

## **NORTH BALTIMORE MIDDLE/HIGH SCHOOL**

2012 Tiger Drive

North Baltimore, Ohio 45872

Dear North Baltimore Students, Parents and Community,  
North Baltimore Middle/High School Staff is excited to welcome everyone back for the 2023-2024 school year. We wish to make this another successful year for every student here at NB M/HS. We are committed to providing opportunities to maximize student potentials, and ensuring a safe place to learn. This handbook is intended to provide information to students, parents, and staff on expectations of the school. It is only a guide, but nothing can replace good judgment. Set your priorities high and use your education as a means to that end.

Please feel free to contact me with any questions or concerns.

Thank you!

Sincerely,

Chad Kiser, Principal

North Baltimore Middle/High School

ckiser@nbhs.org

419-257-3464 (24 Hour answering machine)

419-257-0084 (Fax)

www.nbhs.org

## **NORTH BALTIMORE MIDDLE/HIGH SCHOOL**

School Colors: ***Black and Orange***

Mascot: ***Tigers***

League Affiliation: ***Ohio High School Athletic Association***

This will be our first year to play in the ***NorthWest Central Conference***

## **NORTH BALTIMORE LOCAL SCHOOLS**

### *2023-2024 School Calendar*

August 21	Staff in-service/Open House
August 22	Staff in-service (work day)
August 23	<i>First day for students</i>
<b>September 4</b>	<b>NO SCHOOL</b> – Labor Day
October 20	End of 1 <sup>st</sup> Nine Weeks (42 days)
November 2	Parent/Teacher Conferences- Powell Dismiss 12:30, MS/HS 12:40
<b>November 3</b>	<b>NO SCHOOL</b> - Parent/Teacher Conferences
<b>November 22, 23, 24</b>	<b>NO SCHOOL</b> - Thanksgiving Break
December 21	End of 2 <sup>nd</sup> Nine Weeks (44 days)
<b>December 22</b>	<b>NO SCHOOL</b> - Teacher Workday
<b>December 25–Jan. 2</b>	<b>NO SCHOOL</b> – Winter Break
January 3	School Resumes
<b>January 15</b>	<b>NO SCHOOL</b> – Martin Luther King Day
February 15	Parent/Teacher Conferences- Powell Dismiss 12:30, MS/HS 12:40
<b>February 16</b>	<b>NO SCHOOL</b> - Parent/Teacher Conferences
<b>February 19</b>	<b>NO SCHOOL</b> - Presidents Day
March 12	End of 3 <sup>th</sup> Nine Weeks (47 days)
<b>Mar. 29-Apr. 2</b>	<b>NO SCHOOL</b> - Spring Break
April 3	School Resumes
May 19	Graduation at 2:00 PM - Subject to change if necessary
May 23	End of 4 <sup>th</sup> Nine Weeks (47 days) <i>Last day for students</i>
May 24	Teacher Records Day
May 27	Memorial Day

Five contingency make-up days with Teacher Record Day falling on the next workday after the appropriate number of make-up days are completed.

- Make-up days will be made up at the end of the school year if online remote days could not be completed

## **NORTH BALTIMORE MS/HS BUILDING BELL SCHEDULE**

### **Regular Bell Schedule**

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

### **Morning Assembly Bell Schedule**

8:00 - 9:10 Assembly  
9:14 - 9:48 1st Period  
9:51 - 10:25 2nd Period  
10:28 - 11:02 3rd Period  
11:05 - 11:39 4th Period  
11:42 - 12:12 MS Lunch  
11:42 - 12:16 HS 5th Period  
12:15 - 12:49 MS 5th Period  
12:19 - 12:49 HS Lunch  
12:52 - 1:26 6th Period  
1:29 - 2:03 7th Period  
2:06 - 2:40 8th Period

### **Pep Rally Assembly Bell Schedule**

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

### 2HR Delay Bell Schedule

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

### 2HR Early Release Bell Schedule

8:00 - 8:28 1st Period  
8:31 - 8:59 2nd Period  
9:02 - 9:30 3rd Period  
9:33 - 10:01 4th Period  
10:04 - 10:34 MS Lunch  
10:04 - 10:34 HS 5th Period  
10:37 - 11:07 MS 5th Period  
10:37 - 11:07 HS Lunch  
11:10 - 11:38 6th Period  
11:41 - 12:09 7th Period  
12:12 - 12:40 8th Period

### Exam Day 1/Day 2 Bell Schedule

8:00 - 9:29 1st/2nd Period Exam  
9:32 - 11:01 3rd/4th Period Exam  
11:04 - 11:34 HS Lunch  
11:37 - 1:06 HS 5th/6th Period Exam  
11:04 - 11:47 MS 5th/6th Period (A)  
11:50 - 12:20 MS Lunch  
12:23 - 1:06 MS 5th/6th Period (B)  
1:09 - 2:38 7th/8th Period Exam

## **NORTH BALTIMORE MIDDLE/HIGH SCHOOL**

### *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 member immediately. State law requires that all students have an emergency medical authorization completed on Final Forms. 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, it is very important that the office knows how to locate a parent or guardian in case of an emergency. They should notify their teacher and report to the principal's office as soon as possible. Do NOT leave the building or school grounds without the office's permission. 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 school, the PARENTS MUST BE NOTIFIED. Students will NOT be allowed to walk or drive home, so that we can ensure their safety, unless we have talked with a parent. Only a parent or adult listed on the emergency medical form can pick up a student or give permission.

### *STUDENT INSURANCE*

All students participating in sporting activities must show evidence of medical insurance coverage, before they will be allowed to participate in any sport. Student accident insurance is made available for parents to purchase. Detailed information regarding costs will be available online at [nbhs.org](http://nbhs.org)

## GENERAL INFORMATION

### ACCEPTABLE USE POLICY 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 on final forms. 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 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.
2. Illegal installation of copyrighted software
3. Intentionally seeking information on, obtaining copies of, or modifying files, data, or passwords belonging to others
4. Misrepresenting others on the network
5. Disrupting operation of the network through abuse of hardware or software
6. Malicious use of network through hate mail, harassment, profanity, vulgarity, or discriminatory remarks
7. Interfering with others use of the network

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.

I. 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 file server space on the system as well as deleting files for maintenance and security purposes.

J. 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.

K. 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.

L. The use of school produced material without advanced permission from a school administrator is prohibited as is the use of school produced data.

M. In consideration for the privilege of using district 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 disciplinary action when it impedes instructional time.

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. 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.
5. are not to use the device in a manner that is disruptive to the educational environment.
6. exhibiting harassing, intimidating behavior or found bullying through the use of a personal electronic device are subject to disciplinary actions.
7. 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.
8. may not use devices during state testing times.
9. students that need to borrow a chromebook or to charge a device, they will give their cell phone to the office to hold until the chromebook is turned back in at the end of the day.
10. Any damaged chromebook, the student will be charged \$200 and missing chargers, the student will be charged \$35.

ANNOUNCEMENTS

The staff and administration make many attempts to keep students and the community informed of school related activities. Announcements are given daily and posted to the district website. 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 a pesticide application, please inform the office in writing.



## CAFETERIA

8500

The cafeteria provides school lunches at a very reasonable price. Parents are encouraged to fill out the free and reduced lunch form on final forms. School fees can only be waived for those families approved through the Free and Reduced Lunch Program. The lunch period is “closed” and all students must eat lunch at school. 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 available on Final Forms.

## 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 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](http://www.nbls.org) to sign up or call the Board Office at 419-257-3531.
2. North Baltimore School District Facebook page
3. North Baltimore School District Website
4. Various local radio/television stations

## EMERGENCY DRILLS

Different drills are conducted each month. Staff and students are trained on how to react to each situation.

### **Lockdown Safety Drill Procedures:**

- SOFT Lock Down - The ALERTUS system will sound off in the event of a Soft Lockdown in the building. Classroom doors should be shut and locked. Students are to remain in the classroom at all times and not permitted to leave. Teaching should continue as normal. If the bell rings during a Soft Lock Down, do NOT change classes. Remain in the classroom until the word is passed to change classes.

- HARD Lock Down - The ALERTUS system will sound off in the event of a Hard Lockdown in the building. This is for an EMERGENCY. If the school declares a Hard Lock Down, you need to prepare for FIGHT or FLIGHT. Classroom doors will be shut and locked. All windows will be covered so no one can see inside the classroom. Students should hide and be ready to get out of the building when you hear announcements on when it is safe to exit your area of the building. Exit the building and run to the city library. We will have a staging area there to take attendance and proceed with parent pick up of students.

### **Fire Drill Procedures:**

- The ALERTUS system will sound off in the event of a fire in the building. All rooms have a fire exit strategy posted near the classroom exit. Please exit to your assigned areas and take attendance. Notify administrators if you have missing students.

### **Tornado Drill Procedures:**

- The ALERTUS system will sound off in the event of a tornado in the area. All rooms have a tornado strategy posted near the classroom exit. Please go to your assigned area, students are to sit on the floor and remain quiet. Notify administrators if you have missing students.

### 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. The Emergency Medical Authorization form must be completed through Final Forms at the time of enrollment and at the beginning of each school year.

### ENROLLING IN SCHOOL

5111

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

- A. birth certificate
- B. court papers allocating custody rights and responsibilities
- C. proof of residency
- D. proof of immunizations

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

### FEES

6152

Student fees for the school year will be \$40.00. If these fees are not paid, grade cards will be withheld. All fees/fines must be paid prior to graduation practice or students will not be able to participate in the graduation ceremony and they will not receive their diploma until such money has been paid. Fees must be paid at the board office or online.

Charges will also be imposed for loss, damage or destruction of school apparatus, chairs, equipment, musical instruments, library materials, chromebooks, textbooks and for damage to school buildings or property.

### 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

Lost and found items will be kept in the office cupboard. Check there if you lose something. Likewise, if you have found lost property, bring it to the office. These items will be discarded at the end of each school year if not claimed.

### 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 a search is necessary to prevent imminent danger to the health, 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, tobacco, vape pens 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. The principal or designee may use a “Search Wand” or similar device to aid in detecting contraband. Prior to the search the student will be directed to empty pockets and hand over all items in possession. If, after that warning, the search detects other contraband on the student or in their possession elsewhere, the student will face more severe punishment.

### 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 or student knowledge. 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 their lockers.

Locker room lockers:

Separate combination locks are available for all students in P.E. courses. Locks for after school athletics will be provided upon request 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 RECORD

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 online at the start of each school year 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 guardian, 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 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. 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

Students are required to keep all lockers locked. 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. The principal will not investigate cases of theft from lockers that are not locked.

### USE OF SCHOOL EQUIPMENT AND FACILITIES

7510

No students should be in the school building before 7:20 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 welcomes visitors. The Middle/High School administration requires that all visitors to the building during the school day enter the building through the front 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. Students are not allowed to open outside doors for visitors.

### WITHDRAWAL

5230

If a student wishes to leave North Baltimore High School, the guardian must fill out the proper withdrawal forms. All North Baltimore School property must be returned and any fines must be paid upon withdrawing or we will hold grades and transcripts.

## 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 in writing.

## ACADEMICS

### COLLEGE DAYS/CAMPUS VISITATIONS

College days and campus visitations will be reserved for senior students and second semester juniors only. Plans should be made as soon as possible to meet with the school 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 school 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

(NB High School 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
3. 4 units of Science including Physics and Chemistry
4. 4 units of Social Studies
5. 3 units of 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)

## 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 a lab-based advanced science course
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
7. Maintain an overall high school grade point average of at least 3.5 up to the last grading period of the senior year
8. Obtain a composite score of 27 on the ACT or a combined score of 1210 on the SAT.

If you go to [education.ohio.gov](http://education.ohio.gov) you will find information about earning an International Baccalaureate Honors Diploma, Arts, STEM, or Social Science/Civic Engagement Honors Diploma.

## 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)
2. The Wood County ESC and Penta Career Center
3. Other schools approved by NBHS

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 school 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 school counselor.

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

1. Meet with the counselor to determine eligibility
2. Meet with the principal for initial approval
3. Complete an application for early graduation and it must be done by October 15 of the school year of early graduation. Students must have a minimum of 12 credits to apply
4. 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
5. All graduation requirements set by the State of Ohio and North Baltimore Local Schools must be met before permission will be granted
6. The student, parent(s), principal, and school counselor must formulate and have on file, a plan to complete their graduation requirements in three years, before permission will be granted
7. The student must meet and maintain the following requirements:
  - Students must have a minimum of 2.0 GPA to be eligible for early graduation
  - Students must maintain a 2.0 GPA for each 9-week grading period to remain

- eligible for early graduation
8. Periodic evaluation of the student's progress will be made by the school 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
  9. Students and parents must sign the Early Graduation Contract

### COURSE OPTIONS

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. 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 "F"(failure). These courses will NOT be calculated into the student's cumulative 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 the day of rehearsal (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.
- Students and guardians will sign a credit recovery contract.

### 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. Students and guardians will be required to sign a Ohio Core Opt-Out/Individual Career Plan (ICP)

### FIELD TRIPS/EDUCATIONAL EXPERIENCES

2340

Students wishing to participate on a trip during school hours must have signed final forms from their guardians. The trips are approved by the high school principal beforehand. Parents who do not wish to have their child participate should contact the office.

### 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%		

### VALEDICTORIAN/SALUTATORIAN

The criteria of selections are Cumulative GPA after the first semester of grade 12. In the event of ties at 4.0 GPA, the student with a 4.0 and the highest number of points will be named valedictorian. A student with a 4.0 GPA and the second highest number of points will be named salutatorian. If still a tie, the highest ACT/SAT score will be used.

### GRADUATION CEREMONY

Participation in commencement is a privilege, and the administration retains the right to determine participation and to refuse participation. A student may also be required to stay extra days to complete coursework in order to be eligible to participate in the graduation ceremony. Student fees must be paid in full prior to attending the commencement rehearsal. Failure to attend the commencement rehearsal results in no participation in the commencement ceremony.

## DIPLOMAS

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 board meeting. The principal may use professional judgment to alter these guidelines.

## COURSELOAD REQUIREMENTS

Full Time students must be enrolled in 5 courses each semester. Students who are enrolled in 5 courses or the equivalent earn privileges such as participating in sports, prom, senior events, and commencement. Some student options, such as "Transitions to Work" and "CBI" use work to earn HS credit and are exempt from this rule. If at any time a student is not enrolled in 5 courses (such as dropping a course later in the year), the student is considered part-time. Students who are part-time are ineligible to participate in the above events (including as a guest) but can earn a high school diploma.

## GRADUATION REQUIREMENTS

5460

### 1. Course Completion

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 Am. History, Am. Government
- 4 Credits of Mathematics including Algebra II or equivalent
- 3 Credits of Science including Biological, Physical, lab-based
- ½ Credit of Health
- ½ Credit of Physical Ed.
- 6\* Credits of Electives
- 21 Credits Total

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

### 2. Demonstrating Competency:

Student are required to earn a score of 684 or higher on both the Algebra 1 and English II end of course state tests.

### 3. Demonstrating Readiness

Students are required to earn two of the diploma seals (one must be a state seal) listed below:

#### **State Seals**

Citizenship, College Ready, Honors Diploma, Industry Recognized Credential, Military Enlistment, OhioMeansJobs-Readiness, Science, Technology, Biliteracy

#### **Local Seals**

Community Service, Student Engagement, Fine and Performing Arts

\*For more information on how to earn each seal, as well as other graduation questions, please contact the guidance office or visit [education.ohio.gov](http://education.ohio.gov)

### **GUIDANCE DEPARTMENT**

The mission of the North Baltimore School Counseling Department is to provide all students with the necessary resources to grow academically, personally, and socially. The school counselor also focuses on student success after graduation by providing career and college preparation. In partnership with teachers, administrators, and parents; the counseling department is here to serve students in any capacity that they may need. If you are a student, or parent, in need of assistance in any of these areas, please do not hesitate to get in touch with the school counselor.

### **HOMEWORK**

2330

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments.

### **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” (Best of the Best). 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.

### DROPPING A COURSE

After 5 school days in a semester no schedule changes are permitted unless approved by the principal. 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 withdrawal/fail and counts as an F on cumulative GPA.

### 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. Any interested student should contact the school 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) will need to work with the school counselor to have schedules set.

### PROGRESS REPORTS

Quarter, and semester progress reports will be made available to students and parents online. Blank reports will be run for students owing fees.

### 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 grade. Families who decline summer intervention camp, the student may be retained in their current grade. These decisions will be made with the principal. The principal will have a final determination.

### 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.

### EXAM OPT OUT

The goal is to offer exam opt outs each semester for high school students who meet the criteria below and attend the NBHS campus.

1. It is up to each individual teacher if students can opt out of their exam. Students must have double A's to opt out. A student may opt out of any HS credit course if the teacher allows.
2. When you opt out, try to make plans to leave the building. Please sign out in the office.

### 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 when able. 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.

### TEACHER AIDES

Students who maintain all grades higher than "C" may apply to be a teacher's aide during their study lab period. To be an aide, the teacher should email the building secretary with your name, class period and semester. If students are removed from being an aide, they cannot ask another staff member and must return to the study lab that semester.

### STUDENT CONDUCT (Any violations of these rules are subject to discipline)

#### REMOVAL FROM CLASS

A teacher may remove the student from class and sit them in the extended learning lab or send them to the office. If a student is sent to the office, the principal may impose more disciplinary actions.

#### 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 and/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 office.

## 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 have 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, suspensions, 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, suspensions 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.

## 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 and discipline may

occur. 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 and use of false I.D.s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

### *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.

### *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 will result in disciplinary action and may include expulsion for a period of up to one (1) school year.

### *BUS RULES*

Students are to follow all bus rules. These rules apply to regularly scheduled bus runs, extracurricular activities, and field trips. School bus transportation is a privilege and not a right. (see Bus Rules - Transportation Section).

### *DAMAGING PROPERTY*

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

### *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, hug, but NO KISSING!

### *DISRUPTION OF SCHOOL*

A student shall not 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.

## 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? These are all unexceptable at school or school related events.

The following styles or manners of dress are prohibited. This is not a complete list and the principal has final say on all dress code violations and discipline for the violation.

- Bare feet, shoes with wheels, and slippers
- Clothing that reveals cleavage
- Clothing that shows any belly (lift hands in the air for testing)
- Clothing containing inappropriate slogans, pictures, or advertisements
- Tank tops and sleeveless tops are ok if the band across shoulder is three fingers thick across
- Ripped, torn, or ill-repaired clothing must be below fingertips if skin is visible (see "TEST" below)
- NO Hats or headbands or any other item that covers the head (hoodies may be worn in the school and it is up to each teacher to allow this in their classroom or to require the hood to be off in class).
- Students must maintain clear eyesight with the teachers. Students who have hair blocking their eyesight may be asked to wear hair ties/pins to promote proper eye contact, or be moved to the back of the room.
- Wearing under garments as outer garments and/or having visible undergarments. (NO bra straps or underwear visible)
- Unless approved by the teacher or principal NO purses, book bags, and/or handbags are allowed in classrooms. PE/Band/Art/Health and Fitness students may carry backpacks to 1st & 8th period only if approved by the teacher.
- Shorts, dresses, or skirts that rise too far up the legs are prohibited, must be fingertip length
- 

### **\*TEST FOR LENGTH OF SHORTS, SKIRTS, DRESSES\***

Students should use this test before coming to school. Stand straight up and extend your arms downwards. Extend fingers. If the shorts, dress 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.

Once a student is dress coded by staff, they are sent to the office for final decision. Just because a student has “gotten away with it in the past or other students wear the same thing” is not justification for that dress code violation and the student will face disciplinary actions as set.

Any article of clothing that has a foul odor is prohibited. Parents may be called to bring the student new clean clothes.

The principal reserves the right to make all formal decisions regarding questionable student dress. If the principal states to a student that a particular article of clothing is prohibited and not to wear it again, then the student may not wear that article of clothing to school. If the student wears the prohibited article of clothing to school again, and the article of clothing may be confiscated until the end of the school year.

### 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 be subject to disciplinary action and may have charges filed through law enforcement.

### 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.

### FALSE ALARMS AND 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.

### FOOD AND DRINK

- All students are permitted to carry water with them throughout the day
- The water must be in a clear/see-thru bottle for identification purposes
- Teachers may allow student to consume food within their classrooms
- Parents may drop off restaurant food for lunchtimes, but delivery drivers will be turned away

### 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.

### *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. Therefore, the North Baltimore Schools hereby ban 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 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 antisocial 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 grounds at any time. This includes:

- Jackets, headbands, shirts or other clothing that have come to be identified with a gang
- Visible tattoos or other material imprinted on the body are 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 approved by the principal. Also the 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. The number of days will be up to the principal. 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, will be immediately suspended and recommended for expulsion and prosecuted to the fullest extent of the law. Threats of attack will be considered an attempt to intimidate and may result in suspension and expulsion at the principals discretion.

**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 of an athletic team or as a participant in extra-curricular or co-curricular activities until the gang 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.

### **HARASSMENT**

Harassment may take different forms, including but not limited to:

Sexual:

- Verbal: the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other persons.
- 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.

- 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:

- 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.
- 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.
- 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 they are 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 school 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 they believe 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 and 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:

- Protect the confidentiality of the student who files a complaint
- Encourage the reporting of any incidents of sexual or other forms of harassment
- Protect the reputation of any party wrongfully charged with harassment

Staff harassment to 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 their 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 others 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, honestly, 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

### 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.

### 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.

### *BULLYING, CYBERBULLYING, VIOLENCE IN A DATING RELATIONSHIP, AND SEXTING*

- All types and forms of bullying on school premises are prohibited at all times, regardless if 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, 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.
- Bullying is an act that occurs over time to the same person by the same person. Discipline for any type of bullying is subject to the principal's discretion for the amount of suspension days based on the situation.

### *SEXTORTION*

Sextortion is a serious crime that occurs when someone threatens to distribute your private and sensitive material if you don't provide them images of a sexual nature, sexual favors, money or any other request. Any case involving sextortion will involve local law enforcement.

### *DISRESPECT TOWARD A STAFF MEMBER*

Disrespect toward a staff member refers to an unnecessary argumentative tone, talking back, using improper language in front of a teacher (including slang and profanity), the use of sexual innuendos, and not doing what a teacher directs a student to do. The consequence for this will be immediate removal from that class or area AND and other disciplinary action deemed by the principal. The more severe incidents based on the principal's opinion or repeated incidents will result in immediate suspension.

### *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.

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

The Board of Education 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 no matter the location.

*PERSISTENT ABSENCE OR TARDINESS*

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

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

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

*CELL PHONES, CAMERAS, IPADS, AND OTHER ELECTRONIC DEVICES*

- Cell phones are permitted to be used in the hallways during class changes, during lunch, and in a classroom where the teacher has given direct permission, or in the Tiger Cafe. Keep in mind that taking pictures, video, or recording in any fashion is only permitted if consent from others has been attained in advance.
- Any student who fails to comply with a staff member's directive such as, "Give me your phone" will receive the consequence of ISS or OSS. The school's position is that we are not here to get students off of their phones.
- Any student who has ISS will give the principal their phone in the morning and retrieve it at the end of the day.

*PURPOSELY SETTING A FIRE*

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. This student will be suspended 10 days pending expulsion.

*REFUSING TO ACCEPT DISCIPLINE*

- Students failing to comply with disciplinary penalties will face enhanced penalties for such action along with the original punishment.
- Also if a student is serving discipline and gets in trouble, they will serve another discipline plus the original. Ex: a student is in ISS and gets in trouble, they will serve OSS and then come back and serve the original ISS.

### THEFT

Students caught stealing will be disciplined and may be reported to law enforcement officials. 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.

### 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. Also parents that have been banned from the property will be charged if they come onto school property.

### 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.

### USE AND/OR POSSESSION OF A WEAPON

- A weapon is any device, which may be used for offensive or defensive purposes, 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.
- 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.

### EVIDENCE OF POSSESSION/CONSUMPTION OF DRUGS OR ALCOHOL

- A student will not possess, use, transmit or conceal, or show evidence of consumption 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, they 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 principal has the right to test a material to determine if it contains such things as nicotine or THC by using over-the-counter test strips or other such methods.
- 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 disciplinary action. The student will then be given a second opportunity to take the test.
- The minimum penalty for possession of drugs/alcohol is 10 days OSS. The penalty for sale or distribution of drugs to others could be more severe possible expulsion.

### POSSESSION/USE OF TOBACCO PRODUCTS

- Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar look alike devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event is prohibited. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that may contain tobacco. Smoking of electronic cigarettes, "vapor devices," and other substitute forms of cigarettes whether they contain nicotine or not, are also prohibited.
- The penalty for use/possession of tobacco is 5 days of OSS and mandatory cessation classes for students here. For Penta students the penalty is the same as at Penta. This violation also violates our substance abuse policy, and 20%, 50%, 100% loss of extracurricular contests will be enforced.

### 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 will result in severe student discipline.

### 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.

### 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).

### 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 disciplinary action at the discretion of the principal.

### HANGING SIGNS/POSTERS AND DISTRIBUTION OF MATERIALS

Students cannot place signs or items on school walls, doors, lockers and such. Any poster or paper must be approved by the principal in advance. Students cannot distribute materials, such as propaganda, to other students. Students may not use school devices to create such items.

### FIGHTING/PUNCHING

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

### PERFUME/DEODORANT/SPRAYS

Students cannot spray perfumes or deodorants (such as AXE) in hallways. Students must use the restrooms for this.

## RETALIATION

Any student who attempts to retaliate against another student will be disciplined. For example, if a student thinks that another student got them in trouble and then goes after them in any way, it is considered retaliation.

## DISCIPLINE POLICY

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In general, the following procedures will be followed in assigning discipline for breaching the code of conduct. The principal has the right to add or take away based on each situation.

## 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 lunch or 1 hour 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 may result in more severe disciplinary action by the principal.

## AFTER SCHOOL DETENTION PROGRAM

The North Baltimore after school detention program is designed to serve as an initial consequence for minor violations of 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. 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. Failure to attend a detention will result in more severe disciplinary action by the principal.

## AFTER SCHOOL DETENTION RULES

- 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
- 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.

### FRIDAY DETENTION (2:45-6:15pm)

Friday school may be assigned by the principal at any time. A 24hr notice will be provided to the student and parent by the principal. 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.

Failure to attend a detention will result in more severe disciplinary action by the principal.

### FRIDAY DETENTION RULES

- Friday Detention begins promptly at 2:45pm and the normal dismissal time is 6:15pm. Students arriving after 2:45pm may not be admitted.
- 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
- Students may be removed from a detention session at the discretion of the staff. No credit will be awarded for partial attendance
- 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. 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 to make the full time needed for Friday detention.
- The Friday Detention supervisors are in charge of the session and any failure or refusal to comply with their directions will result in more severe disciplinary action. All regular school rules are in effect at all times.
- 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.

### LEVEL TWO

Level two of the discipline policy is intended to deal with major violations of the conduct code. The principal will handle these violations through suspension from school. In general, the following guidelines will apply, but the principal can add or take away based on the situation.

- 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, 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.

Making up work during as OSS:

Students who are suspended out of school (OSS) will be required to submit all homework, projects, papers and similar items on the day they return from suspension for full credit. Tests and assessments must be made up within 2 days of returning from OSS. Any grade not completed on time will result in a zero. Anything for a grade is the responsibility of the student to gather, arrange, complete and submit. This could be done via google classroom, email or phone calls. While some work may be digital, it is the parent/guardians' responsibility to come get other work from the school since the suspended student must remain off of school property. The school does not take responsibility for gathering any materials unless a reasonable request is submitted by the student or parent.

### OUT-SCHOOL SUSPENSION (OSS)

When a student is suspended for ten (10) days or less:

- The Principal will inform the student through written notice of the intention to suspend.
- 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.
- If determined, as a result of the hearing, that the student should be suspended, the following shall occur:
  - The parent, guardian, or custodian of the student will be informed through written notification given to the student and immediate attempted contact of the parent will be made by telephone.
  - If school should be canceled 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 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. 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 to the principal 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.

- Additionally, the principal has the right to add more days suspension of students from any athletic events and/or extracurricular activities due to their discipline issues.

### 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 do so and the following procedures will be utilized:

- The student and their parent, guardian, or custodian will receive written notice.
- The notice will include:
  1. The written reasons for the intended expulsion.
  2. 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.
  3. 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.
  4. 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.
  5. Hearing is held - the student, the parents, guardians, custodians, or representatives are given the opportunity to defend against the charges.
  6. Written notification of the decision is required, as it is for a suspension. The notice will include:
    - The reasons for the expulsion
    - 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 THEIR BEST JUDGMENT TO DISCIPLINE STUDENTS FAIRLY WHO ARE INVOLVED IN SITUATIONS NOT SPECIFICALLY OUTLINED IN THIS HANDBOOK

### ATTENDANCE PROCEDURES

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 and leave a message. The school has an automatic answering machine available 24 hours a day, to take your messages (419-257-3464). 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 workplace to confirm the absence with the parent. As per the state of Ohio, students have 72 hours total to miss during the school year.

### PROCEDURE FOLLOWING ABSENCE FROM SCHOOL

When a student misses school, those hours are subtracted from the 72 hours. In the case of medical, dental, or legal appointments, the student must present a written excuse from that particular professional office, and the missed hours will be added back to the 72 hours.

### TARDY'S DEFINED

Tardy to school- If a student is not in first period class after 10 minutes of the start time, 1 hour will be subtracted from their 72 hours.

1/2-day absence- 3 hours subtracted

1-day absence- 6 hours subtracted

Absent a class period- absent 10 minutes or more of period. 1 hour subtracted

### EXCESSIVE ABSENCE POLICY/HABITUALLY TRUANT (House Bill 410)

- 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 school counselor and principal. Failure to follow the plan developed at that meeting results in court referral.

- A student is 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, jailed and the student is placed on probation.

## **STUDENT 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. Students are not to be on cell phones, put their head down, sleep or any other manner that is deemed rude and disrespectful. Those unable to follow these basic guidelines will be disciplined in accordance with the code of conduct.

### **PROM**

The prom is considered a high school event. 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,
- (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 and not affiliated with the school in any way. 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 DANCES

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 three 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
- Proof of participation is required, students 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. Applications are available in the Middle/High School office. After the form is filled out, it must be returned to the office.

### ATHLETIC TRAINER

Our athletic trainer is fully employed through North Baltimore Schools. The trainer has the final decision on an athlete returning to play or reentering a game. Parents will have complete involvement in the decision making process, however ultimately it is the trainer's decision—not the parents or coaches. The trainer will do what is best for the athlete and situation. The trainer can rule an athlete out for a concussion; however, at a later time a medical doctor would need to clear the athlete before they enter the return to play protocol.

### 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 students. All concerned in our athletic program strictly adheres to rules and regulations of the Ohio High School Athletic Association.

### HIGH SCHOOL ELIGIBILITY

North Baltimore follows the rules of the OHSAA. Eligibility is the responsibility of the student, the parent, the coaching staff, and the school's office. Coaches should review eligibility rules with parents and players at the beginning of each season.

- 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.
- 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.
- 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 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.
- After the original eligibility list has been submitted by a coach, any future additions must be submitted to the Athletic director 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.
- 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.
- 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.
- If a student is ineligible due to grades/credits/violation of code of conduct, all extracurriculars are impacted.
- Roster additions are suggested to be made up by "Picture Day" as set by the

A.D. The only exceptions would be someone who moves in or a foreign exchange student situation, or circumstances unseen.

### MIDDLE SCHOOL ELIGIBILITY

North Baltimore follows the rules of the OHSAA. Eligibility is the responsibility of the student, the parent, the coaching staff, and the school's office. Coaches should review eligibility rules with parents and players at the beginning of each season.

- A student must have passed 4 courses, 3 of the 4 must be core classes. They must also attain a grade-point average of 1.5 during the grade period.
- Students are limited to four consecutive semesters of athletic competition in seventh and eighth grades.
- 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.
- All sixth graders promoted to the seventh grade are automatically eligible for participation in the fall extracurricular activities.

### 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 extracurricular activities and athletics:

- A student found in violation of the student conduct code and suspended out-of-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 out-of-school 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.
- A student suspended out-of-school for a third major violation during the

school year, shall be denied participation for the remainder of the school year.

### SUSPENSION GUIDELINES FOR SPORTS

When serving an ISS or after suspension for violating the drug testing policy, these rules are in effect:

- Practice day: The student must attend practice but cannot participate with the team in all drills. However, the coach can make the athlete run or give additional consequences.
- Game day: The student must attend the game and sit with the team out of uniform. The student must ride the bus.
- Ejections given by an OHSAA referee/official differ from the above guidelines and will be communicated by the A.D. or coach.

This is not an exhaustive list of all Board of Education Policies regarding Athletics and Extracurricular 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

- There are to be no practice sessions of any kind or type on Sunday, unless approved by the AD, 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.
- There shall be supervision at all times when students are in the locker rooms, showers, weight room, or on the field or court.
- Starting and ending dates for each sport change from year to year. Those items are in the OHSAA handbook.
- Practice sessions start and end dates for all sports are defined in the rules of the OHSAA.
- Off-season conditioning programs are to be approved by the AD.
- The AD shall make out a winter gym game and practice schedule. Any changes in this schedule are to be approved by the Athletic director.

### ATTENDANCE - DAY OF PARTICIPATION

It is the policy of the North Baltimore Local Schools that a student must be present in school for half of the school day to participate in an athletic contest, practice or extracurricular activity, 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 (and the student has parent excused absence remaining) has been obtained from the AD or principal. In the event of a funeral, students are expected to attend school before or after the service to maintain eligibility.

\*The final decisions on all situations will be at the discretion of the Principal.

### ATHLETE'S RESPONSIBILITY

- 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.
- 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.
- 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.
- 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 disciplinary action and/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 and fine paid.
- 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.
- 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 AD. An athlete who is cut from a squad after tryouts may then try out for another sport held during that same season.
- Dual Sport Participation: If a student chooses to participate in two sports concurrently, that student will choose a major sport after meeting with the AD, prior to the start of the season, and work out a schedule that will allow participation in both activities. If there is a game/game conflict, the major sport will take precedent. The AD will resolve any conflicts.



### 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, nicotine, tobacco, drugs not prescribed for that individual, look a likes or any mind altering chemicals whether they be over the counter or illicit. This policy shall be effective 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 (20%, 50%, 100%) 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/TOBACCO/NICOTINE 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 and AD 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.

### COLLECTION PROCESS

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

- 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.
- Authorized school personnel will maintain security of testing area during testing.
- 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.
- Only lab technicians, authorized school personnel and students being tested witness the testing procedure.
  - Students are assigned a number on a roster and given a collection cup with the same number on it.
  - Students will use a liquid sanitizer to cleanse hands.
  - A dye will be added to the toilet water, but not to urinals
  - 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 a minimum of 30 ml.
  - Students are not to flush. This will invalidate their sample.
  - After the 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.
  - 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.
  - North Baltimore Local Schools reserves the right to change this procedure as dictated by the guidelines of the selected testing agency.
  - In order to sit in any team picture, the student must have a physical and have submitted a sample for drug testing if baseline drug testing was already offered.

### REFUSAL

Any student who refuses to attempt to provide a sample is immediately removed from the team for the entire season.

### CANNOT PROVIDE SAMPLE

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 within 24 hours. Parents are responsible, not the school, for providing transportation. Leaving during the school day is not considered a doctor's visit and will be unexcused, resulting in loss of practice or game time that night. The student must leave after school and can then return to attend practice with full participation only if a note from Great Lakes Biomedical is given to the coach. If as a result of being late for a bus to a game, the student may forfeit the right to play. Failure to do so within 24

hours results in immediate removal from the team for the entire season and loss of any athletic award. In this situation, the students must submit a sample prior to participating in a game or practice.

### ABSENT ON DRUG TESTING DAY

If a student is absent on drug testing day, the students have 48 hours to go to Great Lakes Biomedical to submit a sample. The students can still participate in practice/games.

### HOMESCHOOLED/ONLINE

To keep testing dates anonymous, home-schooled/online athletes will be given 48 hours upon notice to provide a sample at Great Lakes Biomedical since we cannot alert them in advance to report to the school on drug testing day.

### 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

- 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.
- 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 so by subpoena.
- 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 year unless that information is under subpoena.
- Reports of a positive test as determined by the toxicology laboratory test result will be shared only with the principal and AD. The principal or AD will contact the parents to discuss the results.
- 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.
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### STUDENT SELF DRUG REFERRAL

- 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.
- If a student has made a self-referral for treatment and he/she discontinues that treatment before its conclusion, it shall be treated as a violation and penalized as such.
- 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.
- 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.

### ADDITIONAL STUDENT ATHLETE 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.

### PARTICIPATION

- You must have 4 athletes to be considered for a team to participate in any sport in middle or high school.
- If our school does not offer a sport you would like to participate in, you are allowed to play for a neighboring school district if you can make their team. See new OHSAA rules for this.

### TRANSPORTATION

#### AUTOMOBILE USE

5515

Students driving to and from school, and school related activities, are urged to use extreme caution in their driving. The speed limit on all school property is 15 MPH. 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 after school detention. Parents should only use the circle horseshoe drop off/pick up. With exception of senior assigned parking spots, student parking spots are first come, first served.

\*The Principal reserves the right to suspend any students driving privileges on school property at any time.

#### AUTOMOBILE PARKING FOR STUDENTS

A student parking area has been provided behind the school near the gym. 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 only reserved spots for

seniors. Students may not park in the front faculty/visitor lot. Students may not go to their cars during the school day for any reason without permission from the office. Automobiles are subject to searches by the school principal at any time.

### BICYCLES

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

### BUS RULES FOR SAFE RIDING

8600

If you are listening to music on the bus, you must use earbuds or headphones. Bus drivers are allowed to take your device from you and give it to the principal if you fail to cooperate. Portable speakers are not permitted. Bus consequences are listed below.

- 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.
- 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.
- Clean up any of your trash.
- No tobacco, alcohol, or drugs either in use or possession.
- No weapon of any type.
- 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

1st offense - 2 day off the bus

2nd offense - 1 week off the bus (5 school days)

3rd offense - 1 month of the bus (30 calendar days)

4th offense - Loss of bus privilege for the remained of the year

\*The Principal reserves the right to add or take away bus punishment based on the situation..