones are prohibited	Item confiscated; Returned to student at end of period..	Item confiscated and returned to the student at the end of the school day.	Item confiscated and returned to the student's parent/guardian.
1C-a Unexcused Partial Absences	Multiple unexcused partial absences (arriving after 7:45 without a board approved excuse).	3 violations, 1 Lunch Detention	3 additional, 2 lunch detentions	Each tardy beyond 6, after school detention
1C-b Unexcused Late to class	Consistently being late to class (Each classroom teacher keeps his/her records of students being late)	3 unexcused late=Teacher assigned detention.	3 additional = Up to Thursday school	Up to 1 day of ALC for each unexcused late after 6
1D Unacceptable Behavior	Conduct and/or behavior which is disruptive to the orderly educational process of the school may include, but is not limited to, food (including candy & gum) or drink in the halls/class, littering, throwing objects, talking, unacceptable hall or cafeteria behavior. Any combination of the above behavior or throwing food in the cafeteria will automatically move students to the 2nd offense.	Detention	Up to Thursday school	Up to 3 Days of ALC
1E Class Cutting	A student shall not deliberately cut class.	Unexcused absence from class; Thursday school	Unexcused absence from class: 1 day of ALC	Unexcused absence from class; 2 – 3 days of ALC
1F – Failure to Serve Detention	Failure to serve an assigned detention	Detention is doubled	Thursday School	Failure to attend Friday school will result in 1 day of ISS
1G – Public Display of Affection	Act of kissing or suggestive positions on school property.	Verbal reprimand	Detention	Up to Thursday School

LEVEL 2: BEHAVIOR

ILLEGAL AND/OR SERIOUS MISCONDUCT – NOT LIFE OR HEALTH THREATENING

A student charged with behavior which is classified herein as Level 2 shall be subject to the disciplinary actions listed below which are recommended for each offense. This means that lesser penalties may be assigned depending upon the facts and circumstances, but normally no greater penalty than that listed shall be applied. **However, if the misbehavior is of such a serious nature that the maximum penalty listed seems to be insufficient, or if the student's past record is such that a more severe penalty is needed, a more severe penalty may be assigned. Once a student has committed a Level 2 offense the next Level 2 infraction will be deemed a second offense in any Level 2 category.**

BEHAVIOR	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
2A Cheating/Plagiarism	Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, plagiarism or by means other than those authorized by the teacher. (including, but not limited to, translator programs, copy off the internet).	Re-do assignment for reduced credit, Thursday school	Re-do assignment for reduced credit, 1 day of ALC	Failure of assignment, 1 day of OSS

2B Dishonesty	Lying, giving false information, deceit, either verbally or written.	Teacher detention and parent contact	Thursday School	1 - 3 days of ALC
2C Forgery	Writing or altering the name of another person, or altering times, suspension dates, dates, grades, passes or permits (including signing parent's name or permission slips).	1 - 3 days of ALC	1 - 3 days of OSS	5 - 10 days of OSS
2D Gambling	Playing any game of chance or skill for money or items of value.	Thursday school	1 - 3 days of ALC	1 - 3 days of OSS
2E Peer Conflict	Threats or challenges between students.	Thursday school	1 - 3 days of ALC	1 - 5 days of OSS
2F Physical Contact/ Physical Aggression	Unauthorized physical contact	1 - 3 days of ALC	1 - 3 days of OSS	3 - 10 days of OSS
2G Insubordination/ Willful Disobedience/ Disrespect	Refusing to comply with reasonable school instructions of any staff and invited guests. Failure to accept prescribed disciplinary action under this code will be considered willful disobedience.	Thursday school	1 - 3 days of ALC	1 - 3 days of OSS
2H Profanity	Profanity or obscene language, written or verbal, including the use of gestures, signs, or personal slurs.	Detention	Friday school	1 - 3 days of ALC
2I Verbal Abuse	When a person forcefully criticizes, insults, or denounces someone else; includes personal slurs.	Thursday school	Refer to Bullying (3D)	
2J Class Disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school activity.	Detention	Thursday School	1 - 3 days of ALC
2K School Disruption	Acting in a disrespectful and/or disorderly manner that disrupts the educational process of any class or school activity.	1 - 3 days of ALC	1 - 3 days of OSS	3 - 10 days of OSS
2L Trespassing/ Truancy/ Unauthorized Area	Being in a school building in unauthorized areas or on school grounds without permission/or failure to sign in; refusing to comply with a request to leave; in a building after school hours without staff supervision. Leaving school grounds without proper authorization.	Request to vacate premises.	Thursday School	1-3 days ISS
2M Driving/ Parking	Students must register their vehicle with the high school office and park in the assigned spot. School's driving policy is defined in the Student handbook.	Warning	Suspension of driving/parking privileges for 1 week	Loss of driving privileges for remainder of quarter, semester

LEVEL 3: BEHAVIOR

A student charged with behavior which is classified as Level 3 shall be subject to removal from the school immediately and repeat offenses will be subject to a recommendation for expulsion from the New London Local School District. NO MAKE-UP WORK WILL BE PERMITTED FOR A LEVEL THREE OUT OF SCHOOL SUSPENSION OFFENSE.

BEHAVIOR	DEFINITION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
3A Extortion/Coercion	Obtaining or attempting to obtain money or property from another or forcing another to act by either physical force or intimidation (threat).	1 - 3 days of ALC	1 - 3 days of OSS	3 - 10 days of OSS, with possible court referral
3B Fighting	Physical conflict between students, words/actions that provoke a fight or attempt to fight.	3 - 5 days of OSS	5 - 10 days OSS	10 days of OSS with possible recommendation for expulsion, court referral

3C Harassment/Hazing/ Menacing/Threatening safety of self-and/or others	Interfering with, annoying, accosting, threatening, or harassing another person verbally, non-verbally, or physically hazing (initiations, having another take part in an embarrassing or harmful situation).	Thursday school; Hazing/Harassment Counseling (School Counselor)	1 - 3 days of ISS; Hazing/Harassment Counseling (School Counselor)	1 - 3 days of OSS with possible court referral.
3D Bullying	Repeated violations in verbal abuse, peer conflict, or physical aggression with the same individual that is documented with the teacher, counselor, and/or administrator.	Occurred in peer conflict or physical aggression- automatically move to 2 nd offense Thursday School	3 days of ALC up to 1-3 days of OSS with counseling mediation	3-10 days of OSS with possible ongoing counseling
3E Inappropriate Online Behavior	Unauthorized student social media posts involving students/staff portrayed in a negative manner.	Remove post; Thursday school up to 3 days of ALC with counseling mediation	Remove post; 3 days of ALC up to 1 - 3 days of OSS with ongoing counseling *if the incident involves the same student as in offense 1- see bullying.	Remove post; 3 - 10 days of OSS with possible ongoing counseling.
3F Sexual Misconduct/ Inappropriate Material	Any sexual harassment, unauthorized touching, verbal, non-verbal, written sexually-oriented actions, cell phone pictures or videos or other electronically distributed materials.	Thursday School to 3 days of ISS; Hazing/Harassment Counseling (School Counselor)	3 - 5 days OSS Hazing/Harassment Counseling (School Counselor)	5-10 days of OSS with possible court referral
3G Theft	Stealing or attempting to steal the money or property of another. Items of higher value may result in greater penalties	1 - 3 days of ISS, Restitution.	3 - 5 days of OSS; Restitution	10 days of OSS and possible recommendation for expulsion, Restitution.
3H Tobacco Products	Using or possessing any tobacco product, lighter, matches, or other related materials.	3 - 5 days of OSS	5 - 10 days of OSS	10 days of OSS and possible recommendation for expulsion
3I – Vandalism	Destruction or defacing of public or private property of the school, its staff or other student's property or equipment.	Detention up to 5 days of OSS, restitution	1 day of ALC up to 10 days of OSS, restitution	3-10 days of OSS and possible recommendation for expulsion, restitution
3J – Computer/ Technology & Tampering	Intentionally or accidentally attempting to or actually altering a computer or computer network; placing unauthorized information or harmful programs on the system; disrupting the operation of the individual computer/ work; maliciously using the computer network (i.e. chat rooms, hate mail, harassment, profanity, vulgar statements or discriminatory remarks); interfering with others' use of the computer network; attempting to disable or circumvent internet screening, security and/or virus protection software; transferring program files, shareware or software from information services and/or electronic bulletin boards with the intent to violate copyright laws. Using another person's login or allowing another to use your login.	Computer privileges revoked for up to the remainder of the school year; Detention to 3 days OSS	Computer privileges revoked for up to the remainder of the school year; 3-5 days OSS	Computer privileges revoked for remainder of school career; 10 days of OSS.
3K-Multiple Suspensions/ Repeated violations of the Student Code of Conduct	Repeated failure to follow classroom and/or Student Code of Conduct regulations		3 - 5 days of OSS. At time of 2 nd suspension, Warning letter sent to parents regarding possible expulsion if there are further problems.	At time of 3 rd suspension, regard- less of cause(s) of suspension, a recommendation for expulsion will be made.

LEVEL 4: BEHAVIOR

A student charged with behavior which is classified as Level 4 shall be subject to removal from the school immediately, and repeat offenses will be subject to a recommendation for expulsion from the New London Local School District. **WORK IS REQUIRED FOR A LEVEL FOUR OUT- OF- SCHOOL SUSPENSION OFFENSE**

BEHAVIOR	DEFINITION	CONSEQUENCE
4A – Unauthorized Fire	Setting fire, or attempting to set fire, to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district, or property (including automobiles) of persons employed by the school or in attendance at the school.	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4B – Unauthorized Touching	Intentionally causing or attempting to cause physical harm.	Out –of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4C – Bomb threats/False alarms	Making a knowingly false statement regarding the possession or location of explosive or incendiary materials or activating the fire alarm system on school property or reporting a fire when no fire exists.	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4D – Chemical abuse	Possession, use, sale, distribution, having the odor on the breath of alcohol, drugs, intoxicants, or other controlled substance of any kind (including OTC or prescription drugs), possessing drug paraphernalia on school property or at school activities or possession of counterfeit or “look alike” drug paraphernalia.	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4E – Level 4 Sexual Misconduct	Any willful and/or deliberate act committed with the intention of gaining sexual favors or furthering acts which are lewd or lascivious in nature, or any act of indecent exposure.	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4F – Volatile Acts	The use of violence, force, coercion, threats of harm or disorderly conduct directed to an individual or disrupts school. This shall include use of the same to incite others toward acts of disruption (individual or group related).	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4G – Weapons or Dangerous instruments	Possessing, transmitting, or using any kind of object, or look-alike or replica object (wooden or otherwise) or item which can be considered a weapon or that could be used to inflict harm or threaten another individual. This includes, but is not limited to, a firearm, destructive devices, knife, razor, club, chain, stun gun, or metal knuckles.	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4H – Incendiary devices	Possessing, transmitting, or using firecrackers, smoke bombs, or other incendiary devices that could be used to inflict harm or threaten another.	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.
4I – Other illegal, criminal, or inappropriate acts	Any other offenses which constitute criminal conduct under federal, state, city, or village laws and/or which are considered life or health threatening. The District reserves the right to expel any student convicted of a Felony (whether act occurred on or off of school grounds) in accordance with the Ohio Revised Code.	Out-of-School Suspension (Up to 10 days), restitution, and Recommendation for Expulsion.