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Student Handbook/Daily

Planner

**North Balti-
more
Middle/High
School**



2018-2019

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NORTH BALTIMORE MIDDLE/HIGH SCHOOL

2012 Tiger Drive
North Baltimore, Ohio 45872

Dear Students,

Welcome to the 2018- 2019 school year!

Check out below what's new in our handbook:

1. Significant changes to our College Credit Plus guidelines. We have minimum numbers of classes that are required here at NBHS for those students enrolled in college courses.
2. There are new, more specific guidelines concerning theft/stealing.
3. Doctor's notes and making up work after excused absences is different.
4. Changes to device confiscation, vacation requests and athletic day of participation.
5. Removal from bus consequences are listed.
6. An adjustment to drug testing in the event a sample cannot be provided.
7. Additional consequence to not serving a Friday detention.
8. Attendance/truancy changes

The above items apply to such a small number of students. What is nice about NB Schools are our students! So many of you are doing great things, studying hard and doing your education great justice. Thanks for that!

If I can assist you in any way—both students and parents—please just let me know. It would truly be my pleasure.

Thank you!

Sincerely,
Dr. Robert N. Falkenstein, Principal
North Baltimore Middle/High School
bfalkenstein@nbhs.org
419-257-3464 (24 Hour answering machine)
419-257-0084 (Fax)
www.nbhs.org

NORTH BALTIMORE HIGH SCHOOL

SCHOOL COLORS: Black and Orange
MASCOT: Tigers
LEAGUE AFFILIATIONS: Ohio High School Athletic Association
(OHSAA) Blanchard Valley Conference

North Baltimore Local Schools



NORTH BALTIMORE LOCAL SCHOOLS 2018-2019 School Calendar

August 20	Staff in-service/Open House
August 21	Staff in-service (work day)
August 22	First day for students
September 3	NO SCHOOL – Labor Day
October 8	NO SCHOOL – Fall Break
October 19	End of 1 st Nine Weeks (41 days)
November 1	Parent/Teacher Conferences- Powell Dismiss 12:30, MS/HS 12:40
November 2	NO SCHOOL- Parent/Teacher Conferences
November 21-23	NO SCHOOL- Thanksgiving Break
December 21	End of 2 nd Nine Weeks (42 days)
Dec. 24-Jan. 1	NO SCHOOL – Winter Break
January 2, 2018	Teacher Records Day
January 3	School Resumes
January 21	NO SCHOOL – Martin Luther King Day
February 14	Parent/Teacher Conferences- Powell Dismiss 12:30, MS/HS 12:40
February 15	NO SCHOOL- Parent/Teacher Conferences
February 18	NO SCHOOL- President’s Day
March 15	End of 3 th Nine Weeks (50 days)
April 19 – 26	NO SCHOOL- Spring Break
April 29	School Resumes
May 27	NO SCHOOL- Memorial Day
May 30	End of 4th Nine Weeks (47 days) Last day for students
May 31	Teacher Records Day

May 31-June 6 5 Contingency make-up days with Teacher Record Day falling on the next work-day after the appropriate number of make-up days are completed.

- Make-up days will be made up at the end of the school year
- Waiver days to be added if approved by state

9-Week Grading Periods

Aug. 22, 2018-Oct. 19, 2018	41
Oct. 22, 2018-Dec 21, 2018	42
Jan. 3, 2019-Mar. 15 2019	50
Mar. 18, 2019-May 30, 2019	<u>47</u>
Includes 2 Parent/teacher conference days	<u>180</u>
Teacher Work Days	4
Total Contracted Days	<u>184</u>

NORTH BALTIMORE MS/HS BUILDING BELL SCHEDULE

Regular Schedule

1st period	8:00 – 8:43
2nd period	8:46 – 9:29
3rd period	9:32 – 10:15
4th period	10:18 – 11:01
MS Lunch	11:04 – 11:34
HS 5th period	11:04 – 11:47
MS 5th period	11:37 – 12:20
HS Lunch	11:50 – 12:20
6th period	12:23 – 1:06
7th period	1:09 – 1:52
8th period	1:55 – 2:40

Pep Assembly

1st period	8:00 – 8:39
2nd period	8:42 – 9:21
3rd period	9:24 – 10:03
4th period	10:06 – 10:45
MS Lunch	10:48 – 11:18
HS 5th period	10:48 – 11:27
MS 5th period	11:21 – 12:00
HS Lunch	11:30 – 12:00
6th period	12:03 – 12:42
7th period	12:45 – 1:24
8th period	1:27 – 2:06
Assembly	2:09 – 2:40

2-hr Delay

1st period	10:00 – 10:28
2nd period	10:31 – 10:59
3rd period	11:02 – 11:30
4th period	11:33 – 12:01
MS Lunch	12:04 – 12:34
HS 5th period	12:04 – 12:34
MS 5th period	12:37 – 1:07
HS Lunch	12:37 – 1:07
6th period	1:10 – 1:38
7th period	1:41 – 2:09
8th period	2:12 – 2:40

3-HOUR DELAY SCHEDULE

1st period	11:00 – 11:28
2nd period	11:31 – 11:59
3rd period	12:02 – 12:30
HS Lunch	12:33-1:03
MS 4th period	12:33-1:03
HS 4th period	1:06-1:36
MS Lunch	1:06-1:36
5th period	1:39-2:07
6th period	2:10 – 2:38
7th period	2:41 – 3:09
8th period	3:12 – 3:40

EXAM SCHEDULE

Day One

8:00-9:29	1st period exam
9:32-11:01	3rd period exam
11:04-11:34	HS lunch
11:37-1:06	HS 5th period exam
11:04-11:47	MS 5th period (a)
11:50-12:20	MS lunch
12:23-1:06	MS 5th period (b)
1:09-2:38	7th period exam

Day Two

8:00-9:29	2nd period exam
9:32-11:01	4th period exam
11:04-11:34	HS lunch
11:37-1:06	HS 6th period exam
11:04-11:47	MS 6th period (a)
11:50-12:20	MS lunch
12:23-1:06	MS 6th period (b)
1:09-2:38	8th period exam

Notes on exam days: Students may arrive late or leave early if they have first/last period study lab on exam day. Buses will run at normal times. For Chemistry or Physics students, each day will be run as a "Tuesday" schedule (with study halls not lab).

NORTH BALTIMORE LOCAL SCHOOLS

BASIC BELIEFS

1. All students can learn.
2. Students must develop life and job skills as well as have intellectual experiences to be successful upon graduation.
3. All school employees are positive role models with positive attitudes and high expectations of themselves and students.
4. Parents and guardians must recognize education/learning as a high priority and take an active interest in their child's education.
5. The community and school must work in harmony to develop lifelong learners.

NON-DISCRIMINATION STATEMENT

2260

North Baltimore Local schools does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

STUDENT WELL BEING

3213, 4213

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

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

Students with specific health care needs should deliver written notice about such needs along with physician documentation to the School office.

INJURY AND ILLNESS

5330, 5430

If a student becomes ill, or is injured while at school, he/she should notify his/her teacher and report to the principal's office as soon as possible. Do not leave the building or school grounds.

In the event that the parents or a physician must be notified, the high school office will make contact for the student. In order to release a student from the school, the PARENTS MUST BE NOTIFIED. Students are not permitted to walk or drive home without permission of the principal. Only a parent or adult listed on the emergency medical card can come get the student. It is very important that the office know how to locate a parent or legal guardian in case of emergency.

Only students who have gotten sick or have a fever (we will take temperatures in the office) will be allowed to leave school. For students who do not abuse calling home, discretion will be practiced because every situation is different. Those students who regularly and repeatedly ask to go home will be returned to class (no call home) if no visible sickness is observed. Students will not be allowed to walk or drive home so that we can ensure their safety unless I have talked with the parent. Also, a student may never leave school to go home and get lunch money. Leaving school early by parent permission will count as one of the 5 parent excused absences each semester.

STUDENT INSURANCE

All students participating in sporting activities must show evidence of insurance coverage before they will be allowed to participate in any sport. Student accident insurance is made available for parents. Detailed information regarding costs will be sent home with each student.



SECTION I - GENERAL INFORMATION

ACCEPTABLE USE POLICY AGREEMENT FOR NETWORK AND INTERNET

7540

In order for students to use school computers or access the Internet, students and parents must sign the acceptable use policy that is sent home the first week of school. The purpose of this agreement is to provide Network and Internet access for educational purposes to the student to assist in the collaboration and exchange of information, facilitate personal growth in the use of technology and enhance information gathering and communication skills. The intent of this contract is to ensure that Students will comply with all Network and Internet acceptable use policies approved by the District. Without agreement to abide by this policy, no computer use will be permitted. Failure to follow the acceptable use policy will result in the loss of computer privileges in addition to discipline administered through the student code of conduct.

In exchange for the use of the Network resources whether at school or away from school, I understand and agree to the following:

- A. The uses of District and/or Network resources are for (in order of priority):
 - Support of the academic program
 - Research
 - Educationally related matters
- B. The use of the Network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include but are not limited to, altering of system software, placing unauthorized information, computer viruses or harmful programs on or through the system in either public or private files or messages. The District reserves the right to remove files, deny access, and refer the Student for other disciplinary actions.
- C. The student may only use the network and associated technology under the supervision and / or permission of a staff member
- D. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, abusive, or otherwise objectionable.
- E. Any misuse of the Network will result in suspension of access privileges and /or other disciplinary action determined by the District. Misuse includes but is not limited to:
 1. Saving songs to the network that are not related to educational purposes. Students may not save songs to the network just to listen to them
 2. Illegal installation of copyrighted software
 3. Unauthorized use of licensed or copyrighted software
 4. Intentionally seeking information on, obtaining copies of; or modifying files, data, or passwords belonging to others
 5. Misrepresenting others on the Network
 6. Disrupting operation of the Network through abuse of hardware or software
 7. Malicious use of Network through hate mail, harassment, profanity, vulgarity, or discriminatory remarks
 8. Interfering with others use of the Network
 9. Extensive personal use
- F. The Student may only transfer files from information services, web sites, electronic bulletin boards or other network services with direct permission of a teacher or administrator.
- G. All information resources contained on the Network are intended for registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- H. The District and/or Network do not warrant that the functions of the system will be error free or uninterrupted. Nor will the District be liable for any direct, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
 1. The Student will delete old files, including mail messages (if available), from personal folders to avoid excess use of disk space. Accordingly, the district reserves the right to log computer use and to monitor fileserver space on the system as well as deleting files for maintenance and security purposes.
- I. The District and/or Network will periodically make determinations on whether specific uses of the Network are consistent with acceptable-use practice and reserves the right to log Internet use and monitor electronic mail space utilized by Students.
- J. The District reserves the right to revoke a Student's access privileges to the network if it is determined that his / her activity is in violation of the Acceptable Use Policy.
- K. The use of school produced material without advanced permission from a school administrator is prohibited as is the use of school produced data.
- L. Students are not allowed to take Chromebooks outside the school building. School-owned devices cannot be taken home, under penalty of ISS.
- M. In consideration for the privilege of using District and / or Network resources, I hereby release North Baltimore Local Schools and all staff from any and all claims of any nature arising from my use of the District and / or Network resources.

N. Gaming/video rule: Students seen playing games or watching videos on any device will receive an automatic detention when it impedes instructional time. A student who has any missing assignments or work for the quarter and is seen breaking this rule will get a detention. Violations that occur on a student device will result in confiscation of the device (consequence one) and require someone listed on the student's emergency medical form to come pick up the device after school. See #26 cell phones for further disciplinary consequences.

Any student who violates the rule may forfeit the privilege to use school owned devices and/or if the violation occurs on a student device will result in confiscation of the device (consequence one) and require someone listed on the students' emergency medical form must pick up the device after school. See #26 "Cell Phones" for further disciplinary consequences.

Students:

1. must abide by the District Acceptable Use Policy and Regulations, and are subject to all student code of conduct restrictions and disciplinary consequences relating to use or misuse of technology.
2. are responsible for ensuring the safety of their own personal devices. The District is not responsible for the loss or theft of a device, nor are they responsible for any damage done to the device while at school.
3. will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
4. must keep devices turned off when not directed to use them.
5. may not use the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff during school hours unless permission is granted in advance.
6. are not to use the device in a manner that is disruptive to the educational environment.
7. exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to discipline under the District Hazing and Bullying policy and procedures.
8. are responsible for servicing their personal electronic devices. The District will not service, repair or maintain any non-district owned technology brought to, and used at school by students.
9. may not use devices during state testing times.

ANNOUNCEMENTS

The staff and administration make many attempts to keep students and the community informed of school related activities. Announcements are given daily by students over the PA system. Important upcoming events are included to facilitate planning. If you have information that should be included on the daily announcements please contact the office. If parents wish to be notified personally prior to pesticide application, please inform the office in writing.

CAFETERIA

8500

The cafeteria provides school lunches at a very reasonable price. This year the cost for a student lunch will be \$2.95. The lunch period is "closed" and all students must eat lunch at school, either purchased in the cafeteria or a packed lunch brought from home in the morning. Also, parents may bring in food from restaurants. No student may leave the school grounds during the lunch period. In addition to the plate lunch, sandwiches and other a-la-carte items are available. After receiving lunch, the student shall pay the cashier for their lunch and then sit down at one of the available tables. When finished, they are to return the plate, tray, silverware, and paper materials to the window of the dishwashing room. No food or drink items (opened or unopened) are to be taken from the cafeteria by students at any time. Rules of good manners and etiquette are expected from all students. Free and reduced lunch information is sent home the first week of school.

EMERGENCY DELAY OR CLOSING OF SCHOOL

8210

When it is necessary to delay or close school due to weather, building breakdown, or other reason, the following resources should be contacted. Parents and students should not call school personnel to request closing information. The media will share this information with you just as soon as a decision is made.

1. NBLS offers the Instant Alert system that will send you a text message or email when delays or closings occur. We also use One Call Now phone service. See www.nbls.org to sign up or call the Board Office at 257-3531.
2. Twitter: @BobFalkenstein
3. The radio and television stations below:

WVKS	Toledo	92.5 FM
WRQN	Toledo	93.5 FM
WKKO (K100)	Toledo	99.9 FM
WFIN	Findlay	100.5
WFOB	Fostoria/BG	1430 AM
WTOL	Toledo	Channel 11

WTVG	Toledo	Channel 13
WNWO	Toledo	Channel 24

EMERGENCY DRILLS

FIRE - Fire drills are conducted monthly without notice. Directions are posted in each room as to which door to exit. Students are to leave quietly. All windows and doors in the rooms are to be closed. Students are to walk to the area outside the driveways around the school and stand with their class until the signal is given to reenter the building. If there is an alarm during lunch or between classes, students are to report to where their first period class lines up. Teachers are required to take attendance once their class is clear of the building to insure all students are accounted for. The building principal and the fire department are the only authorized individuals to initiate a fire signal. Any unauthorized use of the fire warning system will be immediately reported to the local police and fire officials.

TORNADO - As soon as a watch for tornadoes takes effect, the principal of the building posts people to keep watch. If and when a tornado is sighted, an announcement will be made over the P.A. system. An air horn may also be used. Building administrators and the SRO will check the non-classroom areas to be sure all have received the warning. Teachers are required to take attendance/head count before leaving the room and after they have reached a place of safety. See individual classroom procedures.

LOCK DOWN – A.L.I.C.E. lock-down procedures will be instituted in an emergency event. The procedure will be initiated by a P.A. announcement or by classroom phones. Given instructions or information, teachers will direct students to either block-ade the door or leave the building.

EMERGENCY MEDICAL AUTHORIZATION

5341

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment or at the beginning of each school year.

ENROLLING IN SCHOOL

5111

New students must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred.

FEES

6152

Fees may be charged for lab equipment or workbooks. If these fees are not paid, grade cards may be held. Fees should be paid in the office when students pick up their schedules.

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

IMMUNIZATIONS

5320

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

LOST & FOUND

A lost and found box will be kept in the office. Check with us if you lose something. Likewise, if you have found lost property, bring it to the office. Please do not expect other people to keep track of your property and supplies for you.

MEDIA CENTER

The media center is located across from the office near the main entrance. This facility is to be used by students for research and individualized or independent studies. There are also items for personal enjoyment. It is hoped that you will make the best use of this facility. Students may have access to the media center during study lab.

MEDICATION

5330

Students with personal medical needs are required to register all drugs with the school administration upon entering school premises (in the office). Physician prescribed medication must be kept in the office and administered by school personnel. North Baltimore Local Schools would prefer for safety reasons that all non-prescribed medication also be administered by office personnel. Parents must fill out the proper paperwork in the office for either prescribed or non-prescribed medication.

SEARCH AND SEIZURE

5771

Search of student lockers and other storage areas provided for students may take place at any time. School administration and/or police authorities will conduct a search of a person when there are reasonable grounds to believe that search is necessary to prevent eminent danger to the health and/or safety of the student or other students or staff. Search and seizure would be deemed justifiable for items such as dangerous weapons or devices, hallucinogens, drugs, volatile chemicals, alcohol, or property believed to be stolen. The list as presented here is not intended to be all inclusive of all situations that may be grounds for search and seizure. For example, student cell phones may be confiscated and searched if it is likely that the search will reveal breaking school rules or committing a crime.

STUDENT LOCKERS

Each student will be provided with a student locker. All lockers have an integrated combination lock built into them and must be used. Students must keep locker doors closed and locks free from tampering. Backpacks must be placed inside lockers. The school administration retains absolute control and authority over all student lockers. Students will not be given access to a fellow student's locker. Sec. 3319.20 authorizes the Board of Education to adopt the following policy: A Student Locker is the property of the Board of Education. Lockers and their contents therefore are subject to random searches at any time without regard to reasonable suspicion. Some lockers are full size and others are half size. Student locker assignments are done electronically and will not be changed.

The use, care, and security of the assigned locker will be the responsibility of the student. Neither the administration, nor the teaching staff, will accept any responsibility for any property in student lockers. It is therefore expected that students not "share" or "rig" their lockers.

Locker room lockers: Separate combination locks are available for all students in P.E. courses. Locks for after school athletics are not provided unless requested by the athlete. We strongly encourage all students to lock their gym lockers. The school is not responsible for stolen/lost items. We will not investigate theft from unlocked lockers.

STUDENT RECORDS

8330

Each year, the district will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; grade level; honor rolls; or scholarships.

Parents and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within ten (10) days after receipt of the district's public notice. Distribution of this handbook constitutes public notice.

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

FERPA

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that North Baltimore Local Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North Baltimore Local Schools, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow North Baltimore local Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- School photography;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military

recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want North Baltimore Local Schools to disclose information from your child's education records without your prior written consent, you must notify the District in writing by the first Friday following the first day of the school year. North Baltimore Local Schools has designated the following information as directory information:

- Students Name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honor, and awards received
- The most recent educational agency or institution attended
- Date and place of Birth
- Dates of attendance

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

STUDENT VALUABLES

LOCK YOUR SCHOOL AND GYM LOCKERS! Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and cash are tempting targets for theft. The School will not be liable for any loss or damage to personal valuables.

TELEPHONES

If an emergency arises which requires you to use a phone, please come to the principal's office.

USE OF SCHOOL EQUIPMENT AND FACILITIES

7510

No students should be in the school building before 7:45 am or after 3:00 pm unless for a supervised activity. Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to use of any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. If the building is to be used for any extra-curricular activities, such as dances or class projects, permission must be obtained from the principal. Building Use Request Forms must be completed and submitted to the building principal two weeks in advance of the event for approval. The form is to be signed by the activity advisor and there must be appropriate school personnel present for all activities including a custodian and a faculty member.

VISITORS

9150

The North Baltimore Local Schools cordially welcomes visitors. The Middle/High School administration requires that all visitors to the building during the school day enter the building through the North entrance and report immediately to the office. All requests to interact with students or staff will take place in the office wing of the building. Visitors may not walk through the hallways without prior office approval, receipt of a visitor's hall pass, and/or a designated escort. Former students may visit teachers after school hours. Students are not allowed to open outside doors for visitors or other students during school hours or directly before/after school

WITHDRAWAL

5230

If a student wishes to leave North Baltimore High School, they must get the appropriate forms from the high school office. This form must be signed by each of the student's teachers. A parent must come in a sign withdraw forms. The reason for withdrawal must also be given on the form along with the date. Any fines must be paid before being allowed to leave. Credit earned by the student during or after the period of time in which the financial obligation was incurred will be withheld until all fees and obligations are completed in accordance to school policy.

SURVEYS

We are required to conduct paper surveys at times during the school year. One example is for permission to conduct surveys distributed by the Wood County Educational Service Center. If you wish your child to opt out of paper surveys, please notify the office.

SECTION II - ACADEMICS

COLLEGE DAYS/CAMPUS VISITATIONS

College days and campus visitations will be reserved for senior students and second semester juniors only. The guidance counselor is familiar with all area colleges and universities and has information on file for some out-of-state institutions. Plans should be made as soon as possible to meet with the guidance counselor to discuss visitation options if you are planning to attend a four-year college or university. On-campus visitations will be limited to one visit each semester, or more, with further approval of the building principal. All visits must be approved by the guidance counselor/principal two days prior to the date of the visit. Students must also meet the minimum entrance requirements of the institution they are visiting. Verification of the visit must be completed by a faculty/staff member of the college or university for your visitation to be counted as an excused absence from NBHS. There is a minimum GPA requirement of 2.5 for juniors and 2.0 for seniors. No college day/campus visits will be granted the day before or after a school holiday or during the last two weeks of school.

DIPLOMA WITH HONORS

(College Preparatory curriculum)

To receive a Diploma with Honors a student must meet seven of the following eight criteria:

1. 4 units of English
2. 4 units of Math including Algebra I, Geometry and Algebra II or equivalent and another higher level course or four-year sequence of courses that contain the equivalent content (such as Pre-calculus or STEM Math).
3. 4 units of Science including A lab-based advanced science course
4. 4 units of Social Studies
5. 3 units of one Foreign Language or 2 units in 2 languages studied
6. 1 unit of Fine Arts
7. Maintain an overall high school GPA of at least 3.5 on a four-point scale up to the last grading period of the senior year
8. Obtain a composite score of 27 on the American College Testing (ACT) test or a 1210 composite score on the Scholastic Assessment Test (SAT)
9. Pass the Ohio Graduation Tests or other state assessments

***An honors diploma is required to be eligible as a speaker at the commencement ceremony.

DIPLOMA WITH HONORS

(Intensive Vocational or Technical Education Curriculum)

To receive a Diploma with Honors, a student must meet seven of the following eight criteria:

1. 4 units of English
2. 4 units of Math, including Algebra I, Geometry and Algebra II, and another higher level course or a 4 year sequence of courses which contain equivalent content.
3. 4 units of science including physics and chemistry
4. 4 units of social studies
5. 4 units of a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent.
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment or equivalent assessment aligned with state-approved and industry validated technical standards; or
7. Maintain an overall high school grade point average of at least 3.5 up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the ACT or a combined score of 1210 on the SAT.
9. Pass the Ohio Graduation Tests or other state assessments

***An honors diploma is required to be eligible as a speaker at graduation ceremony.

EDUCATIONAL OPTIONS POLICY

2370/2271

CREDIT RECOVERY COURSES and Online/In School

North Baltimore High School accepts credit for courses completed at previously attended high schools, summer schools, College Credit Plus and our online opportunity school. In order to meet the requirements of students who need credits through credit recovery or summer school, the following policy will apply:

Students may take credit recovery courses under the following circumstances:

1. They wish to graduate early because of one of the following reasons:
 - Family Circumstance
 - Hardship
 - Death in family
 - Pregnancy
 - Age (older than classmates)
 - Exceptional scholastic ability
 - Career goals
2. They need credit that is not offered at Penta Career Center
3. They need credit to graduate for courses already taken (and failed) at NBHS or a previously attended high school

North Baltimore High School will only accept credit from the following Credit recovery Schools.

1. North Baltimore Opportunity School (online curriculum)

- For courses taken for advanced credit (early graduation policy), remediation, or credit recovery
- 2. The Wood County ESC and Penta Career Center
 - For courses taken for advanced credit (early graduation policy), remediation, or credit recovery
- 3. Other schools approved by NBHS
- 4. The final exam for all credit recovery courses will be given at the school under supervision of a staff member

In order for a student to take a credit recovery course, they must:

1. Meet with the guidance counselor to determine which credit recovery course to take, what school to use, and other guidelines that must be met.
2. Obtain credit recovery course registration information from the guidance counselor.

If the purpose of this coursework is EARLY GRADUATION, the following procedure must be followed:

- A. Meet with counselor to determine eligibility.
- B. Meet with principal for initial approval.
- C. Complete an application for early graduation.

This must be done by October 15 of the school year of early graduation.

Student must have a minimum of 12 credits to apply.

Student and Parent(s) must sign the application acknowledging their understanding of the rules, deadlines and the responsibilities of additional coursework and credit recovery courses.

All graduation requirements set by the State of Ohio and North Baltimore Local Schools must be met before permission will be granted.

- D. The student, parent(s), principal, and guidance counselor must formulate and have on file, a plan to complete their graduation requirements in three years, before permission will be granted
- E. The student must meet and maintain the following requirements.
 - a. Students must have a minimum of 2.0 GPA to be eligible for early graduation.
 - b. Students must maintain a 2.0 GPA for each 9-week grading period to remain eligible for early graduation.
- F. Periodic evaluation of the student's progress will be made by the guidance counselor and if it appears the student is experiencing difficulty, the approval will be withdrawn and the student will resume a regular 4-year program. This procedure will be automatic if the student should drop below a 2.0 GPA in any 9-week grading period. Notification will be in the form of a written letter to the parent or the student if they are over 18 years of age.

The following guidelines and limitations will be followed for all credit recovery coursework and/or online curriculum at NBHS.:

Students must take courses at NBHS first, prior to enrolling in the NBHS Opportunity School's online option. The online option is most typically used for credit recovery. Students may not enroll in the NBHS Opportunity School to avoid taking a course with teachers of NBHS. The NBHS Opportunity School cannot be used for college credit.

Students may not take a different online course to replace an existing course at NBHS (Example, students cannot take German through the Opportunity School to avoid Spanish offered at NBHS, or example 2: A student cannot take a Basic English course to count as Freshmen English). Some consideration may be given to new NBHS students who had started a different course elsewhere prior to enrolling in NBHS.

- Only two credits of credit recovery coursework will be accepted for advanced credit. Advanced credit is a credit that has not been attempted at NBHS due to a scheduling conflict, or any previous high school attended by the student.
- A student may take up to four credits of credit recovery work that will count toward graduation. If four courses are taken for make-up, no credits will be accepted for advanced credit. If three courses are taken for make-up, only one course may be taken for advanced credit. If two courses are taken for make-up, two more may be taken for advanced credit.
- Students will NOT be able to take credit recovery coursework in place of courses offered here at NBHS. Students can only use this option after failure of the course (Exception: Early Graduation Student Plans, and irreconcilable scheduling conflicts).
- If a continuing student has not successfully completed a summer school or credit recovery course by the beginning of the next academic year, that course may be added to the student's NBHS academic schedule.
- The final grade for all credit recovery courses will be a "P"(pass) or "N"(failure). These courses will NOT be calculated into the student's accumulative grade point average.

- Students are responsible for completing their credit recovery coursework within the specified time limits. In order for a credit recovery credit to count in the current school year, it must be completed by June 1. If it is completed after that date, it will count for the following school year. The date on the transcript from the credit recovery school will be the official date of completion for all credit recovery coursework.
- Seniors who are completing coursework in order to graduate must complete their coursework by May 1 (date on transcript). If not, the student will not be allowed to participate in graduation ceremonies that year.
- Students must complete a minimum of 5% of each course each week to ensure course completion in a timely manner. Failure to progress at this rate will result in disciplinary action or course removal.
- Students will have to work on courses outside of school hours.

G. Students and parents must sign the Early Graduation Contract

North Baltimore High School will issue diplomas only once each year at the graduation date. When a person completes their requirements for graduation, they will be given a letter stating that they will be issued a diploma at graduation (if he or she needs it for employment purposes). **EXCEPTION:** Non-graduating seniors who successfully complete the credit recovery coursework before the next academic school year begins may receive the diploma from their intended graduation year. If a non-graduate successfully completes the credit recovery coursework after the next academic school year begins, he or she must wait until the next graduation date.

The principal may use professional judgment to alter these guidelines.



North Baltimore Local Schools
Credit Recovery and Online Elective Learning Contract

_____ has been enrolled in the following credit recovery/online elective course(s).

Course	Period	Semester
1 _____	_____	1 2 3
2 _____	_____	1 2 3
3 _____	_____	1 2 3
4 _____	_____	1 2 3
5 _____	_____	1 2 3

Outcome

- Students will complete credit recovery course within the semester assigned with a passing grade of 60% or better to receive credit.
- Students will complete online elective course within the semester to receive earned grade and credit.

Resources

- Students will have access to computer lab, Mr. Mathias' Room 305, to work on courses. (See periods listed above.) If taking a credit recovery module over the summer, students will be expected to come into the lab from 8-11:30 am every weekday morning until the course is complete.
- Students can also access courses from home or library.

Course Expectations

- Student Behavior
 - Stay on task at all times.
 - Work quietly without disturbing classmates.
 - Follow directions of the teacher.
 - Ask for help when needed.
 - Put best effort into required work.
 - Follow school handbook rules.
 - Complete my courses by end of semester.
 - May be necessary to work on courses from home.
- Consequences
 - If a student does not complete a course within the fall semester, the student may be removed from an elective course in the spring to ensure the student meets all requirements.
 - If a student does not complete a course within the spring semester, the student may be required to complete the course over the summer term to ensure the student meets all requirements.
 - If a student does not complete a course within the summer term, the student will be required to either retake the full course during the school year, or restart the online course at the start of the year.

Student

Parent

Staff

Date: _____

OHIO CORE OPT OUT/ALGEBRA II OPT OUT

The Ohio Core/Algebra II Opt Out form cannot be turned in during the 4th quarter of the school year or retroactively during the summer unless principal approval is given. Students who may need an additional math course would be required to enroll in credit recovery.

North Baltimore Local Schools

Ohio Core Op

Date: _____

Student Name _____

- The Ohio rigorous c
- Students v or univers §3345.06

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of graduation) may not require the most 4-year colleges cation website [ORC](#)

English 4.0
 Mathematics
 Health .5
 Phys Ed .5
 Science 3.0
 (vanced)
 Social Studie
 Fine Arts 1.0
 Electives 5.0

Total: 21.0

All students must receive instruction in financial literacy. We have included this graduation component in the following courses: Intro. to Business, Healthy Lifestyles, Marketing I and American Government. In addition, the 5 sections of the Ohio Graduation Test (OGT) must be passed in order to receive a diploma, through the Class of 2017.

Total: 21.0

All students must receive instruction in financial literacy. We have included this graduation component in the following courses: Intro. to Business, Healthy Lifestyles, Marketing I and American Government. In addition, the 5 sections of the Ohio Graduation Test (OGT) must be passed in order to receive a diploma, through the Class of 2017.

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 ng 1.0

INDIVIDUAL CAREER PLAN (ICP)

After High School, I plan to:

_____ Work full time (Recommendation: Create a Resume)

_____ Work part time and attend a 2 year college

_____ Attend

--

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, Audio/Video Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science

_____ Enter

I understand that per the Ohio Core curriculum. I also acknowledge that one consequence of failure to complete the Ohio Core curriculum is ineligibility to enroll in most State universities in Ohio without completion of further coursework. I hereby agree to accept and abide by the policies, rules and regulations of the Board of Education and to fulfill any procedural requirements stipulated by the school.



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Signature of Student

Printed Name

Date

Signature of Parent

Printed Name

Date

Signature of School Rep

Printed Name

Date

FIELD TRIPS/EDUCATIONAL EXPERIENCES

2340

Students wishing to participate on a trip during school hours must have written permission from their parents. The trips are approved by the high school principal beforehand. All field trips are arranged and planned by the classroom teacher. In cases where an entire class is scheduled to go on a trip, information will be sent home with students. Parents who do not wish to have their child participate should contact the office.

GIFTED EDUCATION

The North Baltimore Local schools assures that the procedures for identifying and serving gifted students are followed according to the Ohio Rule for the Identification and Services of Children Who are Gifted. Additional information on the gifted program may be obtained from the principal.

GRADE POINT AVERAGE

Grade	Quality Points
A+	4.0
A	4.0
A-	4.0
B+	3.0
B	3.0
B-	3.0
C+	2.0
C	2.0
C-	2.0
D+	1.0
D	1.0
D-	1.0
F	0

GRADE OF HIGH SCHOOL STUDENTS

The grade level of a high school student will be determined by the number of years in school and the number and type of credits earned since starting high school. The following table will be used:

<u>Year in H.S.</u>	<u>Credits earned</u>	<u>Grade level</u>
1st yr. in H.S. or	less than 5.25 and/or fewer than 3 core*	Freshman
2nd yr. in H.S. and/or	less than 10.5 and/or fewer than 6 core*	Sophomore
3rd yr. in H.S. and/or	less than 15.5 and/or fewer than 9 core*	Junior
4th yr. in H.S. and/or	15.5 or more with 9 or more from the core	Senior

*approved courses in English, math, science and social studies

A student cannot graduate from H.S. in less than 4 years without making a formal application as outlined above in the 'Early Graduation' section. Consequently, a student cannot move ahead to the next grade level based on credits earned, but will not advance until proper credits for that grade level are earned.

GRADING SCALE

5421

The following percentages will be equated with the corresponding letter grades:

A+	97-100%	A	94-96%	A-	90-93%
B+	87-89%	B	83-86%	B-	80-82%
C+	77-79%	C	73-76%	C-	70-72%
D+	67-69%	D	63-66%	D-	60-62%
F	0-59%				

SENIOR PICNIC

In order for a senior to attend the picnic on the last day of school the following criteria must be met:

1. All graduation requirements must be met. If there is any question to your graduation eligibility, you will stay at school during the picnic and complete coursework.
2. No ISS or OSS during Semester 2. THIS INCLUDES PENTA SENIORS. Therefore, if you are assigned a Friday Detention and skip it, you cannot attend the picnic (Failure to serve Friday Detention is ISS).
3. Must be in attendance the entire day of classes before attending the picnic.
4. No unexcused absence for the 4th quarter (21 minutes late to school=unexcused absence)
5. Students graduating early cannot attend the senior picnic
6. Any student ineligible to attend the senior picnic is also ineligible to attend the senior trip

VALEDICTORIAN/SALUTATORIAN

1. Valedictorian/Salutatorian: The criteria of selections are (1) Cumulative GPA after the first semester of grade 12, (2) In the case of ties at 4.0 GPA, the Points earned based on awarded credits will be applied as run on DASL, the student information system. A student with a 4.0 and the highest number of points gets valedictorian. A student with a 4.0 GPA and the second highest number of points gets salutatorian. (3) if only one student has a 4.0, the student with the next highest GPA/points will be salutatorian. This goes into effect with 2015-2016 freshmen (Class of 2019).

GRADUATION CEREMONY

Participation in graduation ceremony is a privilege, and the administration retains the right to determine participation. If a senior is ineligible to attend the senior picnic, the student must stay at school on that day. A student may also be required to stay extra days to complete coursework in order to be eligible to participate in the graduation ceremony.

GRADUATION REQUIREMENTS

5460

Students are advised that the following are the "minimum" requirements that must be met prior to graduation from the North Baltimore High School:

- 4 Credits of English
- 3 Credits of Social Studies including ½ Am. History, ½ Am. Government
- 4 Credits of Mathematics including Algebra II or equivalent
- 3 Credits of Science including 1 credit of Biological Sc. and 1 credit of Physical Sc.
- ½ Credit of Health
- ½ Credit of Physical Ed.
- 6* Credits of Electives
- 21 Credits**

*Required: 1 credit or two ½ credits of Business/Technology, Fine Arts, or Foreign Language

Students are required to earn 18 graduation points in the 7 end of course exams in ELA, math, science and social studies. Alternative pathway may be available. An honors diploma is required to be a speaker at commencement.

Each student must schedule a MINIMUM of Six (6) class periods that lead to at least Five (5) full credits during the school year.

An honors diploma is required to be eligible for consideration as one of the three speakers at the graduation ceremonies.

If you have any questions on graduation requirements, scheduling, or course selections, please feel free to contact the school counselor.

GUIDANCE DEPARTMENT

The School Counselor is available for all students. The focus of the guidance program is to help ensure that students progress toward fulfillment of their educational, personal, and career goals. Parents are also an essential component in the educational planning for their student.

The School Counselor is available to help students with questions or problems they may have. Please feel free to come to the office. If the counselor is not available, ask the secretary in the Main office to leave a note in his mailbox.

The teaching, administrative and counseling staffs are here to advise and assist students in making the best academic decisions that will help prepare them for their post high school careers. Students and parents must be aware of and responsible for meeting the requirements specified by North Baltimore Schools as well as those requirements of any post-secondary organization.

HIGH SCHOOL CREDIT IN THE MIDDLE SCHOOL

Physical Education and Health are high school courses taken by all students during the eighth grade. Band is also a high school credit when taken as an eighth grade student. The students are awarded high school credit and the courses count toward graduation requirements. This means that they also count toward the high school grade point average and class rank.

Students who are scored as gifted in a content area and/or are approved by a committee of teachers, guidance counselor and the principal may take high school courses in the 8th grade for high school credit.

HOMEWORK

2330

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state tests and graduation.

HONOR ROLL

5451

Middle School and High School students will be recognized every quarter for academic success by being named to the Honor Roll. There will be two forms of recognition-one for meeting the standard for obtaining Honor Roll status and an even higher standard of receiving "All As". Honor Roll recognition will be earned by all students who receive all As and Bs. High Honor Roll is for all As. Their names will be posted in the school and released to area newspapers. Please be aware that some media outlets only publish partial honor roll lists.

COLLEGE CREDIT PLUS

2271

Any student in grades 7 through 12 may enroll in College Credit Plus provided s/he meets the requirements established by law, the District and university of choice. A student will be denied high school credit for any portions or for the entire class if taken during a period of expulsion. Any interested student should **contact the guidance counselor by April 1 or as determined by The Ohio Department of Education** to obtain the necessary information for next school year.

Students who enroll in College Credit Plus (CCP) may have those credits count toward graduation requirements and the Honors Diploma. However those courses may not provide the "Graduation Points" as required by the Ohio Department of Education. Courses taken through CCP count as HS credit and toward college credit, as specified and allowed by the Ohio Department of Education.

If a university has a pass/fail guideline and counts pass/fail on the college transcript, the university may still send us the actual percentage grade. For HS transcripts, the GPA calculated grade will be used, not pass/fail. Once a student declares Option A or Option B, changes cannot be made.

New in 2017:

College Credit Plus (Dual Enrollment, Online and On Campus)

1. Students who enroll in a college course offered here in NBHS (dual enrollment) will not be permitted to drop a different class period from their schedule. These students will be in session all day.
2. Students who enroll in an online college course can do 2 things: (1) drop a HS course most closely to its equivalent, and (2) opt out of a study lab. The student in this case can leave the building only for 2 periods. However, the student may stay and work here in a supervised setting
3. Students who enroll in an on-campus college course may do 2 things: (1) drop a HS course most closely to its equivalent, and (2) be away from the HS building for drive time. A study lab won't be offered as an option at a different time of day.
4. After 10 school days in a semester no schedule changes are permitted. Students may not, for example, drop an elective course simply because they don't need it to graduate. In that case, the student receives a withdraw/fail with GPA calculations in effect.
5. All students are required to take a minimum of 5 courses. College bound students should be taking 7 courses as a minimum (or equivalent with CCP courses). Students are responsible for working with the guidance counselor and athletic director to ensure OHSAA eligibility.
6. Simply stated, if you are in Dual enrollment, you will have a full schedule here. If you are in an online course, you must have 6 periods full that are not study labs. If you have an campus courses during the school day, you will be here either 5-6 periods depending on drive time.
7. CCP students must sign in and sign out in the office each day.
8. CCP students' designated lab is the Media Center.
9. When a CCP on campus course is over, the student cannot return to school during that time just to 'hang out'. The student's CCP schedule remains in effect until the end of the semester.

COLLEGE CREDIT PLUS PROGRAM INTENT TO PARTICIPATE/COUNSELING FORM



Student Name (F

As specified in R
vantages, possible

1. Program eligi
2. That the stude
3. We must cho
a. OPTION /
b. OPTION E
application
4. The process c
5. Scheduling an
6. The affects pa
7. The grades yo
rank and eligi
8. All high schoo
tion.
9. If you fail a co
10. You must notify the high school counselor by April 1st of your intent to participate.

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affect your class

Board of Educa-

I understand that this form is not an application to any college/university, but simply an acknowledgement that I understand the above listed topics and intend to participate in the College Credit Plus program. I also understand that applying to the college I wish to attend is my responsibility.

I have read and understand these rules. I have received counseling regarding them. I accept and agree to abide by them.

____ OPTION A

____ OPTION B

Student's Signature

Date

Parent's Signature

Date



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PROGRESS REPORTS

The grading periods at North Baltimore are divided into four nine-week intervals. In the middle of each nine-week period, interim progress reports are made available via ProgressBook. At the end of each nine-week period, a report is issued.

PROMOTION (MIDDLE SCHOOL)

5410

The North Baltimore middle school teachers believe that academic programs are built on foundations of skills and information presented throughout the year. Therefore, it is expected that a student must pass the majority of their courses to be successful in the next grade. Passing is defined as having passing grades both semesters in a course AND/OR showing improvement, not decline, in semester grades. If these criteria are not met, then students may be offered summer intervention camp (see below). Success and attendance in summer camp is necessary for promotion to grade 8 or 9. Families who decline summer intervention camp may be retained in their current grade. These decisions will be made with the Principal, Supervisor of Special Education (if applicable), all of the student's teachers and the student's parents. The Principal will have a final determination if a group consensus cannot be reached.

MIDDLE SCHOOL SUMMER INTERVENTION CAMP

Students who do not pass middle school courses need intervention to be successful in the next grade level. The middle school summer intervention camp runs 4 weeks for 3 ½ hours per day, from 8:00-11:30. Students who attend must progress through their coursework in 4 weeks and successfully complete the assigned modules of an online curriculum. Specific goals will be set for students to know their status of completion. In general, 5% of the modules need to be completed each day in each course. This may require at-home time. Students who attend and succeed are advanced to the next grade level. Students can finish course requirements early at teacher discretion. Students who do not successfully complete the online curriculum and/or have poor attendance will be retained in their current grade level.

SEMESTER EXAM/CULMINATING PROJECT

Board policy requires that all students complete a semester exam or culminating project worth 20% of the semester grade in all classes in which high school credit is earned. Teachers inform students in writing about their requirement of an exam or culminating project by the end of the first week of each semester.

SPRING ACADEMIC HONORS AWARD PROGRAM

Students worthy of recognition for academic accomplishments will be honored at the Academic Honors Program to be held in the spring.

Students in grades seven nine through twelve will be presented with certificates for having achieved honor roll status three out of the first three grading periods.

Sophomores, juniors, and seniors will receive plaques and academic letters for earning and maintaining at least a 3.5 cumulative grade point average through three, five, or seven semesters.

National Honor Junior Honor Society, National Honor Society and Tri-M inductions will also take place.

Award Attendance: Requirement - all students eligible to receive an award must be in attendance at the banquet/recognition program, or have made satisfactory prior arrangements with the principal.

EXAM OPT OUT

The goal is to offer a one course exam opt out each semester for high school students who meets the criteria below and attend the NBHS campus.

1. Requires double A or A- (for Q1/Q2 or Q3/Q4) in a NBHS course. Students can only opt out of an exam in which double As were earned. Students cannot opt out of dual enrollment, CCP, or online exams. No Opt-Outs in Physical Education are allowed for state reasons.
2. Student is discipline-free and has no unexcused absences for the 2nd or 4th quarter.
3. When a student opts out, the student is permitted to leave campus regardless of the period. Sign-outs and sign-ins are required.
4. Students must tell the principal, in writing, which exam they will opt out of two days before the first exam day, or they forfeit their opt out. No changes permitted. The opt-out form must be completed via Google and sent electronically.

STUDY LAB

Study Lab is a combination of study hall and Intervention Lab. Study Lab is designed for teachers to help students in their coursework. One-on-one tutoring will be provided. Those students who wish to work independently may do so unless otherwise required of the teacher. Assistance on homework and state test preparation may be provided.

SECTION III - STUDENT CONDUCT

REMOVAL FROM CLASS

A teacher may remove the student from curricular or extracurricular activities under the teacher's supervision. If a teacher makes an emergency removal, the reasons for the removal must be submitted to the principal in writing as soon as possible, but no later than by the end of the day.

REMOVAL FROM SCHOOL (EMERGENCY)

If the student's presence "possess a continuing danger to persons or property or an ongoing threat of disrupting the academic process either within a classroom or elsewhere on the school premises", then:

1. An administrator may remove the student from activities or from the school premises.
2. All reasonable attempts will be made to contact parents or an emergency contact prior to a removal during the school day.
3. Removal from school may be followed up with more disciplinary action.
4. Inability to reach a parent or emergency contact may result in removal to the local law enforcement

CODE OF CONDUCT

5500

RIGHTS AND RESPONSIBILITIES OF STUDENTS:

The North Baltimore Board of Education shall, in compliance with State Law, provide for the educational opportunity of all eligible residents living within the school district. All students have a right to avail themselves of all educational resources necessary to receive an education; this includes curricular as well as co-curricular activities.

In the process of pursuing their education, students have the responsibility not to interfere with the rights of others who are also pursuing the same educational opportunities. By accepting the right to participate in school programs on or off school property the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs. Students attend North Baltimore Local Schools under the direction of state law and with the full benefits of constitutional protections for their rights as citizens. They, therefore, can act, speak, or behave as young citizens within a large scope of options. This code, published in conformity with O.R.C. 3313.661, specifies the school's expectations. North Baltimore Local Schools has zero tolerance for code of conduct violations.

Students who violate any of the rules of conduct during curricular and extracurricular activities, will find themselves subject to disciplinary action, which may include conference with student, conference with parent, after school detention, emergency removal from class, Friday detention, suspension, and/or expulsion. The school administration maintains the right to assign appropriate punishment in conformity with O.R.C. 3313.661.

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

1. Academic Integrity

All students shall maintain academic integrity. It is the responsibility of all students to do their own work to the best of their ability. Students are required to try all work given by instructors. Not doing the work is unacceptable. Learning is the primary purpose of school and doing the assigned work is the process for learning. Using others work as one's own is prohibited. This includes all forms of copying and/or plagiarism

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

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

2. Aiding or abetting violation of school rules

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

3. Bomb Threats

Making a bomb threat against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year.

4. Bus Rules

Students are to abide by the rules and regulations established for the use of bus transportation. These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. School bus transportation may not be provided for students who violate school bus rules (see Bus Rules - Transportation Section).

5. Damaging property

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

6. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes inappropriate touching, kissing, or contact that may be considered sexual in nature. Sexual activity of any nature is prohibited. Students are allowed to walk hand-in-hand in the hallway. NO KISSING!

7. Disruption of school

A student shall not be by use of violence; force, coercion, harassment, or threat causing a disruption of or obstruction to the educational process; including all curricular and extracurricular activities. Some examples of disruption would include unusual dress and appearance, setting unauthorized fires, strikes or walkouts, setting off fire alarms or fire extinguishers, use of fireworks, bomb threats, continually and intentionally causing a disturbance, fighting, gambling, all forms of harassment, or any activity that disrupts the educational process. Law enforcement authorities may be contacted.

8. Dress Code

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Students should consider the following questions when dressing for school: Does my clothing expose too much? Does my clothing advertise something that is prohibited to minors? Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

Dress Code: anything that you would not regularly wear to school on a typical day can be a dress code violation (usually a detention) if worn on a day other than during spirit weeks. Examples include, but are not limited to, students wearing capes.

The following styles or manners of dress are prohibited:

- Bare feet, shoes with wheels, and slippers
- Clothing that reveals cleavage or belly
- Pajama pants
- Clothing containing inappropriate slogans, pictures, or advertisements
- Tank tops of any type and sleeveless tops/crop tops
- Ripped, torn, or ill-repaired clothing must be below fingertips if skin is visible (see "TEST" below)
- Hats, hoods on head, head coverings, or bandanas. Hair "bands" purchased as a hair accessory to hold hair in place are ok.
- Students must maintain clear eyesight with teachers. Students who have hair blocking their eyesight may be asked to wear hair ties/pins to promote proper eye contact
- Wearing under garments as outer garments and/or having visible under garments. Students must wear proper undergarments, shirts with sleeves, shorts or pants at waist height
- Purses, book bags, and handbags carried to class (lock in student lockers). PE/ Band/Art/Health and Fitness students may carry backpacks to 8th period only.
- Chains (even on a wallet) or other unsafe items
- Shorts, dresses, or skirts that rise too far up the legs are prohibited*
- Shorts must be of a length that is deemed appropriate by the administration*

***TEST FOR LENGTH OF SHORTS and SKIRTS*:** For shorts and skirts, here is the test for being appropriate. Students should use this test before coming to school. Stand straight and extend arms down sides. Extend fingers. If the shorts or skirt goes down the leg past the longest fingertip, then it is school appropriate. If the longest finger is longer than the shorts or skirt, then do not wear it to school. To avoid the issue of girls pulling up skirts in the school and then pulling them back into place when being sent to the office, any questionable length will be deemed inappropriate for school when this test does not apply.

Special notes about jackets, coats, sweatshirts, hoodies:

Students are allowed to wear sweatshirts and hoodies with or without a zipper down the front. The thin zippered jackets that students wear are allowed. Thin vests with zippers are allowed. Coats or jackets (with or without zippers) that are intended for the outdoors or are made of material that is noisy must be left in a student's locker during the school day. Any article of clothing that has a foul odor from over-wearing it or from the smell of smoke is prohibited. Coats or jackets that are "poofy", have oversized hoods, or extend too far past the waist are prohibited. Wearing the same coat during school hours on a regular basis is prohibited. Carharts are prohibited during school hours. Any clothing that is detrimental to the learning process is prohibited.

The administration reserves the right to make all formal decisions regarding questionable student dress. If the administration states to a student that a particular article of clothing is prohibited, then the student may not wear that article of clothing to school the rest of the year. If the student wears the prohibited article of clothing to school a second time, a Friday Detention (2:45-6:15) will be assigned, and the article of clothing may be confiscated for the remainder of the semester.

9. Explosives/lighters

Explosives, lighters, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Use or possession of explosives will subject a student to disciplinary action.

10. Extortion

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

11. False alarms and false reports

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

12. Food and Drink

1. Consuming food and drinks is not permitted in the extended learning lab and hallways
2. All students are permitted to carry water with them throughout the day
3. The water must be in a clear/see-thru bottle for identification purposes
4. Teachers may allow students to consume food only within their classrooms
5. Purchasing items from the kitchen is only permitted when a teacher grants consent and gives the student a pass to go get items. Students must immediately return to the classroom to consume food or water. Students can only purchase non-water drinks and slushies during lunch times. Example: bringing items such as cereal or McDonalds for breakfast is only permitted with teacher consent inside the classroom.
6. Parents may drop off restaurant food for lunchtime, but delivery drivers will be turned away.

13. Gambling

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

14. Gang Activity

The North Baltimore Schools recognizes that a school must create a safe environment in which learning can take place. The presence of gangs and individuals associated with gangs within a school disrupts that environment by threatening the safety and welfare of the students, staff and visitors in the school building and causing disruption to the academic process.

As a result of these beliefs, the North Baltimore Schools asserts the additional goal of providing a safe and healthy environment for all the students, staff, and visitors. Therefore, the North Baltimore Schools hereby bars all gangs, gang activities, gang insignia and paraphernalia and individuals associated therewith from school buildings and school property at all times.

Definition:

A gang is any identifiable group or club of individuals which exists without the sponsorship of the school or the sponsorship of any recognized adult community or civic organization and which has no acceptable social goals; or has been identified by a law enforcement agency as being involved in criminal or anti-social behavior or activities.

Insignia and Paraphernalia:

Gang insignia or paraphernalia, as identified by police or another reliable authority, may not be worn or carried by any student on school ground at any time. This includes:

- Jackets, headbands, shirts or other clothing that have come to be identified with a gang
- Tattoos or other material imprinted on the body permanent or not easily removed (must be covered up).
- Medallions or other jewelry that identify gang members or which have come to represent a gang.
- Written materials with printed gang insignia's or gang-related writing on them.

Students observed wearing or carrying gang insignia or paraphernalia are asked once to remove or dispose of it immediately. Those who do not obey are in violation of this regulation and will be immediately removed from school grounds until such time as the offensive insignia or paraphernalia are either removed or disposed of. Such student(s) may return to school grounds only if accompanied by a parent or guardian. Violation of the gang insignia and paraphernalia regulations may result in the student being disciplined under the conduct code for disruption of school.

Students who refuse to remove or dispose of the insignia or paraphernalia will be suspended. A repetition of this offense may result in expulsion.

Graffiti:

Any student discovered to have been responsible for gang graffiti on school buildings or property will be suspended and recommended for expulsion and prosecuted to the fullest extent of the law.

Parents and students will be held liable for the damages and are responsible for paying any costs of having the damage professionally removed or repaired.

Attacks:

Students who participate in a gang-related attacks upon the person of a student or students or school employee during school hours, on the way to or from school, at any school-sponsored event, or (in the case of a school employee) at any time if connected with the employee's school responsibilities will be immediately suspended and will likely be expelled.

Students involved in a gang-related attack will be prosecuted for the assault to the fullest extent of the law.

Threats of attack will be considered an attempt to intimidate and may result in suspension and expulsion.

Meetings:

Gangs are not permitted to meet or congregate on school grounds at any time. Such meeting or congregating is contrary to the purpose of an educational institution and will be considered as trespassing. Trespassers will be prosecuted.

Students found to be congregating with gangs on school grounds are subject to suspension and expulsion.

Records:

A record of all known gangs and members of such gangs will be compiled and held by school personnel. These lists will regularly be shared with law enforcement officials.

Students known to be a member of a gang will be barred from representing the school as a member if an athletic team or as a participant in extra-curricular or co-curricular activities until the gang the student renounces membership.

Recruiting:

Any student found to be recruiting a student for gang membership or threatening a student for either not joining a gang or wishing to withdraw from a gang shall be suspended and may be expelled.

15. Hall Passes

Students may only use 18 hall passes per quarter. All students are expected to be in their assigned areas. NO students are to be out of their assigned area without a VALID PASS. Students found without a valid pass will be subject to disciplinary action and their hall pass privileges may be revoked. Any student who leaves a classroom without permission will be subject to disciplinary consequences.

16. Harassment

Conduct constituting harassment may take different forms, including but not limited to:

Sexual Harassment

- A. Verbal: the making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other persons.
- B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other persons.
- C. Physical: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member, or other persons.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- A. Verbal: written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning gender, national origin, religious beliefs, etc. made toward a fellow student, staff member, or other persons. Foul language can be considered harassment.
- B. Nonverbal: placing of objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other persons.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other persons.

The above harassment types include looks, glances, texts, or online postings. Harassment also includes using one person to bump another person into the victim.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with the principal or guidance counselor.

The student may make contact either by a written report, telephone, or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of a legal or administrative proceeding, no one involved is to discuss the subject outside the investigation.

The purpose of this provision is to:

- A. Protect the confidentiality of the student who files a complaint

- B. Encourage the reporting of any incidents of sexual or other forms of harassment
- C. Protect the reputation of any party wrongfully charged with harassment

Staff member Harassment of a Student

If a student reports being harassed by a member of the staff, the matter is to be reported immediately to the principal who shall then contact the superintendent. If deemed necessary, the principal shall arrange promptly for a proper investigation by an agency that is experienced in such investigations. In addition, the principal, upon receiving the complaint from a minor student or his/her parents shall determine if the harassment may constitute child abuse and, if so, follow the child-abuse reporting procedures described in AG 8462.

Investigation of a complaint will normally include conferring with the parties involved (may include parents), and any named or apparent witness. All students and other involved are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The District recognized that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior, the District recognized that false accusations could have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honest, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or other s associated with the District.

This guideline does not negate the requirements to report suspected abuse in compliance with AG 8462

17. Language/Hazing

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

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

18. Insubordination

Students are expected to comply with the directions of staff. Failure to comply with directions or acting in defiance of staff members will result in disciplinary action. Lying to a staff member or principal shall also constitute insubordination.

19. BULLYING, CYBERBULLYING, VIOLENCE IN A DATING RELATIONSHIP, AND SEXTING

All types and forms of bullying on school premises are prohibited at all times, regardless of whether or not school is in session. Any type of online activity that could be construed as bullying and the effects of which disrupt the educational process and/or learning environment is cause for severe disciplinary action and contacting of local and county law enforcement agencies. Within bullying and intimidation parameters, violence in a dating relationship in all forms is prohibited.

The possessing, taking, disseminating, transferring or sharing of nude, obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfers or otherwise (commonly called texting, emailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating or sharing nude, obscene, pornographic, lewd or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

The NBLS district policy for bullying is available at nbls.org by clicking on "District Bullying Policy".

20. DISRESPECT TOWARD A STAFF MEMBER

"Disrespect toward a staff member" refers to an unnecessary argumentative tone, continually talking back, using improper language in front of a teacher (including slang and profanity), the use of sexual innuendoes, and not doing what a teacher directs a student to do. The consequence for "Disrespect toward a staff member" will be immediate removal from that class or area for the rest of the day AND automatic Friday Detention at a minimum. The more severe incidents based on the principal's opinion or repeated incidents will result in immediate suspension.

21. Knowledge of dangerous weapons or threats of violence

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

22. Misconduct against a school official or employee or the property of such a person, regardless of where it occurs.

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

23. Misconduct off school grounds

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

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

24. Persistent absence or tardiness

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

25. Physically assaulting a staff member/student/person associated with the District.

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

26. Cell phones, cameras, iPads, and other electronic devices

The board of education approved a Bring Your Own Device policy in 2014. The details are included in the Acceptable Use Policy placed earlier in this handbook. Of particular note: students may not capture via video or camera any other student without prior consent. There are still areas where electronic devices are prohibited, and staff members make that decision in their own classrooms. Therefore, any student who is asked by any staff member to hand over an electronic device must do so immediately. Cell phone/device searches: Administrators reserve the right to search the contents of a cell phone or device if it is believed that the search will produce evidence of breaking school rules or committing a crime. Any student who removes the battery of a cell phone before turning it over or refuses to hand over the electronic device to a teacher or administrator will face further disciplinary action including out of school suspension. Any student who will not give the administration the device access code to 'unlock it' will face further disciplinary action including out of school suspension.

Consequences for using phone/ electronic device without permission or in unauthorized area:

First offense: parent must pick up the electronic device after school on the same day (2:40-3:30)

Second offense: parent must pick up the electronic device no earlier than after school on Friday of the week (2:40-3:30)

Third offense: parent must pick up the electronic device no earlier than one month after the offense. However, the student may pay \$30 to get the phone back early after one week has passed.

Fourth offense: administration confiscates the electronic device for the rest of the semester. However, student may pay \$50 to get the phone back early after two weeks have passed.

*If a student has their device confiscated and held in the office, that student may not bring or use a different phone/device during the time the 1st phone is held for parent pick-up. And student seen using a phone/device in this situation will be subject to the next progression of phone consequences. State more simply, no electronic devices other than school issued ones are permitted until the student gets back the one that was taken.

*A student who might be in trouble cannot use their device in the office. A student who is sent to the office by a staff member or is potentially in trouble will turn off their phone and give it to the principal or secretary automatically. The student might later retrieve their device after the investigation is completed."

Notes: These offenses carry over to the second semester. If multiple offenses occur toward the end of the school year, the consequence will carry over into summertime.

27. Purposely setting a fire

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

28. Refusing to accept discipline

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

29. Theft

Students caught stealing will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school. Middle and high school students caught stealing ANYTHING will face the minimum consequence of a Friday detention. Students caught stealing more expensive items including but not limited to shoes or technology devices will be dealt with more severely and will be given a *minimum* 1 day out of school suspension. Stealing is not differentiated between school owned or personal property. Future offenses during the school year will be more severe than the student's first consequence. If an item is taken and then later returned, it can still be considered stolen if the item was missing for any length of time. (In other words, you can't steal someone's milk and then return it 10 minutes later and say you didn't steal it. It is still considered stealing). The School is not responsible for personal property and will not investigate all items that are missing. Students should lock things in their school locker and gym locker.

30. Trespassing

Although schools are public facilities, the law does allow the District to restrict access to school property. When a student has been removed, suspended, expelled, or permanently excluded from school, the student must not be present on school property without authorization of the Principal.

31. Unauthorized use of school or private property

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

32. Use and/or possession of a firearm

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

33. Use and/or possession of a weapon

A weapon is any device, which may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

34. Use of an object as a weapon

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

35. Use of drugs and/or alcohol

A student will not possess, use, transmit or conceal, or be under the influence of, any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a simple breath test, breathalyzer test or urinalysis.

The student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test.

If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

36. Use of tobacco/cigarettes

The use of tobacco products is a danger to a student's health and to the health of others. The School prohibits the possession, consumption, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited. E-cigarettes in any form or variety, whether tobacco filled or tobacco-less, are prohibited.

37. Verbally threatening a staff member/student/person associated with the District.

Any statement or no contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault and is prohibited. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault, which may subject a student to discipline.

38. Violation of acceptable use policy

Please refer to section I for the "Acceptable Use Policy."

39. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with the policy of the School.

40. Violent Conduct

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

41. Individual Bathrooms

Our school has individual bathrooms. Students must use the bathrooms individually. If two or more students are seen in an individual bathroom, both students will receive a detention.

42. Stage Area Restrictions

Students going directly to or from Choir or Band class are permitted to walk on stage and through the music room door. Students traveling to/from gym, health and arts, weight lifting or art cannot walk on the stage steps. Students in lunch must stay off the stage and steps.

43. Opening Outer Doors

Students cannot provide access from the inside of the school to outside people. This includes letting in students or visitors through locked doors.

44. Hanging Signs/Posters and Distribution of Materials

Students cannot place signs or items on school walls, doors and such. Any poster or paper must be approved by the principal in advance. Students cannot distribute materials, such as propaganda, to other students. Not may students use school devices to create such items. First consequence: detention with increasing discipline on future occasions.

45. Fighting/Punching

Fighting: is defined as throwing a punch whether it lands or not: punishment in most circumstances is 5 days OSS for HS and 2 days OSS for MS. Consideration is given to circumstances, and the principal determines the number of suspension days.

46. Perfume/Deoderant/Smelly Spray

Students cannot spray perfume or deodorants (such as AXE) in the hallways. Automatic detention.

45. Fighting/Punching

Fighting: is defined

DISCIPLINE POLICY

5610

In general the following procedures will be followed in assigning discipline for breaching the code of conduct.

LEVEL ONE

Level one of the discipline policy encompasses minor infractions of the code of conduct and will be handled by staff members through the assignment of after school detention in most cases.

LUNCH DETENTION PROGRAM

A student may be assigned a half-hour lunch detention. The students must sit either at an assigned table in the cafeteria or in the office. Failure or refusal to serve a lunch detention results in a one-hour detention. Students who receive three lunch detentions will also receive a 1-hour office detention.

AFTER SCHOOL DETENTION PROGRAM

The North Baltimore after school detention program is designed to serve as an initial consequence for minor violations the code of conduct. Placement of a student in after school detention will be at the discretion of staff and administration. The after school detentions will be held on Tuesday and Thursday from 2:45 to 3:45 p.m. Students will be given 24 hours of notice of one-hour detentions. However, the student may waive this right. The notice may be given verbally or on paper, either by the principal or any other staff member. There is no rescheduling except for documented doctor's appointments or court appointments. Detentions will not be rescheduled to allow a student to participate in an extracurricular activity.

*NOTE: Detention limit per semester - students who exceed 4 detentions per semester automatically receive a minimum of Friday detentions.

DETENTION REGULATIONS

- Detention begins promptly at 2:45 pm and normal dismissal time is 3:45 pm
- Students may not leave their seats without permission
- Students may not put heads down or sleep
- Students are to be busy with academic work or reading appropriate material. It is the student's responsibility to bring enough schoolwork to keep busy for the entire period
- No food or beverages may be consumed
- Students may be removed from a detention session at the discretion of the staff. No credit will be awarded for partial attendance
- Detention is not over until the supervisor releases the students, which may go beyond 3:45.

ABSENCE FROM DETENTION

Students will be excused from detention for "just cause", and be assigned at a later date, as determined by the administration. Such requests must come from the parents in writing (prior to the detention), stating the reason for the absence. For example, a parent may not call to reschedule a detention on the day it is to be served. Students will not be excused from a detention after the fact. Students who fail to attend an assigned session without an excuse approved by the principal will be assigned a Friday detention or suspended. In case of excused absence from school on the day of the detention, the student will make up the session on the next available date. **Students will not be excused for extra curricular activities. Failure to serve a detention on a Tuesday or Thursday results in a FRIDAY DETENTION DURING THAT SAME WEEK.**

LEVEL TWO

Level two of the discipline policy encompasses student violations of the conduct code that are of a more severe nature. The administrator through the assignment of Friday detentions will handle these violations.

FRIDAY DETENTION (2:45-6:15PM)

While not an exhaustive list, the following offenses are examples of cause for assignment to Friday detention or other disciplinary action as deemed appropriate:

1. Failure to appear for and serve assigned detentions in that same week
2. Truancy (Leaving classroom or school grounds without proper authorization or permission.)
3. Chronic tardiness (to be determined by teacher and/or building principal)
4. Removal from classroom by teacher.
5. Being sent to the office for discipline by a teacher or other school employee.
6. Any physical altercation or horseplay that has potential to escalate into fighting.
7. Use of obscene or profane language (written or oral), gestures, signs, pictures, and publications.

*NOTE: Students who exceed 4 Friday Detention referrals per semester are subject to further disciplinary action, which may include suspension, or expulsion.

FRIDAY DETENTION REGULATIONS

The information presented below is the set of rules and regulations regarding Friday Detention. The guidelines listed will be consistently followed for all students in grades 7-12 who attend North Baltimore Schools.

1. Friday Detention begins promptly at 2:45pm and the normal dismissal time is 6:15pm. Students arriving after 2:45pm may not be admitted.
2. All students attending Friday Detention are to remain seated until they raise their hand, are recognized by the supervisor, and are given permission to approach the supervisor's desk.
3. All students will be given the privilege of visiting the restroom at a time deemed appropriate by the supervisor for a maximum of five minutes. Special circumstances will need to be discussed with the supervisor. Additional trips or staying beyond the limit of 5 minutes without permission from the supervisor will cause the student to be detained beyond 6:15pm that day.
4. Students must keep busy with academic work or the reading of a book. No magazines, comic books, or other magazine-type materials are permitted. Students cannot read on a personal device.
5. Students who communicate in any way, pass materials of any kind, do not appear to keep busy with academic work, eat candy or food of any kind, or have their head down will be warned once and detained for an additional five minutes at the end of the session. A second warning will result in a detention of an additional ten minutes. Students who are found to be sleeping during Friday Detention will be dismissed without warning and no credit will be given for the session. A third violation for any offense will result in immediate dismissal with no credit being given for the time spent during the session. Students dismissed from Friday Detention or voluntarily leave prior to completion of session will be suspended.
6. The Friday Detention supervisors are in charge of the session and any failure or refusal to comply with their directions will result in disciplinary action. All regular school rules are in effect at all times.
7. Friday Detention may be used as an alternative to out-of-school suspension or may be used in conjunction with suspension options. The final decision as to the method of suspension will be at the discretion of the principal.
8. If a student has an unexcused absence on the day that a disciplinary action was to be served, the next disciplinary penalty will be enforced.

The rules listed above are not intended to be inclusive of every situation that may arise. Students are reminded that appropriate behavior is expected at all times.

ABSENCE FROM FRIDAY DETENTION

1. If a student misses a Friday detention, their suspension from school (whether in-school or out-of-school starts at that time on Friday (2:45). Therefore, students who skip cannot attend weekend events such as athletic events, dances or other social activities until their suspension is served the following week.
2. A principal may excuse an absence due to a doctor documented illness or extreme documented emergency. Prior arrangements must be made in order to excuse an absence. If the absence is excused the principal will reassign the student.
3. First offense for unexcused absence from Friday Detention will result in an In-school suspension (ISS) on the next Monday AND lunch detentions for the rest of the week.
4. Second offense for unexcused absence from Friday Detention will result in a one day out of school suspension (OSS) and lunch detentions for the rest of the week. Further violations will result in consequences decided by the principal.

LEVEL THREE

Level three of the discipline policy is intended to deal with major violations of the conduct code. The administrator will handle these violations through suspension from school. In general, the following guidelines will apply.

- 1st Offense 2 days suspension or the equivalent

- 2nd Offense 4 days suspension or the equivalent
- 3rd Offense 8 days suspension or the equivalent
- 4th Offense 10 days suspension or equivalent; conference with parent/guardian required for return to school; and expulsion review shall be conducted with possible expulsion from school as a result.

Suspension may be served in two possible ways. Out of school suspension for which no credit will be given in any classes missed, or as an assignment to in-school suspension during school hours. The choice of suspension being served in-school or out of school will be made by administration. Students should be aware that the Ohio Registrar of Motor Vehicles might be notified. Loss of drivers license would result.

SUSPENSION

A. Before a student is suspended for ten (10) days or less:

1. The Principal will inform the student through written notice of the intention to suspend.
2. The student will have the opportunity to appear at an informal hearing before the Principal to challenge the reasons for the intended suspension or otherwise to explain the student's actions.

B. If determined, as a result of the hearing, that the student should be suspended, the following shall occur:

1. The parent, guardian, or custodian of the student will be informed through written notification. Immediate contact of the parent may be made by telephone.
2. The notice will include:
 - a. The reason(s) for the suspension
 - b. The right of the parent, guardian, or custodian to appeal the action to the Superintendent.
 - c. The right to be represented in the appeal.

C. If school should be cancelled during a day of suspension the student will be required to serve that day of suspension on the next school day.

IN-SCHOOL SUSPENSION (ISS)

Teachers will provide students with their assignments to be completed while in this program along with instructions. Students will be allowed to turn in their work, make-up all quizzes and tests and receive a credit for all of the above rather than a zero as takes place for out of school suspension. Students will not be with the regular student population during the school day (including lunch). Students must relinquish cell phones and other devices when placed in ISS and can get the device back after school. Any student who is assigned to the North Baltimore ISS program cannot participate in or attend extracurricular activities on that same day.

EXPULSION

Expulsion is any removal for more than ten (10) days. The Superintendent of Schools may expel a student, when the Superintendent finds it necessary to expel a student, the following procedures will be utilized:

1. The student and his/her parent, guardian, or custodian will receive written notice.
2. The notice will include:
 - (a) The written reasons for the intended expulsion.
 - (b) That the student and parent, guardian, custodian, or representative has the opportunity to appear before the Superintendent or his designee to challenge the expulsion or explain the student's action.
 - (c) Time and place to appear - which must not be less than three (3) or later than five (5) days after the notice is given unless the Superintendent grants an extension.
3. If an extension is granted, the Superintendent is required to notify the student and the parent, guardian, or representative of the new time and place.
4. Hearing is held - the student, the parents, guardians, custodians, or representatives are given the opportunity to defend against the charges.
5. Written notification of the decision is required, as it is for a suspension. The notice will include:
 - (a) The reasons for the expulsion
 - (b) The right to be represented in the appeal.

SEVERITY CLAUSE

If a student's offense is a severe violation of the code of conduct disciplinary action may be increased at the discretion of the administrator.

THE ADMINISTRATOR WILL USE HIS/HER BEST JUDGEMENT TO DISCIPLINE STUDENTS FAIRLY WHO ARE INVOLVED IN SITUATIONS NOT SPECIFICALLY OUTLINED IN THIS HANDBOOK

Students have both the right and the responsibility to attend all scheduled classes and study periods. North Baltimore Local Schools believes that it is reasonable to require school and class attendance as a minimal requirement for the granting of credit in a class - in addition to academic performance requirements. Poor attendance disrupts the continuity of instruction and once lost, cannot be recovered. Students who attend classes at their leisure, miss school whenever they wish, or are tardy excessively, are not meeting this obligation.

REPORTING STUDENT ABSENCE

Ohio's "Missing Child Law" requires parents to notify the office when their child is absent from school. If a student is absent from school, parents should call the school between 8:00 and 8:45 A.M. to inform the office of the student's absence. If it is inconvenient for the parent to notify the school of their child's absence between 8:00 A.M. and 8:30 on the day of the absence, please call the school anytime, day or night. The school has an automatic answering machine, available 24 hours a day, to take your messages (257-3464). Please leave the information requested on the answering machine when you call the school. If the school does not receive a call from the parent, the school will make every effort to initiate a call to the home or work place to confirm the absence with the parent. If no contact is made with the parent, a letter or postcard will be mailed to the home informing parents of their child's absence. If personal or telephone contact between parent and school is made, a written excuse is not required in order for a student to be permitted to make up missed work if the absence qualifies as excused. Parents may excuse a student from any portion of a school day with only 5 occurrences per semester.

PROCEDURE FOLLOWING ABSENCE FROM SCHOOL

Upon returning to school following an absence, a student must report to the main office. They are to present a written excuse to the main office unless personal or phone contact was made on the day of the absence. This written excuse must state the specific reason for the absence-see "Excused Absences". **The excuse must be submitted no later than the end of the second school day following the absence or the absence will be counted as unexcused** (see unexcused absence). Stated differently, after 2 days after an absence has passed, the work on the day of the absence will remain unexcused. Students will then be given an "admit" slip they must present to their individual teachers in order to be able to receive credit for made up missed work. If students fail to present the slip, their absence will be recorded as unexcused and credit for make-up work will not be given.

Students who must leave school during the day must present a note to the high school office in the morning before school that states the specific reason for leaving-"Excused Absences". At the proper time, the student shall report to the office and sign out. Students returning to school the same day must report to the office upon arrival and sign in. In the case of medical, dental, or legal appointments, the student must present a written excuse from that particular professional office.

ABSENCE DEFINED

- Tardy to school
 - absence up through 20 minutes after school begins. **A detention for being tardy will be issued at 3rd tardy and all others 6th or more. Tardies do not reset at semester.**
 - Students involved in extracurriculars cannot participate in practice or events (athletic/drama/etc) the day when 2 tardies or more to school are reached for the year
- 1/2-day absence
 - absence of 1-4 periods; this also counts as a tardy if unexcused
- 1-day absence
 - absence of more than 4 periods
- Absent a class period
 - absent 10 minutes or more of period

EXCUSED AND UNEXCUSED ABSENCE DEFINED

EXCUSED ABSENCES include:

- Personal illness
- Serious illness in the immediate family
- Death in the family
- Religious observances
- Medical, dental, or legal appointments that cannot be made during out of school hours will be excused for the duration of the appointment. For example: leaving the doctor's office at 10am will not excuse a student for the entire day. Doctor's notes must be in original form or faxed directly from the office.
- First day of hunting season will be excused only if the student is not failing any classes. A copy of a hunting license, tags, and a vacation form must be provided
- Other legitimate reasons that receive prior approval of the principal - this includes necessary trips with parents with a documented vacation form completed in the office at least 3 days prior to the trip. Late vacation forms may result in parent excused absence. Students only get 5 vacation days per school year unless the principal grants an extension for good reason. Also, since only 5 parent excused absences are given, those days over 5 could result in unexcused absence with zeros for any missed class assignments, tests, etc. Vacation requests may be denied if a student has (1) five vacation days have already

been used for the school year, (2) used up their 5 parent excused absences in that semester, (3) has grades lower than Cs OR (4) the student has had 10 overall absences during the same semester as the vacation request. Also, students do not get the same amount of time to make up school work as allotted for sickness (1 day per each day missed if excused). Students on a vacation get ½ the amount of time to make up school work. Example: A student is on vacation for 4 days, then work must be made up in 2 days upon return.

UNEXCUSED ABSENCES include, but are not limited to:

- Oversleeping, car trouble, trains, missed bus, shopping, babysitting, suspension from class or school, truancy
- Attending a doctor's appointment of other family members is not excused with a doctor's note. Only the 5 parent days can be used to excuse that.
- Other absences not listed as excused

Any work missed by a student due to an unexcused absence cannot be made up and will result in loss of credit for that class period. This can lead to failure in a course or courses. In addition to possible credit loss, Ohio law states that parents must attend a meeting at school to get involved with why their child is absent. If a student who is 18 years old takes on the responsibility of their learning by removing parent/guardian restrictions then grade cards stop and attendance is the responsibility of the student. The same rules apply for doctor's notes/excused absences.

EXCESSIVE ABSENCE POLICY/HABITUALLY TRUANT (HOUSE BILL 410)

- A parent or guardian may excuse a student from school only 5 occurrences per semester. A letter may be mailed home notifying the parent/guardian that the student has exhausted the allotted parent excuses.
- Student absences beyond 5 occurrences will be unexcused unless a doctor, court, or funeral director excuses the absence
- Habitually truant is defined as 30 unexcused hours of school consecutively, 42 or more hours in a month or 72 or more hours in a year. The student will be referred to the school's absence Intervention Team, which includes the student, the parent, the SRO, Guidance Counselor and Principal. Failure to follow the plan developed at that meeting results in court referral.
- A parent or guardian may excuse a student from school only 5 times per semester. Beyond that, students are unexcused unless a doctor, court, or funeral director excuses the absence. Families who abuse our attendance policy by providing a doctor's note an excessive number of times will still be brought up on truancy charges. The Wood County Juvenile Prosecutor will decide the validity of excessive absences. If found truant the parent is fined, and the student is placed on probation.

SECTION IV - STUDENT ACTIVITIES

PART I - NON-EXTRACURRICULAR ACTIVITIES

ASSEMBLIES

Throughout the school year there will be assemblies. During assemblies, students are to listen courteously to the presentation and clap and cheer in an appropriate manner. Students are to remain in their seats until dismissed. Those unable to follow these basic guidelines will be disciplined in accordance with the code of conduct.

JUNIOR ON VILLAGE COUNCIL

The Village Council has started a program where one Junior shall be permitted to participate as a non-voting member of council. The student shall have a seat, attend all committee meetings, and participate in all council business. Any student interested in participating in this program should meet with the Assistant Principal to discuss the matter further.

BOY SCOUTS

The principal and scout advisor will work collaboratively to allow boy scouts to attend luncheons within the community

PROM

The prom is considered a high school event. Therefore, to attend students must be in grade 11 or 12 or be in grade 9 or 10 in attendance with a grade 11 or 12 student. Guests not enrolled in North Baltimore Schools are permitted with the following guidelines: (1) Prior written approval from the guest's home school must be provided, or (2) The guest must have graduated within one year of the senior class, e.g. for the Class of 2016, a graduate from any school in 2015 is permitted, (3) No one age 21 or older may attend, and (4) the guest must have been in good standing in high school (no arrests, suspensions, expulsions) and with their local police jurisdiction or the guest will be denied admittance to prom. All school and prom rules, as adopted by the prom chaperones and School Board will be enforced. All after prom activities will be under the direction and supervision of the parents. The North Baltimore Board of Education and its employees shall not assume a legal responsibility for the actions or negligence of any board member or employee who so chooses, as a parent, to serve in a supervisory capacity. The above guidelines may be used by the principal to determine guest eligibility at other events such as homecoming.

Guests at other school's prom/dance

North Baltimore students wishing to attend the dance or prom at another school are subject to eligibility standing: (1) No ISS or OSS in the semester of the dance, (2) Attendance during the semester of the dance can only include one unexcused absence, and (3) No current course grades of "F" as determined by ProgressBook.

TAKE YOUR CHILD TO WORK DAY

If you are interested in participating in the "Take Your Child To Work Day" program, there is a form that must be filed with the office prior to the actual date of participation. There are a few stipulations to be met in order for this absence to be excused.

- The student is expected to attend a job outside the house which is income producing
- The student is expected to spend the entire day on the job with parent/guardian
- The student is not expected to stay at home and take the day off
- Proof of participation is required, student must return letterhead, business card, company pamphlet, or the like, signed by the employer.
- Job shadowing on other days is not permitted

WORK PERMIT

Work permits are required for any student under the age of 18 who wishes to maintain a job. To receive a form, the student must report to the high school office. After the form is filled out, it must be returned to the office.

PART II - ATHLETICS AND EXTRACURRICULAR ACTIVITIES

HIGH SCHOOL STUDENT ACTIVITIES

North Baltimore High School provides a variety of extracurricular activities for students. Some of the activities provided for students during the school year are as follows:

Art Club, Drama Club, NHS, Pep Band, Spanish Club, Student Council, and Tri-M, etc.

Students who are interested in participating in any extracurricular activities need to contact the advisor or the office.

During the school year North Baltimore High School offers many sports for both boys and girls. At this time, we offer golf, cross-country, football, fall cheerleading, volleyball, basketball, winter cheerleading, wrestling, softball, baseball, and track.

In August, we begin practice for golf, cross-country, football, fall cheerleading, and volleyball. The actual season starts near the end of August. Awards for those sports are given out at a Fall Awards Presentation held in November.

In the winter months, basketball, winter cheerleading, and wrestling are offered. The season usually starts in early November, and runs into February or March. Awards for these sports are given at the Winter Sports Presentation held in March.

The track season starts in March and runs until late May. There are girls' and boys' teams. Most meets are held together and the squads travel together. Baseball for boys and fast-pitch softball for girls are also offered in spring. Practices start in March and the season runs until late May. Awards for these sports are presented at the Spring Awards Presentation in May.

Notes: Athletes must be present at the awards presentations or have a previously approved excuse in order to receive their awards.

STUDENT COUNCIL/CLASS OFFICERS

North Baltimore High School has a productive and active student council. Elected officers represent classes. These positions are privileges and fall under extra curricular activities. Students that chose to participate in these activities must abide by the guidelines of the governing body of student council and must meet behavior and conduct expectations.



STUDENT COUNCIL/CLASS OFFICER CANDIDACY DECLARATION FORM

Name _____

Grade _____ GPA _____

Mark which position you wish to run for. You may mark more than one:

- Class Officer
- President
- Vice President
- Secretary

Student Council Member

Must meet all eligibility requirements.
If your grade drops, you are ineligible.
Must attend all meetings.
If you miss three meetings, you are ineligible.
Student Council members are elected for one year.
Must participate in all class fundraising activities.

Class Officer Representative

Must attend all meetings.
Officers will run a campaign for their position.
Senior class president and vice president are elected for one year.
Junior Class president and vice president are elected for one year.
Must participate in all class fundraising activities.



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- Delete this box once you've reviewed the above so it doesn't appear in your handbook.

Please gain five student signatures and two teacher signatures

1. _____

2. _____

3. _____

4. _____

5. _____

1. _____

2. _____

Student Signature _____

Parent Signature _____

Forms must be completed and turned into Mrs. Frey



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MIDDLE SCHOOL STUDENT ACTIVITIES

North Baltimore Middle School provides a variety of extracurricular activities for students. Some of the activities provided for students during the school year are as follows:

Art Club, Student of the Month, Student Council, and National Junior Honor Society, etc.

Students who are interested in participating in any extracurricular activities need to contact the advisor or the office.

During the school year North Baltimore School offers many sports for both boys and girls. At this time, we offer cross-country, football, fall cheerleading, volleyball, basketball, winter cheerleading, wrestling, and track.

In August, we begin practice for cross-country, football, fall cheerleading, and volleyball. The actual season starts near the end of August. Awards for those sports are given out at a Fall Awards Presentation held in November.

In the winter months, basketball, winter cheerleading, and wrestling are offered. The season usually starts in early November, and runs into February or March. Awards for these sports are given at the Winter Sports Presentation held in March.

The track season starts in March and runs until late May. There are girls' and boys' teams. Most meets are held together and the squads travel together. Practices start in March and the season runs until late May. Awards for these sports are presented at the Spring Awards Presentation in May.

Notes: Athletes must be present at the awards presentations or have a previously approved excuse in order to receive their awards.

MIDDLE SCHOOL ORGANIZATION INFORMATION

Art Club: Open to all middle school students, this club will meet when called by the sponsor. Projects will include making bulletin boards for teachers, decorations for the award board for special occasions, and other activities.

Student of the Month: Several times during the year, teachers select students who have a positive attitude and treat them to lunch.

Student Council: The council is composed of four officers: president, vice-president, secretary, and treasurer who must be seventh, or eighth graders. Elections for these offices are held within the council and take place after homeroom representatives are elected.

National Junior Honor Society: Membership in the North Baltimore chapter of National Junior Honor Society is an honor that is bestowed on students based on character, scholarship, leadership, service, and citizenship. To be selected, the student must be in seventh or eighth grade, must have a cumulative G.P.A. of 3.5, be evaluated on the basis of service, leadership, character, and citizenship, and receive a majority vote of the faculty council.

QUESTIONS REGARDING EXTRA-CURRICULARS

At times, questions or concerns regarding activities will arise. It is important that the proper chain of command is followed. Questions or comments regarding extra-curricular activities should be first addressed with the coach of the sport or advisor, second to the athletic administrator, then the school principal.

EDUCATIONAL VALUES OF ATHLETICS

- The Board of Education, Administration, Faculty, Staff, and Coaches have the following beliefs about interscholastic athletics.
- We believe there are substantial educational outcomes from a soundly conceived and executed program for the players, the student body, and the school as a whole.
- We believe the inherent values to the participants are very real. Rigorous competition under prescribed regulations and policies provide for adolescents the opportunity to develop ideas and habits of health, fair play, initiative, achievement, and emotional control.
- We believe students can be taught to win gracefully and to lose in the same fashion.
- We believe that many students have found a purpose in their schoolwork and in their lives through the program of athletics.
- We believe that athletics provide tangible values for all students. Athletics can make a substantial contribution to morale, and can provide an outlet for enthusiasm.
- We believe the athletic program, though differing in nature from the academic program, does justify its existence by providing a profitable educational experience for the participant.
- We believe the welfare of the individual student is always to be the primary concern. The game exists for the student-never the student for the game.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

The object of this association shall be to promote fair, wholesome, amateur athletics in the schools of Ohio. In carrying out this objective, the Association shall regulate, supervise, and administer interscholastic athletic competition among its member schools to the end that the interscholastic program be an integral factor in the total educational program of the schools. This shall be accomplished by cooperating with all agencies vitally concerned with the health and educational welfare of secondary and junior high students; determining qualifications of individual contestants, coaches, and officials; and by furnishing protection against the exploitation of school or student. All concerned in our athletic program strictly adheres to rules and regulations of the Ohio High School Athletic Association.

BLANCHARD VALLEY CONFERENCE

The purpose of the league is to promote clean wholesome athletics, sponsor athletic tournaments, create a spirit of friendly rivalry, and promote good will among member schools. Members of the BVC include: Arcadia, Arlington, Cory-Rawson, Hopewell-Loudon, Leipsic, Liberty-Benton, McComb, North Baltimore, Pandora-Gilboa, Riverdale, Van Buren, and VanLue.

Athletic competition for boys includes: football, basketball, wrestling, track, baseball, cross-country, and golf.

Athletic competition for girls includes: volleyball, basketball, softball, track, cross-country and golf.

HIGH SCHOOL ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS

NORTH BALTIMORE FOLLOWS THE RULES OF THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION. ELIGIBILITY IS THE BASIC RESPONSIBILITY OF THE HIGH SCHOOL PRINCIPAL'S OFFICE. HOWEVER, ALL COACHES SHOULD CONTINUOUSLY CHECK THEIR SQUAD. ALL COACHES SHOULD REVIEW ELIGIBILITY RULES WITH THEIR SQUADS AT THE BEGINNING OF EACH SEASON.

RULES

1. All pupils shall become ineligible on and after their nineteenth birthday, with the following exceptions: If the age of 19 is attained on or after August 1, the pupil shall be eligible to compete throughout the remainder of that school year.
2. After a pupil completes the eighth grade classification, he/she may be eligible not to exceed eight semesters taken in order of attendance, whether he/she participates or not. If more than two semesters have been in ninth grade or any subsequent grade, the extra semesters must be counted against the boy or girl in the senior year in school.
3. For a pupil to be eligible during any nine weeks grading period, he or she must have been in school the preceding 9 weeks and passed subjects for that 9 weeks which earn a minimum of 5 credits per year toward graduation. A grade-point average of 1.5 must also be attained. The online courses offered taken by a student for the first time through our in-house opportunity school are regular courses that count toward the 5 credits needed under OHSAA eligibility. However, courses taken for credit recovery do not count toward the 5 credits needed under OHSAA eligibility.
4. After the original eligibility list has been submitted by a coach, any future additions must be submitted to the Athletic Administrator to give sufficient time to process the names, to submit the names to the OHSAA, and to place them on the North Baltimore eligibility forms.
5. Coaches must check with all students who are participating in their sport to assure that there has been no custody change affecting their district of residence. A student is eligible at the school located in the district where the parent(s) with legal custody resides, unless the student has started the school year in our district.
6. All eighth grade students entering ninth grade must be eligible based on the middle school eligibility rules for their last 9 weeks of eighth grade.
7. Students are required to pay to participate. Full refunds will be given if the athlete quits prior to the 1st scrimmage or game. After that, or if the student is removed at anytime from the team for another reason, refunds will not be given.
8. Cheerleading uniform payment is the responsibility of the cheer family and are not refundable.
9. If a student is ineligible due to grades/credits/violation of code of conduct, all extracurriculars are impacted (sports, clubs, performances, quiz bowl, etc.)

MIDDLE SCHOOL ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS

NORTH BALTIMORE FOLLOWS THE RULES OF THE OHIO HIGH SCHOOL ATHLETIC ASSOCIATION. ELIGIBILITY IS THE BASIC RESPONSIBILITY OF THE HIGH SCHOOL PRINCIPAL'S OFFICE. HOWEVER, ALL COACHES SHOULD CONTINUOUSLY CHECK THEIR SQUAD. ALL COACHES SHOULD REVIEW ELIGIBILITY RULES WITH THEIR SQUADS AT THE BEGINNING OF EACH SEASON.

RULES

1. A student must have passed 5 courses in which they are enrolled. This would include only those courses that meet each day of the week. They must also attain a grade-point average of 1.5 during the grade period.
2. Students are limited to four consecutive semesters of athletic competition in seventh and eighth grades.
3. Any student attaining the age of fifteen before August 1 of any given school year is ineligible for all athletic competition at the junior high level, but may participate at the high school level.
4. All sixth graders promoted to the seventh grade are automatically eligible for participation in the fall extracurricular activities.
5. Students are required to pay to participate. Full refunds will be given if the athlete quits prior to the 1st scrimmage or game. After that, or if the student is removed from the team for another reason, refunds will not be given.
6. Cheerleading uniform payment is the responsibility of the cheer family and are not refundable.

SCHOOL SUSPENSIONS IMPACT ON ATHLETICS AND EXTRA-CURRICULAR ACTIVITY PARTICIPATION

With the philosophy that athletics are an extension of the classroom, North Baltimore Local Schools has adopted the following policy with regards to suspensions and participation in extra-curricular activities and athletics:

- A student found in violation of the student conduct code and suspended from school shall be denied participation for a number of contests/events which shall be equivalent to 20% of the regularly scheduled contests/events (not the remaining ones) for that sport or activity. Or, if the student is assigned to the North Baltimore ISS program, the student cannot participate in any game or practice on that same day. When a student is denied participation, and there are fewer contests/events remaining than days to be served under the denial, the denial of participation shall carry over into the next sport or activity in which the student participates.
- A student suspended for a second major violation during the school year, shall be denied participation for a number of contests/events equivalent to 50% of the regularly scheduled contests/events (not the remaining ones) for that sport or activity. Or, if the student is assigned to the North Baltimore ISS program, the student cannot participate in any game or practice on that same day. When a student is denied participation, and there are fewer contests/events remaining than days to be served under the denial, the denial of participation shall carry over into the next sport or activity in which the student participates.
- If there is a 3rd violation and a student still has eligibility remaining that student will be denied participation for the remainder of the school year.

This is not an exhaustive list of all Board of Education Policies regarding Athletics and Extra-curricular Activities. Instead, it contains the items that most often impact students.

SEVERITY CLAUSE

If a student's offense is a severe violation of the code of conduct disciplinary action may be increased at the discretion of the administrator

PRACTICE TIMES - ALL SPORTS

1. There are to be no practice sessions of any kind or type on Sunday, unless approved by the Athletic Administrator, Principal, and Superintendent. Any athlete having a conflict between practice and a Church activity on Wednesdays after 6:00 P.M. shall be excused from practice with no penalty, upon request.
2. There shall be supervision at all times when students are in the locker rooms, showers, weight room, or on the field or court.
3. Starting and ending dates for each sport change from year to year. Those items are in the OHSAA handbook.
4. Practice sessions start and end dates for all sports are defined in the rules of the OHSAA.
5. Off-season conditioning programs are to be approved by the Athletic Administrator.
6. The Athletic Administrator shall make out a winter gym game and practice schedule. Any changes in this schedule are to be approved by the Athletic Administrator.

ATTENDANCE - DAY OF PARTICIPATION

It is the policy of the North Baltimore Local Schools Main Building that a student must be present in school the entire day of an athletic contest, practice or extracurricular activity to participate, unless the student's absence is excused because of a doctor appointment (with documentation from the doctor, in original form or faxed directly from the office), court appointment (with documentation from the court) or prior approval has been obtained from the Athletic Director or Principal. In the event of a funeral, students are expected to attend school before and after the service to maintain eligibility. Any student who uses a vacation day or part of a vacation day will forfeit extracurricular participation on that day. If absent or partially absent from school without proper excusal or prior approval from the Athletic Director/Principal, the student may not attend the extracurricular activity. Students and parents, please make sure that if you have a question about this guideline that you ask prior to the absence to avoid any misunderstandings with regard to this rule and its consequences.

TRANSPORTATION OF ATHLETIC & EXTRA CURRICULAR ACTIVITIES

All athletic teams will travel by transportation approved by the Athletic Administrator and Principal.

Administrative Procedures for Transportation of Student-Athletes

1. Prior to the season, the coach/advisor will submit to the Athletic Administrator a list of travel dates and desired departure times. The Athletic Administrator will then submit bus request forms to the transportation director for assignment of driver.
2. Private vehicles shall not be used for trips unless approved by the Athletic Administrator and the Principal.
3. Small teams and groups will be transported by van or minibus whenever possible. In no case will students be approved as drivers for transporting students. The Athletic Administrator and Principal will handle arrangements.

The head coach will assume responsibility for conduct and discipline. Dress must be suitable and appropriate based on approval of coach/advisor. Behavior in public must be exemplary, and any member of a traveling team who conducts himself/herself to cause adverse reflection on himself/herself or others, will be subject to appropriate disciplinary action. There will be no exception to these regulations.

4. Students must travel to all games/events with the team/group. Students may ride home with a parent from a game/event if a request is made to the coach/supervisor in writing.

ANTI-HAZING POLICY

It is the policy of the North Baltimore Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation onto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition in this policy. Administrators, faculty members, and all other employees of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition contained in this policy and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the Principal for consideration of disciplinary action.

ATHLETIC AWARDS SYSTEM

VARSITY AWARDS: The head coach in each sport, in conjunction with Athletic Administrator, shall be responsible for determining the requirements for earning a varsity letter in that sport. Those requirements shall be furnished, to each squad member in writing prior to the first scheduled contest of the season.

1. A student may receive only one varsity block NB letter for all sports in which he/she participates and successfully meets the requirements necessary to win the award. They will also receive a sport symbol insert and a chevron to attach to the letter in all sports in which a varsity award is earned.
2. The second year varsity award is a silver certificate embossed with the appropriate sports figure and a chevron.
3. The third year varsity award is an appropriate sport plaque and a chevron.
4. The fourth year varsity award is an appropriate sport trophy and a chevron.
5. A senior who has been a faithful member of an athletic squad for a period of four years but failed to make the necessary requirements to earn a letter, may upon the recommendation of the coach, receive a varsity NB.
6. A senior who has participated in a sport for four years will receive a plaque.
7. A senior who has earned a minimum of **eight varsity letters** will receive a plaque listing their accomplishments during the senior assembly held prior to graduation.
8. A manager will receive the corresponding varsity awards after one, two, three, or four years of service based upon the recommendation of the coach.

RESERVE AWARDS

1. A student may receive only one reserve block NB letter and one set of numerals (year of graduation).
2. An "all sport" certificate notes other reserve awards.

SEVENTH & EIGHTH GRADE AWARDS

1. Members of the seventh and eighth grade teams receive an embossed certificate for 2015-2016 only. Afterward, 7th graders get the certificate and 8th graders receive a felt patch appropriate to the sport.
2. Managers will receive the appropriate patch or certificate based on the coach's recommendation after one or two full seasons of service.
3. An athlete participating as an eighth grader, who did not participate as a seventh grader, will receive an embossed certificate.

SPECIAL AWARDS

Captain's Awards: The captain(s) of each varsity team receive a plaque.

Greg Conine Memorial Award

Each spring a freshman athlete is chosen by the entire coaching staff to have his/her name or names (in case of tie) engraved on the memorial plaque, which is in the trophy case. This outstanding athlete is evaluated on the following criteria:

Coachability	Obedience of training rules
Scholarship	Knowledge of the game
Sportsmanship	Attitude toward coach(es)
Leadership	Dependability
Ability	Ability to get along with other team members

Cory Mills Memorial Award

Cory Mills was a three sport (football, wrestling, and track) athlete, an individual that worked hard on the field as well as in the classroom. His life tragically ended on January 12, 1990 in a car accident that shook the North Baltimore community. To honor Cory and what he signified to his classmates and community, an award is handed out in his memory during the senior assembly at the end of the year. This award was first handed out in 1990. It is awarded to an outstanding Senior Athlete voted on by a committee of administrators, teachers, coaches, and of course, those close to him, his fellow classmates. The award is based on academics (2.7 GPA or higher), athletic ability (earning of 2 Varsity awards as a senior), and portrayal of personal qualities that most represented Cory - integrity, leadership, sportsmanship, dedication, coachability, adherence to training rules, a positive attitude, and respect for others.

Rachael E. Mauk Stimmel Award

Rachael was highly involved in extracurriculars while at North Baltimore. She spent time as an athlete, a musician, a scholar, but most importantly an outstanding student and citizen of North Baltimore. Her life was tragically cut short on March 12, 2015 from a prolonged kidney disease. To honor Rachael and what she worked and stood for, an award is handed out in her memory during the senior assembly at the end of the year. This award is given to an outstanding senior female scholar-athlete voted on by a committee of administrators, teachers, and coaches. The award is based on academics (2.7 GPA or higher), athletic ability (2 varsity awards as a senior), and what it means for someone who, like Rachael, exhibits the true spirit and determination of a Tiger.

TROPHIES

COACH'S AWARDS - Each head coach will present up to four awards, with the criteria determined by the coach and presented to athletes in writing prior to the season.

DUAL EXTRA-CURRICULAR PARTICIPATION

If a student chooses to participate in two extra-curricular activities, that student will be required to meet with the athletic administrator prior to the start of the season and work out a schedule that will allow participation in both activities. Coaches and parents may be involved in the process.

Participation in two extra-curricular activities places a great deal of responsibility upon the student. Students who fail to follow the schedule of the athletic administrator may be removed from one of the activities.

ATHLETE'S RESPONSIBILITY

1. Training Rules: The preceding board-adopted policies on substance abuse, drug testing, tobacco, and curfew are in effect for all athletes and shall be enforced. They are listed in the Parent-Student Handbook, of which each student receives a copy, and each athlete is to be given a copy at the start of their respective season. Additional regulations regarding attendance at practices and games, as well as any specific team rules are set by each individual coach. These rules can and will be enforced if they are posted and a copy is given to the Principal, the Athletic Administrator, and each athlete.

In the event of any dual violation of training rules, the more severe violation will be punished. However, the second violation will be noted and the normal order of violation punishments will be followed in the event of future violations.

2. Study Hall: Student athletes may be excused from study halls to view films/tapes and for treatment that is supervised by a coach or trainer upon notification to the study hall teacher by the coach.
3. Dress: When attending classes, athletes are expected to dress neatly and be acceptably groomed at all times.
4. Class and Practice Attendance: Athletes are expected to attend all assigned classes and scheduled practices. Cutting classes or missing practices without a valid excuse will bring about disciplinary action or dismissal from the squad. If a student athlete is absent from practice the day before an event, based on the coach determining the absence was unexcused, then the athlete's playing time in the event could be limited to the point of no time. This is up to the coach's discretion.
5. Eligibility: Please refer to the section of this handbook titled "Eligibility".
6. Dismissal from Teams: In addition to violations of adopted training rules, an athlete may be dismissed from the squad for inappropriate classroom conduct, truancy, or other actions that might disgrace the athlete, his/her team, his/her school, or his/her parents. This includes appropriate conduct while in any NB uniform both at contests, before/after contests and within the community.
7. Awards: The actual means of attaining awards differ in each sport and will be explained to the athlete by the coach. Awards will be made at the end of each sport season. The athletes will be notified of the time and place of awards presentations and are encouraged to attend.
8. Press Relationships: When speaking to members of the media, athletes should not criticize coaches, teammates, officials, or school athletic policy. This is a matter of loyalty.
9. Conduct Pertaining to Officials: Always be aware that it is not the athlete's job to bait, criticize, be rude to, or argue with any game official. Be courteous and let the coaches do the discussing. Athletes should address officials courteously at all times. Profanity is never right at any time.

10. Equipment Responsibility: Athletes are responsible for the maintenance and care of any equipment or apparel issued to them by the athletic department. Failure to return such equipment or apparel in satisfactory condition and/or time will result in the athlete receiving a detention or paying the replacement cost. An athlete will not be issued the next sport's equipment until the previous sport's equipment has been returned.
11. Care and Treatment of Injuries: Athletes should report injury or illness to the trainer or coach as soon as possible. Students who are exempt from physical education will not be permitted to participate in athletics unless authorized by a physician, and the Principal.
12. Changing Sports: An athlete will not be permitted to quit one sport early to start practicing for another sport, nor quit one sport to switch to another sport during the same season without approval of both coaches and the Athletic Administrator. An athlete who is cut from a squad after tryouts may then try out for another sport held during that same season.
13. Dual Sport Participation: If a student chooses to participate in two sports concurrently, that student will choose a major sport. If there is a game/game conflict, the major sport will take precedent. If there is a game/practice conflict, the game will take precedent. The coaches will resolve all other conflicts. The Athletic Administrator will resolve any conflicts that cannot be decided by the coaches.

CURFEW

The following curfew regulations have been adopted for athletes during the sports season.

1. Sunday through Thursday curfew is 10:00 P.M. unless the student is in the company of a parent or guardian, or is in attendance at a school-sponsored activity.
2. On Fridays before a Saturday contest or event, curfew will be 11:00 P.M. (exceptions same as listed in #1) or one (1) hour after a school activity has ended or the bus has returned to North Baltimore.
3. Other evenings, curfew will be at the discretion of the parent or guardian.

Students found to be in violation of curfew will be suspended from a number of contests equivalent to 10% of the regularly scheduled contest dates for that sport rounded up to the nearest whole number. If a second violation occurs, the student will be suspended from a number of contests equivalent to 10% of the regularly scheduled contest dates, plus one, rounded up to the nearest whole number. A third violation will cause the student to be suspended for the remainder of the season. When a student is denied participation, and there are fewer contests remaining than days to be served under the denial, the denial of participation shall carry over into the next sport or activity in which the student participates.

SUBSTANCE ABUSE POLICY

The following substance abuse policy has been adopted for all extracurricular student activities and athletics and applies to any student participating in such activities. Students involved in extracurricular activities in the North Baltimore School System shall not use, possess, buy, or sell any form of alcohol, substance purported to be alcohol, tobacco, drugs not prescribed for that individual, look a like or any mind altering chemicals whether they be over the counter or illicit. This policy shall be in effect for a period of time that shall commence with the beginning of official practices or rehearsals for a fall sport or activity, or the beginning of school for students not involved in a fall activity. The policy shall remain in effect until the end of school, or until the last date of official competition or participation should that activity carry beyond the ending of school. Once school begins or participation starts, a student is covered by this policy until the policy ceases to be in effect, whether the student is "in season" or not. Stated again, any student who violates the substance abuse policy will have a participation consequence on any extracurricular activity whether sports related, arts related, or academically related activity. Guidelines from the athletic handbook may be applied to non-athletic extracurricular activities.

DRUG, ALCOHOL AND TOBACCO TESTING

The purpose of this policy is:

1. To provide a healthy and safe environment to all students participating in extra curricular activities.
2. To discourage all students from using drugs and alcohol.
3. Students will assume all responsibility for regulating their personal life in ways that will result in them becoming efficient members of a team or activity and worthy representatives of the school.
4. To provide the participants in extra curricular activities with the opportunity to be leaders in the student body for a drug free school.
5. To provide solutions for the student(s) who does use drugs and alcohol.
6. To provide the administrators, coaches and advisors with guidelines and disciplinary policies for violations of the drug free policy.

7. To encourage those students who participate in extra curriculum programs to remain drug and alcohol free by undermining/reversing the effects of peer pressure while providing a legitimate reason for refusal.

DEFINITIONS

1. STUDENT PARTICIPANT IN EXTRA CURRICULARS ACTIVITIES

Any middle school student or senior high student who participates in any school sponsored activity beyond the normal curriculum i.e. student council, athletic teams, safety patrol, etc.

2. RANDOM SELECTION:

Systems of selecting athletes for drug and alcohol testing in which each student participant shall have a fair and equitable chance of being selected each time selections are required.

3. ILLEGAL/ILLICIT DRUGS:

Any substance included in USC 802 (6), in which an individual may not sell, offer to sell, possess, give, exchange, 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 by in the prescription or by the manufacturer.

4. ALCOHOL:

Any intoxicating liquor, alcohol, wine, beer, mixed beverage or malt liquor/beverage, as defined in the Ohio Revised Code Section 4301.01. The term alcoholic beverage includes any liquid or substance, such as near beer, 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 prescription and non-prescription drugs, providing the substance is (a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or (b) an over-the-counter medicine.

5. TOBACCO:

Any form of Tobacco in possession or use

TESTING

RANDOM TESTING:

Random testing will be done throughout the season or year. Up to 20% of the participants may be tested per random selection. A student may be randomly tested more than once per season. In the event of a positive result, the participant may have the original sample re-tested within 24 hours at his/her own expense. The Principal will use a system to ensure that students are selected in a random fashion. This system may include computer generated random numbers or names or by pulling numbers from a pool of numbers equal to the number of eligible students.

DRUGS FOR WHICH ATHLETES/EXTRA CURRICULAR PARTICIPANTS MAY BE TESTED

LSD - Alcohol - Marijuana - Amphetamines -Methadone- Anabolic Steroids

Methaqualone Barbiturates - Nicotine (Tobacco) - Benzodiazepines Opiates - Cocaine- Propoxyphene (Darvon)

COLLECTION PROCESS

The selected student will be notified to report to the collection site. A specimen of urine is collected following this process:

1. The selected students will be notified to report to the testing site.
2. All students who report to the screening area will be positively identified by picture ID or visual ID by the intake technician or by authorized school personnel
3. Authorized school personnel will maintain security of testing area during testing
4. No bags, backpacks, purses, cups, or containers or drinks will be allowed in the collection area. Coats, vests, jackets, sweaters, hats, scarves, baggy clothing or other items deemed unacceptable by lab personnel or authorized school personnel will not be permitted in the testing area.
5. Only lab technicians, authorized school personnel and students being tested witness the testing procedure.
6. Students are assigned a number on a roster and given a collection cup with the same number on it.
7. Students will use a liquid sanitizer to cleanse hands.
8. A dye will be added to the toilet water, but not to urinals
9. Students will be asked to urinate directly in their assigned collection cup and will be monitored by lab personnel for normal sounds of urination. The sample must be minimum of 30 ml.
10. Students are not to flush. This will invalidate their sample.
11. After sample is produced, the lab personnel will cap the sample with the student watching and return the sample to the student who will then carry the sample to the intake technician. The intake technician will match the cup number with the roster number.

12. Students who cannot give an immediate sample will be given cups of water to facilitate their ability to give a sample. These students will be kept in a secured area until they are able to produce a sample. If they do not produce a sample within the 45 minute time limit from time of check in, they will be deemed ineligible to participate. The student must then go to the drug testing facility Great Lakes Biomedical in Perrysburg, OH to provide a sample in person before they can participate in a practice, game or contest. Parents, not the school, are responsible for providing transportation. Leaving during school time is not considered a doctor's visit and will be unexcused, resulting in loss of practice or game time that night. You may leave after school and return to attend practice with full participation. If as a result of being late for a bus to a game, the student may forfeit the right to play.
13. Lab personnel will test samples on-site initially. Negative samples will be disposed of. Any samples testing positive will be covered with a seal and sent to an outside lab for verification of the initial results.
14. North Baltimore Local Schools reserves the right to change this procedure as dictated by the guidelines of the selected testing agency.

REASONABLE SUSPICION

The North Baltimore Local Schools reserves the right to enforce the drug and alcohol testing policies and procedures upon reasonable suspicion. Disciplinary action based on reasonable suspicion will be the responsibility of the coach or advisor who will report to the principal.

CONSENT TO TESTING

1. All students and parents must sign an Informed Consent Agreement prior to the start of the season that allows for this testing. Students who fail to have informed consent signed will not be allowed to practice or participate in any extracurricular activities.
2. No test results will be turned over to law enforcement nor testing procedures involving specific students be discussed with law enforcement unless the administration is compelled to do by subpoena.
3. All information regarding testing except for dates, the number of participants and other information required for fiscal purposes will be destroyed within one month of the end of the school the school year unless that information is under subpoena.
4. Reports of a positive test as determined by the toxicology laboratory test result will be shared only with the principal. The principal will contact the parents to discuss the results.
5. The coach or advisor is responsible for ensuring that all student participants and their parent/ guardian/custodian properly sign the Informed Consent Agreement prior to testing.

DRUGS, ALCOHOL, & TOBACCO

- I. If a student is in violation of the policy and that student refers him/herself for a school approved assessment program prior to being called for testing, or the student is referred by his/her parents, there will be a reduced penalty which shall be equivalent to 10% of the regularly scheduled contest for that sport or activity, rounded up to the nearest whole number, provided that the student undergoes the assessment and follows the recommended course of treatment. A student may only make one self-referral each academic year. If a student self refers, he or she must test each time when called for random testing.
- IA. If a student has made a self-referral for treatment (as in 1) and he/she discontinues that treatment before its conclusion, it shall be treated as a violation and penalized as described in IIA.

IIA. A student who is reported by any school personnel, or who tests positive under the schools testing program, is in violation of the policy and shall be denied participation for the remainder of the season or scheduled event.

OR

IIB. A student found to be in violation of the policy shall be denied participation for a number of contests which shall be equivalent to 20% of the regularly scheduled contest for that sport or activity, rounded up to the nearest whole number, and shall be referred for an assessment, and shall follow the recommended course of treatment without fail and to its completion. When a student is denied participation, and there are fewer contests remaining than days to be served under the denial OR the athlete quits, the denial of participation shall carry over into the next sport or activity in which the student participates including the following school year.

1. If a student has made a self-referral for treatment (as in I) and has completed that treatment, and then makes a second self-referral or is found to be in violation of the policy (see IIA), the violation shall be penalized as in IIA or IIB.
2. If a student is undergoing treatment for a violation (see IIA and IIB), and he/she discontinues that treatment before its conclusion, or he/she has completed that treatment, and he/she is found to be in violation for a second time, the student shall be suspended from participation for 12 months.

III. A student who refuses to present a urine specimen or presents an altered or diluted specimen will be considered in violation of the policy.

ADDITIONAL INFORMATION

- The penalty for an athlete being ejected from participation in an athletic contest will be established by the OHSAA.
- Students in extracurricular activities who violate the Student Conduct Code during participation in extracurricular activities will be disciplined as specified in the Conduct Code. This action may or may not be prompted through an ejection from an athletic contest. It does include any behavior that occurs before, during, or after the activity.
- North Baltimore Schools view participation in extracurricular activities as a privilege and not a right. Coaches and advisors may have additional rules as communicated to their athletes/participants. All students are welcome to participate in an appropriate manner.

All students who participate in any school or student related activities are to remain at that activity until its conclusion. Students who feel a need to leave an activity must obtain permission from the activity sponsor. Once a student has been dismissed from the activity, they are not allowed to re-enter and must leave the school grounds and/or activity. Violation of this rule will result in appropriate disciplinary action.

SECTION V - TRANSPORTATION

AUTOMOBILE USE

5515

Students driving to and from school, and school related activities, are urged to use extreme caution in their driving. The area around the school is busy with parent cars, buses and student drivers. Please consider the health and safety of those around you while driving in the vicinity of the school. Be advised that problems regarding student traffic violations will be referred to the proper school and police authorities. Students driving to and from school are reminded that local school board policies prohibit the use of automobiles during the normal school hours without authorization from the high school principal (College Credit Plus accounts for driving privilege.) Violation of safe driving rules or procedures will result in school discipline and/or action by proper police officials. Students may not ride in the back of pickup trucks. Students who drive off the blacktop area (intentionally or unintentionally) will forfeit driving rights as determined by the principal. No getting in any car in the bus drop off area before/after school (7:40-8:00 am and 2:40-3:00 pm) or the student could face a detention. Parents should only use the circle drop off/pick up circle. Student parking spots are first come, first served.

AUTOMOBILE PARKING FOR STUDENTS

A student parking area has been provided behind the school near the gym. Students who drive their automobile to school are to obtain a parking permit to park in this facility. If a student parks his/her automobile on school grounds, other than the outlined parking spaces, the automobile may be ticketed and towed at the owner's expense. Likewise, any car in a restricted space may be towed at the expense of the owner. The student parking lot is first come, first served. There are no reserved spots. Students may not park in the front faculty/visitor lot. Students may not go to their cars during the school day for any reason including but not limited to retrieving band instruments, homework, and lunch money without an escort from a staff member. Automobiles are subject to searches by the school principal.

Offenses are considered Minor or Major. Minor Offenses include things such as but not limited to arguing about parking spots, driving off blacktop, revving engines, seat belt violation and tailgating. Major Offenses include things such as but not limited to speeding, racing, fish-tailing, screeching tires, riding in back of pickups and repeated minor driving offenses. Extreme offenses as determined by the principal will result in more severe consequences than listed below and could include police action.

Minor Driving Consequences:

First Minor Offense: Loss of driving privilege for 1 day

Second Minor Offense: Loss of driving privilege for 1 week

Third Minor Offense: Loss of driving privilege for 1 month

Major Driving Consequences:

First Major Offense: 2 weeks

Second Major Offense: 1 month

Third Major Offense: 3 months and/or loss of driving privileges for the rest of the school year.

BICYCLES, SCOOTERS AND SKATEBOARDS

Students riding bicycles are required to park their bicycles in the area designated for this purpose. Students should lock their bicycles parked at the school building. The school will not accept responsibility for damaged or stolen bicycles.

Students riding scooters or skateboards are not to ride on school property at any time. Students found in violation of this rule will have their skateboard or scooter confiscated and returned to a parent. The student will also face disciplinary action as outlined in the Code of Conduct. The school will not accept responsibility for damaged or stolen scooters and skateboards.

BUS RULES FOR SAFE RIDING

8600

- Be on time for pick up.
- Remain clear of the bus where the driver can see you until the bus stops.
- Behave at the bus stop in a proper manner. School rules apply on the bus and at the bus stop.
- When boarding, go directly to your seat. Remain seated, facing front, keeping aisles and exits clear throughout the entire bus route.
- Obey the driver and respect others on the bus. No profanity or yelling.
- No eating or drinking on the bus unless the driver gives special permission. You are responsible for your own litter in this case.
- No tobacco, alcohol, or drugs either in use or possession.
- No throwing or passing of objects on or off the bus.
- Only objects that can fit on your lap are permitted on the bus.
- You must board and depart the bus at your designated stop. Only written permission from a parent or administrator will allow otherwise.
- Do not put heads, arms or legs out of bus windows. Keep your hands to yourself on the bus.
- Absolute quiet is to be maintained at all railroad crossings.
- Students cannot leave personal items on any bus

BUS CONSEQUENCES:

1. 1 day off the bus
2. 1 week off the bus
3. 1 month of the bus
4. Loss of bus privilege for the remainder of the semester

*These are minimum consequences that do not reset at the semester change. More extreme problems may result in additional discipline such as detentions, Friday detentions, Suspension or permanent removal from the bus for the remainder of the year.

MLA DOCUMENTATION

Paper Formatting

Your paper must be in the following format:

- Double-spaced Times New Roman 12 point font.
- Have one-inch margins on both sides of the page
- Your last name and the page number go in the Header
- In the top left corner, list your name, your teacher's name, the class, and the date. Remember that the date is listed as the day, the month, then the year.
- The title of your paper should be centered. Remember that the title is NOT underlined, italicized, in bold, or in quotation marks.
- Each new paragraph must be indented. Hit the Tab button to indent.

In-Text Citations:

Any time you quote, paraphrase, or summarize information you took from a source, you must create an in-text citation.

An in-text citation can take two forms:

1. Using a signal phrase with the author's last name or the name of the organization and listing the page number at the end of the sentence in parentheses marks. [Example: According to Edwards, . . . (321).]
OR
2. Listing the author's last name or the organization and the page number in parentheses at the end of the sentence. [Example: (Edwards 321).]

Formatting an In-text Citation

1. **Author named in a signal phrase.** The MLA recommends using the author's name in a signal phrase to introduce the material and citing the page number(s) in parentheses.
Lee claims that his comic-book creation, Thor, was "the first regularly published superhero to speak in a consistently archaic manner" (199).
2. **Author named in a parenthetical reference.** When you do not mention the author in a signal phrase, include the author's last name before the page number(s) in the parentheses. Use no punctuation between the author's name and the page number(s).

The word *Bollywood* is sometimes considered an insult because it implies that Indian movies are merely “a derivative of the American film industry” (Chopra 9).

3. **Two or three authors.** Use all the author’s last names in a signal phrase or in parentheses.
Gortner, Hebrun, and Nicolson maintain that “opinion leader” influence other people in an organization because they are respected, not because they hold high positions (175).
4. **Four or more authors.** Use the first author’s name and *et al.* in a signal phrase or in parentheses.
Examining the lives of women expands our understanding of human development (Belenky, *et al.*).
5. **Organization as author.** Give the organization’s full name or a shortened form of it in a signal phrase or parenthetical reference.
Any study of social welfare involves a close analysis of “the impacts, the benefits, and the costs” of its policies (Social Research Corporation).
6. **Unknown author.** Use the full title of the work or a shortened version in a signal phrase or parenthetical reference.
“Hype” by one analysis, is “an artificially engendered atmosphere of hysteria” (“Today’s Marketplace”).
7. **Author of two or more works cited in the same project.** If your list of works cited has more than one work by the same author, give the title of the work you are citing or a shortened version in a signal phrase or parenthetical reference.
It can be determined that Grendel is a “pointless, silly monster, crouched in the shadows, stinking of dead men” (Gardner a).
8. **Two or more authors with the same last name.** Include the author’s first *and* last names in a signal phrase or first initial and last name in a parenthetical reference.
Children will learn if they are allowed to choose their own subjects (James Britton).
9. **Indirect source (author quoting someone else).** Use the abbreviation *qtd. in* to indicate that you are quoting from someone else’s report of conversation, interview, letter, or the like.
Arthur Miller says, “When somebody is destroyed everybody finally contributes to it, but in Willy’s case, the end product would be virtually the same” (qtd. in Martin and Meyer).
10. **Electronic source.** Give enough information in a signal phrase or in parentheses for readers to locate the source in your list of works cited. Many works found online lack page numbers; you will have to omit the page number from the parentheses. However, if you are citing a work with a stable pagination, such as an article as a PDF file, include the page number in parentheses.
As a *Slate* analysis has noted, “Prominent sports psychologists get praised for their successes and don’t get grief for their failures” (Engber).

Works Cited Page

The works cited page must be in the following format:

- Double-spaced Times New Roman 12 point font.
- One-inch margins on both sides of the page.
- Your last name and the page number go in the Header
- The title Works Cited should be centered and NOT underlined, italicized, in bold, or in quotation marks.

The works cited list must follow the following format:

- Sources are listed in alphabetical order by the first word. Start with the author’s last name, if available; if no author is given, start with the title.
- The first line of each entry is flush with the left margin. All lines that follow the first line for each entry are indented by hitting Tab once.
- To cite a source for which you cannot find a model, collect as much information as possible. Then look at one of the following models to see which one closely matches the type of source you are using.

Formatting a Works Cited page entry:

1. **Basic Format—Print Source.** List the last name of the author first. Place a comma between the last name and the first name. End with a period. Next list title in *Italics* and end with a period. List the city of publication and end with a colon. List the publisher and end with a comma. List the year of publication and end with a period. List the word Print.
Twitchell, James. *Living It Up: America’s Love Affair with Luxury*. New York: Simon, 2002. Print.
2. **Basic Format—Electronic Source.** List the last name of the author first. Place a comma between the last name and the first name. End with a period. Next, list title in *Italics* and end with a period. List the update day (the day, the abbreviated month, and the year) and end with a period. List the word Web and end with a period. Finally, list the day you located the source (the day, the abbreviated month, and the year) and end with a period.

Brown, Kevin. "Growing Your Own Vegetable Garden." 11 Feb. 2012.
Web. 24 Apr. 2012.

3. **Unknown Author.** When the author is not identified, begin the entry with the title. Italicize title of books and long works, but put titles of articles and other short works in quotation marks.

"California Sues EPA over Emissions." 8 Jan. 2011. Web. 22 Jul. 2011.

4. **Two or more works by the same author.** Arrange the entries alphabetically by title.

Chora, Anupama. "Bollywood Princess." *New York Times*. 10 Feb. 2008. Web. 13 Feb. 2008.

Chora, Anupama. *King of Bollywood*. New York: Warner, 2007. Print.

